

**Bridgman Public Library
Board Minutes
January 24, 2023 - 9:00 A.M.**

Meeting Called to Order: 9:04 A.M. by Bogue

Roll Call:

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

Staff: Skinner, Abele

Agenda Revisions: *Community Garden* added to Discussion Items. *Kole's Re-appointment to the Board and Approval of Employee Handbook* added to Action Items.

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

Public Comments: None

Friends of the Library (FoBPL):

- Bernstein reported that the decision has been made to no longer sponsor the Bridgman Community-Wide Garage Sale. The number of participants has been greatly decreasing over the years and it hasn't been very profitable after accounting for printing expenses and the amount of time required to coordinate it. The group would be open to handing this off to another community organization if they would like to take the lead. If anyone knows of an interested party, please let Bernstein know.
- The FoBPL is sponsoring the Michigan Steam Train program on March 28. The group also funded the new display shelf in front of the circulation desk.
- All FoBPL Officer positions have been filled for another term.

Committee Reports:

- **Facilities Committee:** See notes in Discussion Items regarding the back-up generator.
- **Finance Committee:** See notes in Discussion Items regarding health insurance, Paid Time Off (PTO) and the amended budget.
- **Personnel and Policy Committee:** Miscellaneous employee requests/job changes were discussed.

Approval of Minutes:

- Motion made by Janoskey to approve the December 2022 Board Meeting Minutes with minor amendments. Motion seconded by Collins. Motion passed.

Director's Report:

- Skinner gave an overview of activities and statistics in her written report. She highlighted that the TLC (The Library Corporation) upgrade of the library circulation and cataloging systems will take place over the weekend on January 28th and 29th. Patrons will not have access to their library accounts during this time. This information will be posted on the website and sent to patrons in an email.

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 an example of an instance where Intellectual Freedom was challenged in the last month.

Treasurer Report: Reviewed reports. Kole highlighted that the library received an anonymous donation from the Berrien Community Fund in November 2022. Formatting of reports still needs to be tweaked. The printed reports are hard to read because they are now quarter-to-quarter vs. month-to-month.

Discussion Items:

- **6-Month Budget vs. Actual Assessment:** Revenues are as expected. Expenses are over-budget in a couple areas. Employee payroll expenses are over-budget due to interim raises given in September 2022 and granting Paid Time Off (PTO) which has to be implemented by February 23, 2023 in order to align with state regulations. There is also added expense with the addition of HealthiestYou health benefits for all employees. The second area over-budget is related to capital outlay and the repairs/maintenance required on the building. All agreed to postpone voting on the amended budget until after the full-time employee health insurance costs can be added.
- **Lake Charter Township appointees:** Bogue, Noll and Wilk have been officially re-appointed to the Board of Trustees.
- **Re-appointments to the Board:** Kole is seeking re-appointment to the Board of Trustees for a two-year term. Completion of his full term is subject to election in 2024.
- **Back-up Generator:** Skinner benchmarked with other libraries and found that most do not own a back-up generator unless they recently remodeled the building and it was incorporated into the build. She also learned that libraries that do own a generator still end up closing their doors when the generator is in use because it does not power the entire building and it creates a lot of noise. Due to these reasons and the expense of purchasing/installing a unit, Skinner believes it is not a responsible use of funds unless power outages are a severe issue, which has not been the case at BPL. Bogue moved to table. The Facilities Committee will review this information and contact those who previously donated funds to this project.
- **Health Insurance, PTO, and Handbook Changes:**
 - Skinner and Kole are seeking a commitment from the board to spend \$40,000 - \$50,000 to cover the library's four full-time employees with health insurance. Discussions ensued around different group plans vs. a stipend, who should be covered (employee, spouse, dependents) and if the library would cover the entire premium or if staff would be asked to contribute. All agreed to have Kole and Skinner go back and get more details for a maximum annual cost of

\$40,000 for the library. They will present their findings next month.

- o Information regarding Paid Time Off (PTO) was added to the Employee Handbook.
- o Health benefits for full-time employees will need to be added to the Handbook once a plan has been selected and approved.
- **New Logo Results and Rollout:** Results of the logo survey sent to Board members and staff determined that the BPL initials design will be the library's new logo. Rollout will begin in April 2023 to coincide with National Library Week, BPL's Passport Program and the WNIT Instagram Takeover event.
- **Community Garden:** Fitzgerald, who serves as the Garden Coordinator, has agreed to do a walk-thru with the Facilities Committee to see exactly what needs to be repaired/upgraded in the garden. Skinner will check with Fitzgerald about applying for the Heart of Cook Grant to help cover expenses. Grant applications are due mid-February.

Action Items:

- **Approval of Bills:** Motion made by Kole to approve payment of December 2022 bills totaling \$38,088.99. Motion seconded by Janoskey. Motion carried.
- **Re-appointment of Kole to the Board of Trustees:** Motion made by Wilk to re-appoint Jim Kole to the BPL Board of Trustees for a two-year term. Motion seconded by Fuller. Motion carried.
- **Approval of Employee Handbook:** Motion made by Collins to approve the current Employee Handbook with minor amendments. Motion seconded by Kole. Motion carried.

Communications and Correspondence: None

Meeting adjourned: 10:42 A.M.

Next meeting: February 28, 2023, 9:00 A.M. at the library.

Respectfully submitted by:

Sarah Skinner, Director

Approved by the Secretary:

Susan Collins

Date:

2/28/23