

Bridgman Public Library
Board Minutes
Tuesday, August 17, 2010 10:00 a.m.

Present:

Board Members: French, Hill, Maryanski, Siewert, VanHellen

Absent: N. John and Hall

Staff: Richardson, Heppenheimer

Guests: Sue Janoskey

Board President Hill acknowledged guest, Sue Janoskey, as a candidate for the board vacancy.

Agenda Revisions: Add Ibid proposal re: light/sculpture

Public Comment: None

Friends of Library: None

Committee Reports:

Planning and Facilities Committee: Maryanski reported that the committee has been very busy with several projects, which include the sculpture, lights, asphalt, and murals, all of which are covered in the minutes of the committee's two meetings found in the board packet.

Trustee Reports: Siewert attended the Township meeting in July reporting on all of the Library activities. Her report was favorably received. The meeting for August was moved ahead a week because of the Berrien County Youth Fair. There was no board member in attendance.

Director's Report: Richardson stated that the request for donations for coffee seems to be working very well. Libraries are manning the Berrien County Library booth at the Berrien County Youth Fair. Richardson, Kennedy, Malevitis and Heppenheimer will be representing Bridgman throughout the week. Richardson commented on a letter that was sent to Harding's local office thanking them for their support through the eScrip program. Harding's has been a big supporter of the Library long before the eScrip program started. The Director received a request from Maria Rosner, the yoga instructor, for a reduced fee. Her fee has gone up 150% and requested the board give it some consideration. The Director also received a very positive comment about the website. Joe Johnson will be installing the murals next week.

Incident Report: None

Minutes: Siewert made a motion to approve the minutes as presented, seconded by Maryanski. Motion carried.

Treasurer's Report: In Hall's absence, the Director reported that under the bank account information the endowment fund total was actually \$38,713.49. Penal fines were 1% over budgeted amount. The Contingency account and the Capital Expense account need to be amended to include previously approved items. VanHellen made a motion to amend the Contingency account in the amount of \$1,563.50, seconded by French. Motion carried. A motion was made to amend the Capital Expense account in the amount of \$1,563.50 by French, seconded by Maryanski. Motion carried. Maryanski made a motion to debit the Capital Expense account for \$1,258.00, seconded by Siewert. Motion carried. Siewert made a motion to credit the Computer Expense account for \$1,258.00, seconded by French. Motion carried. Siewert made a motion to approve the payment of the bills as presented in the amount of \$31,116.59. French seconded. Motion carried.

Discussion Item:

New trustee application for term ending 2011 - Sue Janoskey

President Hill read highlights of the applicant's letter of interest. A vote will be taken next month.

Sculpture

Plans are being made for the dedication to be scheduled sometime in September during the week. Simple, light refreshments will be served. The dedication will take place when security and lighting are in place.

Action Items:

Nomination of Lane Kuypers for open trustee position

Siewert made a motion to accept Lane Kuypers for the open trustee position that will be ending in 2013, Maryanski seconded. Motion passed. He will be sworn in at City Hall prior to the September board meeting. He will receive a Trustee packet and an orientation.

Computer purchase for \$2,015.04 charged to 817000 Computer Expense

Richardson noted the cost per computer is less than expected.

French made a motion to purchase three (3) new computers for the staff front desk area for \$2,015.04, seconded by VanHellan. Motion passed.

Overdrive - \$2,000.00 charged to 740000 Materials

VanHellan made a motion to approve the purchase of OverDrive for a yearly cost of \$2,000.00, seconded by French and Maryanski. Motion passed.

Advanced Imaging - \$680.00 per quarter to 930000 Repairs & Maintenance

VanHellan made a motion to approve the contract with Advanced Imaging for repairs and maintenance of all patron and staff copiers/printers, Siewert seconded the motion. Motion passed.

Painting - \$1,540.00 charged to 930000 Repairs & Maintenance

Siewert made a motion to approve the painting of the remaining yellow ceilings – over patron computers, children's area, story hour room and the main entry for a cost of \$1,540.00, seconded by French. Motion passed.

Donation of \$400.00 to Amber Heaton

Maryanski made a motion to approve a gift of \$400.00 to Amber Heaton for all her work on the murals, VanHellan seconded. Motion passed.

Correspondence: Thank you from Our Lady Queen of Peace Catholic Church for Food for Fines, two thank you notes for the tea, a note from N. John from "down under."

For the Good of the Library: Siewert had some good questions for the Director for the good of the Library: Did the Library cut back on the number of keys available? Is the defibrillator checked regularly? Are the First Aid Kits kept up? Does the Library still use dumpsters? Are newspapers recycled? All of these questions were answered satisfactorily. Siewert suggested that we see about acquiring more artwork from the students at Bridgman High School to decorate the Community Room.

Time of Adjournment: 11:00 a.m. The next regular meeting will be held on Tuesday, September 14, 2010 at 2:00 p.m.

Approved by the Secretary: Carol Siewert

Date: 9-14-10