

Bridgman Public Library
Board Minutes
July 26, 2016 8:30 A.M.

Call to Order: 8:30 A.M.

Present: Board Members: Crocker, Hill, Janoskey, John, Kuypers, Siewert and Wilk. Barnes, Noll, excused.

Staff: Evans and Gast

Agenda Revisions: None.

Guests: Rick Fuller, Friends of Library President

Public Comment: None.

Friends of the Library: Fuller pointed out that the Library Mileage is on the back of Ballot. He will write to the local papers and post signs around town in an effort to ensure that voters are aware. Crocker suggested we ask Election Chairperson to remind voters to turn the Ballot over.

Committee Updates: **50th Anniversary:** Wilk reported that the Open House is scheduled for Thursday, July 28th from 5:00 pm to 7:00 pm. **Finance:** None. **Personnel and Policy:** Janoskey reported that the Director's Evaluation is coming up.

Lake Township Report: Wilk reported on Lake Township's July 19th Meeting. The Service Agreement between Lake Township and CGA was approved. Phase II of the old Fire Station remodel bid was awarded to Fiskars for \$107,000.00, which was the lowest bid. The Township Board has asked architect Chris Brooks to draw up some suggestions for limiting access to the administration offices by reconfiguring the front desk area.

Director's Report: Evans reported that chemicals used to clean the carpet on Saturday, July 23rd resulted in several of the Library's CO alarms going off. The Fire Department and Brunke-Geiger were both called to investigate and confirm that the Library was safe for use. Rick Fuller asked for confirmation of the laws on alcohol in the library. Evans will consult with the attorney and report back at the next meeting.

Approval of Minutes: Kuyper made the motion to approve the minutes of the Budget Hearing, second by Siewert. Motion carried. Kuyper made the motion to approve the minutes of the June 28th Board Meeting, second by Janoskey. Motion carried.

Treasurer's Report: John reported that it's too early to review without last year's Closing Report. John did note that the fees at the Berrien Community Foundation exceeded income earned there by \$114.00.

Discussion Items: Purchasing Policy: Janoskey reported that the amount that can be spent by Evans

without Board approval has been raised from \$500.00 to \$1,000.00. This rewrite of the previous Purchasing Policy also clarifies which items over \$1,000.00 (i.e. utilities, payroll) that Evans can pay without approval, as well as which circumstances require bids. After a 30 day review, item will become an Action Item on the August Agenda. **Director's Evaluation:** Janoskey advises that evaluation pages where comments are solicited are for that particular section only, not overall comments. Evaluations should be returned to the Library in the sealed envelope provided by August 12th. **Possible change to TLC contract:** Evans explained that the catalog shared with St. Joseph and Lincoln Township Libraries utilizes a Data Server that is currently housed in St. Joseph, and that that Server has reached its life expectancy. The planned replacement of that Data Server was budgeted in this year's Tech Plan, but the Libraries now feel that a hosted solution might be more appropriate. The data and Server would be stored off-site, which would cost slightly more. Evans will present a revised contract as soon as it is available.

Action Items: Approve Bills: Crocker made the motion to pay the bills in the amount of \$30,131.80, second by Wilk. Motion carried. **Employee Raise:** Evans requested a \$1.00 per hour pay increase for one of the pages. This individual has taken on extra duties, including initiating some new programming. Crocker made the motion to approve the pay increase, second by Kuypers. Motion carried. **Community Garden Fund:** Evans proposed setting the Community Garden Fund at \$2,200.00. Kuypers made the motion to approve this amount, second by Siewert. Motion carried.

Communication and Correspondence: None.

For the Good of the Library/Board Training: Wilk read a prepared statement expressing his confidence in Nancy John's performance on the Finance Committee.

Time of Adjournment: Wilk moved to adjourn the meeting at 9:45 A.M., second by Kuypers. Motion carried. The next meeting will be held on August 23rd at 8:30 A.M.

Respectfully submitted by
Cindy Gast

Approved by the Secretary: Carol Ann Siewert Date: 8-23-16