

Bridgman Public Library
Board Minutes
December 17, 2019 9:00 a.m.

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

Present: Board Members: Bogue, Hill, Huff, Janoskey, Wilk, Crocker, Noll, Valauskas

Staff: Kreps, Hazelgrove

Agenda Revisions: None

Guests: Brian Hake, CPA representing Kruggel Lawton, discussed and reviewed the annual audit process and the audit report with the board. Accounts were reviewed and no key differences in activity were reported. The budget schedule is very good.

Public Comment: None

Friends of Library Representative: Kreps reported that he will be meeting with the Friends in January and will provide a list of activities for them to consider funding.

Committee Reports: None

Director's Report: Kreps reported that he is continuing to attend the City Council, Township Council, and Chikaming Township meetings. He is also looking at sources of funding available for special programs. Next month he is focusing on hiring new employees, use of library space, Library programs and development of a new website. Kreps reported the new TV that was donated to the library has been installed.

Approval of Minutes: A motion to approve the minutes as presented from the November 27, 2019 meeting was made by Wilk. Motion carried.

Treasurer's Report: Huff reported that the Finance Committee met with the audit firm and everything is in good shape. The Finance committee is asking the accounting firm to expand their role to include monthly reports. Two CD's maturing in January and February will be placed into the account.

Discussion Items:

- **2020 Annual Calendar:** Kreps requested calendar modifications to close the library at 2PM on New Year's Eve Day and at 2PM on Wednesday, the day before Thanksgiving. Crocker requested the general Board Meeting in December 2020 be moved to December 15.

Action Items:

- A. **Approve Bills \$35,673.06** A motion to pay approved bills was made by Huff. Seconded by Crocker. All approved and motion carried.

B. 2020 Annual Calendar Modifications: A motion was made by Noll to close the Library at 2PM on New Year's Eve Day and 2PM on Wednesday, the day before Thanksgiving. Noll also motioned to move the 2020 December regular board meeting to December 15. Motions carried and the dates were changed.

Communications and Correspondence: None

Adjournment: Hill adjourned the meeting at 9:44 a.m. Next meeting January 28, 2020 at 9:00 a.m.

Submitted by

Approved by the Secretary: _____ Date: _____