

**Bridgman Public Library
Board Minutes
November 22, 2022 - 9:00 A.M.**

Meeting Called to Order: 9:01 A.M. by Valauskas

Roll Call:

- **Present:** Valauskas, Kole, Collins, Fuller, Janoskey, Noll, Worcester
- **Excused:** Bogue, Wilk

Staff: Skinner, Abele

Agenda Revisions: Add "Book Challenge Policy" to *Discussion Items*. Add "Approval of Security Camera Upgrade at Amount Previously Quoted" to *Action Items*.

Guests: None

Public Comments: None

Friends of the Library (FoBPL):

- There is a Pop-up Book Sale scheduled for Saturday, December 3 from 10am to 3pm.

Committee Reports:

- **Facilities Committee:**
 - Skinner has been investigating alternatives to TLC (The Library Corporation), our Integrated Library System. While TLC is currently undergoing an upgrade which may address some ongoing issues, Skinner is researching systems that would be more cost efficient and user friendly. After the upgrade is complete, a final decision will be made as to whether to continue with TLC or to move to something new.
- **Finance:**
 - Brian from Kruggel-Lawton was on site to discuss the recent audit and to give an overview of the audit report. There were no major concerns regarding the financial status of the library. Currently the library holds a 15.3-month fund balance, which exceeds the 6 to 12 month recommended balance. Very few audit adjustments were needed due to the fact that the library uses a third-party accounting firm for bookkeeping. Once Kruggel-Lawton receives the signed approval document from the library and the report is finalized, they will submit it to the state.
- **Personnel and Policy Committee:**
 - The Chikaming Library Millage Vote passed on November 8. As a result, the library will begin receiving additional funding from Chikaming Township in July 2023.

- The board entered into a closed session to discuss confidential employee matters.

Approval of Minutes:

- Motion made by Janoskey to approve the October 25 Board Meeting Minutes as written. Seconded by Noll. Motion passed.

Director's Report: Skinner highlighted several items from her written report:

- Staff completed CPR/AED training in early November and are now certified.
- The library is currently running the Food for Fines program until January 7, 2023.
- Library in-person visits have increased.
- Skinner is working on the annual state aid report and is also researching options for digital time clocks.
- Library website and logo redesigns are currently in process and samples will be presented at next month's meeting.

Treasurer Report/Financial Reports: None

Discussion Items:

- **Draft Strategic Plan:** Skinner updated a previous Strategic Plan document with her goals for the library and also added a section on Core Values.
- **Updated Collection Development Policy & Unattended Children Policy:**
 - Minor updates were made to the Collections Development Policy including adding the Core Values, updating census data and revising the section on weeding to match ALA criteria.
 - Not many changes were made to the Unattended Children Policy. However, a section was added which focuses on Vulnerable Adults.
- **Updated Laptop checkout Policy & Procedure:** Updated to reflect our current practices:
 - Laptops can only be used inside the building and on the library patio.
 - Time limit was increased from 1 hour to 2 hours and the overdue fine is \$5 per hour.
- **Proposed organizational structure:** A new organizational structure has been created to better align staff responsibilities and help streamline library processes.
- **Employee Handbook:** Postponed to the December 2022 Board Meeting.
- **Book Challenge Policy:** Skinner created this new policy in the event we have a patron who challenges a book we have on our shelves.

In general, it was noted that policies should be reviewed annually and that pronoun language should be more inclusive – remove he/she and replace with they/their/them.

Action Items:

- **Approval of Bills:** Motion made by Kole to approve payment of October 2022 bills totaling \$23,680.69 Motion seconded by Worcester. Motion carried.
- **Approval of 2023 Board Meeting Dates (4th Tuesday, except December):** Motion made by Kole to approve the 2023 Board Meeting Dates. Motion seconded by Fuller. Motion carried.
 - January 24, February 28, March 28, April 25, May 23, June 27, July 25, August 22, September 26, October 24, November 28, December 12 (2nd Tuesday)
- **Approval of updated policies, except the Employee Handbook:** Motion made by Valauskas to approve the policies with minor amendments. Motion seconded by Worcester. Motion carried.
- **Approval of Security Camera Upgrade (at previously quoted amount):** Motion made by Kole to approve upgrading the security cameras at the previously quoted amount. Motion seconded by Worcester. Motion carried.

Communications and Correspondence: None

Meeting adjourned: 10:50 A.M.

Next meeting: December 13, 2022, 9:00 A.M. at the library.

Respectfully submitted by:

Sarah Skinner, Director

Approved by the Secretary: *Susan Collins* Date: 12-13-22