

Bridgman Public Library
Board Minutes
Tuesday, April 26, 2011 2:00 p.m.

Present:

Board Members: Hill, Janoskey (late), N. John, Kuypers, Maryanski, Siewert
Absent: VanHellen (excused) and Wood (excused)
Staff: Richardson, Heppenheimer

Agenda Revisions:

Addition: Treasurer's Report
Amend the Budget

Guests: None

Public Comment: None

Friends of the Library: N. John reported that she attended the Friends Meeting. Carol Ceithaml will probably be the new treasurer. Garage Sale will be held May 14 and 15. Permits available here.

Committee Reports: Personnel/Policy and Finance Committee minutes were provided in board packet. Maryanski gave a facilities report on the meeting with Dave Sheasley, from Architectural Glass & Metals, Inc., to discuss the KalWall, N. John recommended that the Director check with C & I and others to compare costs for future reference.

Trustee Reports: Richardson attended the township meeting reporting the upcoming Library activities and events. Always glad to have their support.

Director's Report: Berrien County libraries are joining forces to promote the libraries and support one another. Kindle, Amazon and Overdrive joining forces. Free recycling now available from the city. Promoted the Library during Library Week at Harding's. One free month of Ancestry.com is now available. N. John suggested looking into group licensing to lower the cost of Ancestry.com through the co-op. Program on Cook Nuclear Plant safety will be held on Wednesday. Friends are having a luncheon for staff on Wednesday. Friends are providing \$2,000 for the upcoming summer reading program. There is a plan in the works to develop a Business Resource Center at the Library. The board decided last month to go with every other week mowing instead of every week, which increased the cost \$15 per mow. The total cost will go from \$1,350 to \$1,540, (\$190 increase) which includes spring cleanup, to approve under action item. SMLC board approved grants to the public libraries for a total amount of \$3,455.00. The Director did some research on the Michigan Open Carry and how it impacts the Library.

Incident Report: None

Minutes: N. John made a motion to approve the minutes, and strike the last sentence under the Good of the Library, seconded by Kuypers. Motion passed.

Treasurer's Report: Director Richardson reviewed the income and expense report, recommending funds be moved around. Eliminated the 1st Source Bank accounts, no funds in there anymore. No CD's maturing until October.

Amendments:

N. John made a motion to reduce operations and supply budget by \$3,000, from \$15,000 to \$12,000, seconded by Siewert. Motion passed.

N. John made a motion to reduce patron programming budget from \$14,000 to \$12,500, seconded by Kuypers. Motion passed.

N. John made a motion to increase mileage reimbursement budget from \$1,500 to \$2,000, seconded by Janoskey. Motion passed.

N. John made a motion to increase public utilities budget from \$18,500 to \$23,500, seconded by Siewert. Motion passed.

N. John made a motion to reduce repairs and maintenance budget from \$27,350 to \$26,350, seconded by Janoskey. Motion passed.

The payment of bills in the amount of \$25, 445.24 was approved.

Discussion Items:

Insurance Management

Debra Smith sent information and cost to provide accidental death and dismemberment and life insurance to staff. Some questions arose with regards to eligibility. Richardson will get clarification.

Preliminary Budget for 2011/2012

Discussed paring down expenses.

Discussed staff salaries and funeral leave.

Action Items:

Lawn Care

N. John made a motion to increase the amount to be paid to CR Lawn Service for lawn care be increased by \$190.00 and to be taken out of repairs and maintenance, seconded by Siewert. Motion passed.

Correspondence: None

For the Good of the Library: None

Time of Adjournment: 3:43 p.m. The next regular meeting will be held on Tuesday, May 24, 2011 at 2:00 p.m.

Approved by the Secretary: Carol Siewert Date: May 24, 2010