

Bridgman Public Library
Board Minutes
May 26, 2020, 9:00 a.m. Via Zoom

Meeting Called to Order: 9:00 a.m. by Hill.

Present: Board Members: Hill, Collins, Bogue, Janoskey, Wilk, Huff, Noll, Valauskas
Staff: Kreps, Hazelgrove

Agenda Revisions: The Agenda was revised to reflect there were no Committee Reports.

Guests: None

Public Comment: None

Friends of the Library Representative:

Kreps reported meeting with The Friends Board. Topics of discussion included:

- Strategies for recruitment of new members
- Support for alternatives to Summer Reading Program in-person performances
- Concern for lost revenue due to the postponement of the book sale and access to the library book store and other activities.

Committee Reports: None

Directors Report:

(1) Kreps reported that the partner libraries' (BPL, New Buffalo Township Library, and Three Oaks Township Library) request for a one-year extension of the Chikaming Township Library Service Contract was approved by the Township.

(2) , Kreps reported that BPL is developing a written COVID-19 Policy and a Preparedness and Response Plan as required by recent Governor's Executive Orders (EO) . This Policy and Plan must be approved by the Board and made available to the public within 14 days of reopening. The initial drafts will be sent to the Personnel and Policy Committee for review. The EOs closing libraries and requiring 'stay at home' have been extended to June 12. Only essential personnel are to report for onsite work.

Approval of Minutes from April 28, 2020 Regular Meeting:

A motion was made to accept the minutes as presented with no changes. All present approved and the minutes were accepted.

Treasurer's Report: Huff reported on current revenues and expenses and the 2020-2021 Budget.

Discussion Items:

2020-2021 Budget: Kreps reported making conservative estimates regarding both anticipated revenues and expenses in developing the 2020-2021 Budget. Of particular note, this draft budget reflects expected reductions in several revenue lines due to the economic impact of the current pandemic situation. Final budget approval will take place at the June meeting, including the public hearing.

Hill expressed his appreciation to the Board for their handling of the COVID-19 emergency situation. Bogue suggested a review of BPL Liability Insurance, considering possible increased risk due to the pandemic. Kreps outlined a phased reopening process:

1. Library closed; only essential staff
2. Library closed to the public; staff return
3. Library begins Curbside style service with reduced hours
4. Public may enter the building with limited access and services
5. Full resumption of general services
6. Group gatherings and programs fully resumed

Action Items: Approval of April Bills.

Huff motioned to approve payment of the April bills totaling \$24,458.37. Motion was seconded by Wilk. Motion carried.

Communications and Correspondence: None reported

Adjournment: Meeting adjourned by Hill at 9:37

Next meeting: via Zoom, Tues., June 23, 2020 at 9:00 a.m.

Submitted by

Dennis Kreps

Approved by the Secretary: _____ Date: _____