

Bridgman Public Library
Board Minutes
October 23, 2018, 8:57 a.m.

Call to Order: 8:57 a.m.

Present: Hill, Wilk, Huff, Bogue, Collins, Crocker, Janoskey

Staff: Evans, Hazelgrove

Agenda Revisions: Huff added Action Item 12B. Hill added Action Item 12C.

Guests: None

Public Comment: None

Friends of the Library: Judith Ray reported membership has increased to 100. Nov. 10 is the date of the used book sale. Fund raising activities were discussed including the Garage Sale and a new sale of a Super Books. A Volunteer of the Year Award has been established in honor of Carole Johnson.

Committee Reports:

A. Finance: The committee met to discuss investments and the investment policy.

Directors Report: Evans reported that a social work intern is at the library on Fridays from 3 – 5 p.m. The library will host an open house on November 9th to promote the program. Program services and ways to promote the social work intern program were discussed.

Approval of Last Month's Minutes: Huff moved to approve the minutes from the September 25, 2018 meeting with correction. Collins seconded. Motion carried.

Treasurer's Report: Huff reviewed the financial statements. Overages in repairs and maintenance are expected to balance out over the course of the year.

Discussion Items:

A. Floor plan: Evans reported on the field trip she and several board members took to South Bend libraries. They had the opportunity to see different style furnishings and maker space/production labs. Discussion was opened on the two floor plans provided by Kimberly Bolan and Associates and library usage trends. Bogue motioned to form an Ad Hoc Committee to discuss the plans further and make a recommendation at the November meeting. Motion seconded by Crocker. Motion carried.

B: Library Investments: Huff recommends a conservative short term investment approach until facilities plans are known.

C: Slate of Officers: R. Hill, President; L. Kuypers, VP; J. Wilk, Secretary; K. Huff, Treasurer. Voting will be in November.

Action Items:

A: Approval of Bills \$48,076.73: Huff moved to approve. Janoskey seconded. Motion carried.

B: CD Investment: Two CDs matured in October. Huff reported that of the three banks solicited, Horizon offered the highest rate on a CD investment. Huff moved that the library purchase a CD from Horizon Bank in the amount of \$100,000 with a term of 6 months. Motion seconded by Crocker. Motion carried.

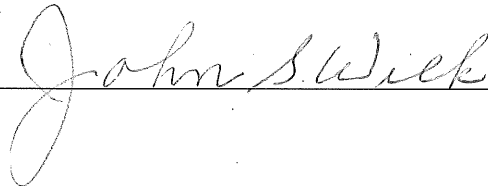
C: Director's Evaluation: Motion made by Huff to increase Evans' salary. Motion seconded by Janoskey. Motion carried.

Communication and Correspondence: The Board received a letter from Michigan Humanities Council requesting a donation.

Time of Adjournment: Hill adjourned the meeting at 10:14 a.m. The next meeting will be held on November 27, 2018, at 9:00 a.m.

Submitted by
Carol Hazelgrove

Approved by the Secretary:

 Date: 11/27/18