

**Bridgman Public Library
Board Minutes
April 18, 2023 - 9:00 A.M.**

Meeting Called to Order: 9:00 A.M. by Bogue

Roll Call:

- **Present:** Bogue, Valauskas, Kole, Collins, Fuller, Janoskey, Wilk, Worcester
- **Excused:** Noll

Staff: Skinner, Abele

Agenda Revisions: None

Guests: J. Bernstein - Friends of the Library, President

Public Comments: None

Friends of the Library (FoBPL):

- Bernstein stated that the Friends volunteer luncheon will be held on Wednesday, April 26th. She also mentioned that the FoBPL is providing lunches from Panera Bread for the library staff on April 27th. In addition, furniture plates are being made with the FoBPL name and attached to the book shelves that were recently purchased for the library.

Committee Reports:

- **Personnel and Policy Committee:**
 - The committee did not meet this month.
- **Facilities/Finance Committee:**
 - The committees discussed creating a more detailed facilities budget plan for next year now that we are back on schedule managing routine maintenance.

Treasurer Report:

- Wilkins Bookkeeping will begin moving items to the new Uniform Chart of Accounts.
- The library had one CD mature. The general consensus of the Board was to roll it over for another 6-month term.
- Kole suggested checking with Zach Carson from Lake Township before the next Board Meeting regarding revenue sources as our contract is up this year.

Director's Report:

- Skinner highlighted a few items from her written report.
 - The library is celebrating its new logo with a special Logo Launch Week, happening April 17 - 22. There are free giveaways and prize drawings for patrons all week. The library will also be highlighted on PBS Michiana's Instagram account today, April 18, as we "takeover" for the day and post all about BPL. The Logo Launch Week will end with a make-your-own "I Love Reading with BPL" button on Saturday, April 22.
 - Skinner has offered a 15-hour per week Circulation Desk position to Mallory Moyer.
 - Library visits have increased. Skinner hopes to see that continue as we head into Summer Reading.
 - Skinner and Bogue will be going to Lansing to participate in Michigan Library Advocacy Day on April 25.
 - Skinner has signed the library contract with Chikaming Township.

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 April Intellectual Freedom Report.

Approval of Minutes:

- Motion made by Janoskey to approve the March 2023 Board Meeting Minutes as written. Motion seconded by Valauskas. Motion carried.

Discussion Items:

- **Garden Work Day (April 15) – Update on Progress:** Three garden beds were replaced and a lot of clean-up work was done during the work day. We are still waiting to hear from the Heart of Cook to see if we will be able to secure grant funds to replace the rest of the beds in the community garden.
- **Proposed Draft - Facilities and Maintenance Budget for FY 23-24:** It was noted that budget line items for both landscaping and technology have increased in the 23-24 fiscal year as we return to a schedule of routine maintenance.
- **Proposed BPL Budget for FY 23-24:** The proposed 23-24 BPL budget was distributed and reviewed. It is scheduled to be approved at the June Board Meeting.
- **Pave/Reseal/Restripe Parking Lots (Capital Outlay):** Because of the declining condition of the parking lots, Skinner is seeking board approval to do repairs in the 23-24 fiscal year, instead of in 24-25. She has already requested and received one quote from Arndt Asphalt.
- **Switch from TLC to Atrium for our ILS (cataloging/check-out system):** TLC has been very problematic and Skinner has found Atrium to be a user-friendly system that will be more cost efficient after the initial transition period. Given Board approval, the switch to Atrium would

most likely happen before the beginning of Summer Reading in June.

Action Items:

- **Approval of Bills:** Motion made by Kole to approve payment of March 2023 bills totaling \$16,993.18. Motion seconded by Valauskas. Motion carried.
- **Approve the Pave/Reseal/Restripe Parking Lots (Capital Outlay) Project:** Motion made by Fuller to move forward with the project of paving, resealing and restriping the parking lots. Quotes will be reviewed at the May Board Meeting. Motion seconded by Worcester. Motion carried.
- **Switch from TLC to Atrium for our ILS (cataloging/checkout system):** Motion made by Worcester to approve the switch from TLC to Atrium. Motion seconded by Kole. Motion carried.

Communications and Correspondence: None

Meeting adjourned: 9:58 A.M.

Next meeting: May 23, 2023, 9:00 A.M. at the library.

Respectfully submitted by:

Sarah Skinner, Director

Approved by the Secretary:



Date:

