

**Bridgman Public Library  
Board Minutes  
June 27, 2023 - 9:00 A.M.**

**Meeting Called to Order:** 9:07 A.M. by Bogue

**Roll Call:**

- **Present:** Bogue, Valauskas, Kole, Collins, Fuller, Janoskey, Noll, Wilk, Worcester
- **Excused:** None

**Staff:** Skinner, Abele

**Agenda Revisions:** *Discussion Item* and *Action Item* added about beginning every board meeting with the Pledge of Allegiance.

**Guests:** J. Bernstein - Friends of the Library, President  
Z. Murray – League of Women Voters

**Public Comments:** None

**Friends of the Library (FoBPL):** Bernstein gave an update and said that the Friends membership drive was wrapping up on June 30. So far, they had 53 renewing members and 2 new members. She also mentioned that the annual book sale will be held on July 27 – 29 in the Library Community Room. July 27 will be a preview sale for FoBPL members. July 28 & 29 is open to the public with a \$5 bag sale taking place all day on the 29th.

**Committee Reports:**

- **Personnel and Policy Committee:**
  - No meeting was held this month, but committee members are beginning to draft a job evaluation for Skinner.
- **Facilities Committee:**
  - Parking lot repaving and landscaping projects were discussed at the monthly meeting. It was noted that Arcadia Gardens is only scheduled to come out three times per year and there would be an extra fee for weed removal. The committee suggested that we seek out a few volunteers to pull weeds in the meantime. The Arcadia contract will be re-evaluated before next season.
- **Finance Committee:**
  - Discussed the 2023-2024 budget. Also considered alternative options for CDs that are up for renewal.

**Treasurer Report:** Reviewed reports. By next month, the budget will be converted to the new Uniform Chart of Accounts. It was also noted that Amazon is now offering monthly billing and discounts for businesses that

sign up to participate. This new feature will help improve the organization of the check detail report.

**Director's Report:** Skinner highlighted a few items from her written report.

- Library visits have increased, as well as our number of program offerings.
- Summer Reading Program is going on now through the end of July.
- Staff reviews have been completed, with the exception of one.
- The new catalog system, Atrium, was implemented at the beginning of June. All staff members completed a two- day training course taught by an Atrium representative.

**Intellectual Freedom:** *Intellectual freedom is the right of library users to read, seek information, and speak freely as guaranteed by the First Amendment.* Skinner shared a few examples in her June Intellectual Freedom Report.

**Approval of Minutes:** Motion made by Valauskas to approve the May 2023 Board Meeting Minutes as written. Motion seconded by Collins. Motion carried.

**Discussion Items:**

- **Pave/Reseal/Restripe Parking Lots Quote:** Skinner had a conversation with J. Ganum, Bridgman City Manager, about having the parking lots redone and he recommended getting a quote from Shembarger Asphalt Sealing. After receiving their quote and comparing it to the one from Arnt Asphalt Sealing, Skinner signed the contract with Arnt. Project timing will most likely be toward the end of August/beginning of September.
- **Final Revision of FY22-23 Budget:** Final amendments were reviewed.
- **FY23-24 Budget – Proposed:** Proposed budget was reviewed. It was noted that the payroll budget was increased due to the addition of employee benefits and that technology was also increased. However, there should be a cost savings in the accounting/audit/legal line items.
- **6/14/2023 Incident at the Library:** Staff member K. Bartoszek noticed an odd scent when he was out in the lobby area of the library. When he went into the men's restroom he noticed someone had been smoking cannabis and had tried to flush it in the urinal. No major damage occurred. Bartoszek assisted with clean up.
- **Additional Topic - Pledge of Allegiance:** Per Wilk's request, saying the Pledge of Allegiance at the beginning of board meetings was discussed. Skinner agreed to look into purchasing an indoor American flag and a State of Michigan flag.

**Action Items:**

- **Approve Bills:** Motion made by Kole to approve payment of May 2023 bills totaling \$19,035.09. Motion seconded by Valauskas. Motion carried.

- **Approve Revised FY22-23 Budget:** Motion made by Collins to approve the FY22-23 budget amendments. Motion seconded by Kole. Motion carried.
- **Approve FY23-24 Budget:** Motion made by Valauskas to approve the FY23-24 Budget. Motion seconded by Kole. Motion carried.
- **Additional Action Item - Approve Reciting the Pledge of Allegiance at Board Meetings:** Motion made by Wilk to approve beginning all board meetings with the Pledge of Allegiance. Motion seconded Noll. Motion carried.

**Communications and Correspondence:** Fuller commented on the positive response given to BPL from the community members at the last Chikaming Township meeting.

**Regular Meeting adjourned:** 10:00 A.M.

**Next meeting:** July 25, 2023, 9:00 A.M. at the library.

**Respectfully submitted by:**

Sarah Skinner, Director

Approved by the Secretary:



Date:

