

Bridgman Public Library  
Board Minutes  
May 28, 2019, 2019 9:00 a.m.

**Call to Order:** 9:00 a.m. by Hill.

**Present:** Board Members: Collins, Hill, Huff, Janoskey, Kuypers, Wilk, Noll, and Crocker.

**Staff:** Hazelgrove

**Agenda Revisions:** None

**Guests:** None

**Public Comment:** None

**Friends of Library Representative:** None

**Committee Reports:**

- A. **Personnel and Policy:** Janoskey reported that policies were reviewed. Frequency of future reviews of the policies, circulation, and employment were changed from yearly to as needed and review of the General Policy was changed from every two years to three years.
  
- B. **Facilities:** Kuypers reported that one bid to update the library lighting was not accepted. Evans is currently seeking two additional lighting bids with complete breakout of all costs. Kuypers reported that Project Management was in line with expectations. Contracts for interior painting, carpeting, and the conference room wall, are in place and will continue as planned. Roof repair quotes were presented and the lower cost bid was recommended. Further discussions ensued. Kuypers recommended revisiting lighting and other items at next month's meeting when new and additional information is received.
  
- C. **Finance:** Huff reported the finance committee is fine with the wage proposal. Huff also reported, they are carrying a draft budget to the budget process next month. The Accounting and Control procedures written for accounting services were reviewed and accepted with no significant changes. The Cash and Liquidity policy was discussed and it was agreed the current policy is sufficient. Huff presented and reviewed the monthly and quarterly cash flows statements.

**Treasurer's Financial Reports for April 2019:**

Huff reported the revenue was misstated on the financial report affecting reported revenue and profit. Huff stated that all the Expenses are correct and that the Cash and Investments are correct.

**Director's Report:** Attached

**Approval of April 23 Board Minutes:**

Motion made by Kuypers to approve the April 23, 2019 minutes as presented. Motion seconded by Huff. Motion carried.

**Discussion Items:**

- A. **2019-20 Budget:** Wilk asked the board to consider adding a line item to the budget to fund a long term capital improvement fund for future uses. Huff recommends adding capital outlay as a distinct line item in the budget. Huff reported on the current budgeted expenses for operating supplies and materials.
- B. **Project Management Proposal:** A proposal letter was received from Rick Reach dated 5/21/19. He outlined his experience, services and costs to act as the project manager for the library updates. He has been selected to be the project manager based on his experience and his cost meeting the library's budget.

**Action Items:**

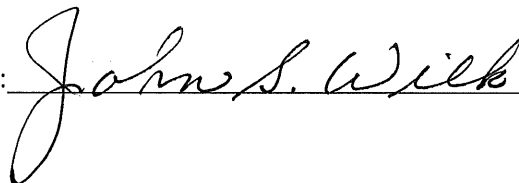
- **Approve Bills.** Motion to approved and pay bills for \$31,579.19 made by Crocker. Seconded by Noll. All approved and motion carried. Crocker requests clarification on mileage request.
- **2019-20 Wage Proposal:** Motion to approve made by Collins. Motion seconded by Huff. Motion approved and carried.
- **CD Rates:** Huff recommends investing \$50,000 in a 3 month CD from Horizon Bank at 2.4%. All voted in favor and the recommendation was accepted.
- **Roofing Bid:** Facilities Committee recommends accepting the bid from Future Construction for roof repair. Motion to approve made by Lane. Motion seconded by Janoskey. Motion carried.
- **Remodel Budget:** Budget moved to June meeting. New, additional information expected. Previously approved items will be completed.

**Correspondence or Communication:** None reported.

**Adjournment:** Hill adjourned the meeting at 10:00 a.m. Next meeting June 25, 2019 at 9:00 a.m.

Submitted by  
Gretchen Evans

Approved by the Secretary:

 Date: 6/25/19