

**Bridgman Public Library  
Board Minutes  
May 24, 2022 - 9:00 A.M.**

**Meeting Called to Order:** 9:00 A.M. by Valauskas

**Board Members:**

- **Present:** Valauskas, Bogue, Kole, Fuller, Collins, Janoskey, Noll, Wilk, Worcester
- **Excused:** None

**Staff:** Kreps, Abele

**Agenda Revisions:** None

**Guests:** J. Bernstein (Friends of the Library), S. Markavitch (Lake Township, Interim Supervisor)

**Public Comments:** None

**Friends of the Library:**

- The FoBPL will participate in Bridgman Open Air Market on scheduled Sundays, including Kids Day (June 19); pencils and bookmarks will be distributed.
- The Community Garage Sale will be held on June 24 & 25, 2022. Permits are on sale now at the library.
- The annual book sale will take place on July 7, 8 & 9 during the Bridgman Days Festival.

**Committee Reports:**

- **Finance Committee:**

- a. Kreps has distributed the first draft of the 2022-2023 budget, which is being reviewed. Public hearing of the budget takes place at the June Board Meeting. The current ratio of Salaries and Wages to overall budget is near the recommended threshold of 60%. With this in mind, the Committee recommends delaying implementation of new employee benefits pending results of the August millage ballot proposal. Bogue also recommended total library materials expenses reflect 8% of the overall budget, as indicated by Library of Michigan standards.
- b. The Finance Committee is proposing a salary increase for library staff that would match the Consumer Price Index (CPI) inflation rate, noting the previously-discussed concern regarding Salaries and Wages budget threshold.

- **Facilities Committee:**

- a. BER Heating & Cooling will be BPL's contracted service company.
- b. The upgrade to library security cameras will be budgeted in the next fiscal year.
- c. Bogue has been coordinating the clean-up and mulching of the library berm and also knows a minority business owner who is interesting in pursuing a contract to upgrade and maintain the berm area.
- d. The Community Garden plots most in need have all been repaired. A special thank-you will be sent to Aaron Wimbush, husband of library garden coordinator Deb Wimbush, for handling the repairs. A \$25 gift card from Emma's Hearth & Market is being purchased in appreciation for his help. Additional garden upgrades are planned

for the fall.

- The lighting in the Mystery section of the library is insufficient. Kreps has requested replacement fixtures still under manufacturer's warranty; more will be requested to ensure adequate lighting. Kreps will schedule Mead & White to install.
- **Personnel and Policy Committee:**
  - Kreps has given notice to resign from his position at the library. Effective date to be determined. The board plans to find an interim Director in order to have ample time to search and interview for a permanent Director. Kreps will be working with the board on transition plans.
  - Kreps is revising several sections of the Employee Handbook, which the Committee is reviewing.
  - Kreps has posted the Patron Services/Technology Assistant position on the library website.

**Directors Report:** Kreps mentioned that the summer edition of the Bridgman Community Buzz is currently available and all of the library's upcoming summer programs can be found in there.

Director's report was accepted as written.

**Approval of Minutes:** Motion made by Bogue to accept the April 26, 2022 regular meeting minutes. Motion seconded by Wilk. Motion carried.

Motion made by Kole to accept the May 5, 2022 special meeting minutes. Motion seconded by Bogue. Motion carried.

**Treasurer Report/Financial Reports:** None

**Discussion Items:**

- **Chikaming Township Library Service Contract:** A revised one-year agreement has been reached between Chikaming Township and the three libraries who participated in the previous contract – New Buffalo, Three Oaks & Bridgman libraries. This contract will begin on July 1, 2022 and end on June 20, 2023 and will continue to split penal fines between all three libraries and the township will also pay each institution \$10,000 per year. Chikaming residents will continue to have a choice as to which library they would prefer as their home library, with the understanding that New Buffalo and Three Oaks will be charging a non-resident fee for their cards. In alignment with this one-year agreement, reciprocal borrowing among the three libraries for Township residents has resumed. Kreps and the Library Staff are researching best methods of tracking use of (BPL) resources by Chikaming township residents, particularly digital resources such as Hoopla.
- **Berm Reclamation Project Update:** See bullet point under Facilities Committee.
- **Review of Millage Renewal Ballot Process:** All paperwork has been submitted. A sample ballot is available for review.

- **Review of FY 2022-2023 Budget:** See bullet point under Finance Committee.
- **Additional Discussion Item:** The board would like to create a list of action items from each board meeting to ensure tasks are being completed.
- **Additional Discussion Item:** A mobile shelving unit, generously funded by the Friends of the Library, has been ordered from The Library Store. Estimated time of arrival is a few months out.

**Action Items:**

- **Approval of Bills:** Motion made by Kole to approve payment of April 2022 bills totaling \$26,955.58. Motion seconded by Janoskey. Motion carried.

**Communications and Correspondence:** None

**Meeting adjourned:** 10:26 a.m.

**Next meeting:** June 28, 2022, 9:00 A.M. at the library.

**Submitted by**  
Dennis Kreps

Approved by the Secretary: \_\_\_\_\_



Date: \_\_\_\_\_

06/24/2022