

**Bridgman Public Library  
Board Minutes  
October 25, 2022 - 9:00 A.M.**

**Meeting Called to Order:** 9:04 A.M. by Bogue

**Roll Call:**

- **Present:** Bogue, Fuller, Collins, Janoskey, Noll, Wilk
- **Excused:** Valauskas, Kole, Worcester, Skinner (Director)

**Staff:** Abele

**Agenda Revisions:** None

**Guests:** J. Bernstein (Friends of the Library)

**Public Comments:** None

**Friends of the Library (FoBPL):**

- FoBPL approved funds to purchase more Teen and Children's shelving, as well as a book display for the front entry of the library. They also approved funds to purchase a new light table for the Little Explorers program.
- The wooden side panels for the new DVD shelf were an additional charge that the FoBPL decided not to cover.
- National Friends of the Library week went well. Winners of the raffle drawing (book gift baskets) have been contacted and free giveaways were a success. Several people joined as new members.
- FoBPL placed ads in the Harbor Country News to support the upcoming Chikaming Township library millage vote.

**Committee Reports:**

- **Facilities Committee:**
  - Due to the Facilities Committee tackling quite a few maintenance issues over the past few months, they plan to re-evaluate the budget in December and possibly create a new forecast beginning in January, which would cover the second half of the fiscal year.
  - Current updates include:
    - Mayo Roth has agreed to fix the walls and paint where there were roofing leaks and will also fix the shorter book drop.

- Lighting needs to be reviewed once again in the Mystery/Teen section of the library.
  - The shed window has been fixed by Vince Rose.
  - Skinner is checking into options for snow plowing services and has also arranged for the city to fill the pothole in the library parking lot.
  - Window cleaning is being scheduled for this fall and again in the spring.
  - Carpet cleaning needs to be done, especially in the Director's office.
- **Finance:**
    - Fuller gave a brief update in Kole's absence:
      - Finances are on target and everything is in good shape.
      - An audit is scheduled to take place on Tuesday, November 22.
      - Kole is researching alternate banking options that might give a better interest rate.
  - **Personnel and Policy Committee:**
    - Collins stated that Skinner has updated the Collections Policy according to ALA standards and has also been working on updates to other library policies which will be presented in more detail at November's meeting. Skinner is also looking to switch some staff responsibilities around to help cover the increase in cataloging work.

#### **Approval of Minutes:**

- Remove Personnel and Policy Committee from the Finance update on page 2. Also, change note under that same section to say Kole instead of Noll. Motion made by Collins to accept the September 27, 2022 meeting minutes with amendments. Motion seconded by Wilk. Motion carried.

**Director's Report:** Skinner gave an overview of library activities and statistics in her written report.

**Treasurer Report/Financial Reports:** None

#### **Discussion Items:**

- **Draft Strategic Plan:** Postponed until November Board Meeting.
- **Updated Collection Development Policy & Unattended Children Policy:** Postponed until November Board Meeting.
- **Updated Laptop checkout Policy & Procedure:** Postponed until November Board Meeting.
- **Proposed organizational structure:** Postponed until November Board Meeting.
- **Second invoice for shelving (wood end panels) was denied by the FoBPL:** Motion made by Collins for Skinner to submit payment for wood end panels using library funds. Janoskey seconded. Motion carried.
- **Additional Topic – Slate of Officers Update:** Bogue has decided to continue serving on the library board

and accepted the nomination for the position of President for a one-year term.

**Action Items:**

- **Approval of Bills:** Motion made by Wilk to approve payment of September 2022 bills totaling \$22,508.64. Motion seconded by Janoskey. Motion carried.
  
- **Slate of Officers:** Motion made by Fuller to approve the 2023 Slate of Officers. Motion seconded by Wilk. Motion carried.
  - Liz Bogue – President, BPL Board of Trustees
  - Ed Valauskas – Vice President, BPL Board of Trustees
  - Sue Collins – Secretary, BPL Board of Trustees
  - Jim Kole – Treasurer, BPL Board of Trustees
  
- **Approval of updated policies:** Postponed until November Board Meeting.


**Communications and Correspondence:** None

**Meeting adjourned:** 9:47 A.M.

**Next meeting:** November 22, 2022, 9:00 A.M. at the library.

**Respectfully submitted by:**

Sarah Skinner, Director

Approved by the Secretary:  Date: 12-13-22