

Bridgman Public Library  
Board Minutes

Tuesday, December 8, 2009, 6:00 P.M.

Present:

Board members: Maryanski, Van Hellen, Hill,  
Hall, John, Siwert, French, Birmingham

Absent: Chappell

Staff: Richardson, Gretzy

Guests: Peggy Krieger, Sharon Targo

Citizens: Mr. Sweet

Public Comments: Mr. Sweet stated he came to  
see how we operate & that in the future  
he may have a suggestion.

Friends of the Library Representative:

No one was present.

Staff Report: La Reine Gretzy gave a report  
on two workshops she attended on better  
availling patrons to genealogy searches &  
researching family trees. One was in Stevens  
ville & the other in Niles. She was most  
impressed about what to save & how to  
give patrons the web sites they need.

Audit Report:

Plante<sub>1</sub> map A review of the audit was given by  
Sharon Targo, as presented to the board on  
December 2, 2009. Commended the board  
for holding the line on the budget & using  
revenues wisely. John asked "what an  
acceptable rainy day fund would be," she  
replied about 25% of our income. The

weakness she noted has been in place for years but it is an acceptable practice. It was noted that the Berrien County Foundation has been able to ride out investment roller coaster. She also noted we should list all gifts & materials as assets. These need to be recorded for insurance purposes.

#### Committee Reports:

None at this time.

#### Trustee Reports:

Birmingham went to city board meeting & reported on food fines.

#### Directors Report:

Richardson gave a short review of her printed report. She also stated that the city would be satisfied with a quarterly visit. The Lake Township continues to desire a monthly report from a <sup>township</sup> board member.

#### Approval of Minutes:

Van Weller moved to accept as written seconded by Birmingham. Motion carried.

At this Maryanski suggested a staff member be assigned to taking & typing of minutes to free member of board to take part in proceedings. John made a motion that this be done seconded by Maryanski. Motion carried. Board secretary will

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read & give approval before printing  
for public & board review.

### Treasurer's Report:

The budget was amended to reflect  
the \$13,370.<sup>54</sup> expense for staff development.  
This was the amount of last payment  
to the Extra Edge. Motion by Hall  
to include this in our budget seconded  
by Van Hellen. Motion Carried.

Our capital fund budget needed  
amending to reflect a payment to bid  
of \$11,588.<sup>48</sup> for work done on courtyard.  
Motion by Hall to amend this area  
seconded by French. Motion Carried.

A motion was made by Hall & seconded  
by Van Hellen to pay the warrants.  
Motion Carried.

### Committee Selections:

In January board members will be  
asked to sign up for a committee assign-  
ment in one or two of these standing  
committees: Finance, Personal, <sup>Policy</sup> Facilities, <sup>Plan</sup>

### Action Items:

The Change in the BLSL policy  
paragraph 7 moved by John seconded  
by French to accept their proposal of our  
approval needed only on Library premises.  
Motion Carried

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Investment policy:

It was moved by Hill & seconded by Van Hellen to change to First Source for our banking facility in our policy. Motion carried.

For the Head of the Library:

Hill: Merry Christmas

Hill: Thanks for making first meeting as president run smoothly

Maryanski: Encourage more use of script at Wardings & recognize how great our Library is

Van Hellen: Richardson thank you.

Meeting adjourned.