

Bridgman Public Library
Board Minutes
Tuesday, August 23, 2011 9:00 a.m.

Call to Order: 9:00a.m.

Present:

Board Members: Barnes, Hill, Janoskey, N. John, Kuypers, Maryanski, Siewert and Wood

Absent: VanHellen (excused)

Staff: Richardson, Heppenheimer

The Director reported that board member Betty VanHellen is at Jordan's recovering from a fall.

Agenda Revisions: None

Guests: None

Public Comment: None

Friends of the Library: None

Committee Reports: Facilities Committee and Personnel/Policy Committee minutes were provided in board packet.

Facilities Chairman Maryanski expressed concerns about the bids for the Kalwall skylights. Kuypers P/P Chairman pointed out that the final paragraph referring to the 2011-12 goals was worth reading. Evaluations of the Director should go directly to Kuypers.

Lake Township Report: Richardson attended the Lake Township meeting and reported on the up coming Library programs. She also reported that after doing some research she found that the longest wait that a patron might have for a computer is 30 to 40 minutes, if there is a wait, and that may be because they have already been on the computer once during the day for a 30-minute period. Most patrons are able to get right on a computer when they come in.

Director's Report: Richardson welcomed new board member Suzy Barnes. Richardson gave a brief explanation of how the Library and the Berrien Community Foundation work together. Richardson registered for a Marketing Conference and is on the waiting list. She reported that she hosted the Director's Meeting, Friday, August 19th. The Library has a refund check coming from Frontier as a result of the switch over to Comcast. The phone problems seem to have been resolved. The broken umbrella is going out for repair. No applications so far for Groundskeeper, in the meantime, Aaron will help with some weeding on the berm to get it in shape. N. John suggested that we post the job at local garden centers.

Incident Report: None

Minutes: Hill accepted the minutes as written.

Treasurer's Report: In the absence of a Treasurer, Director Richardson reviewed the revenue and expense report, bank account information, and accounts payable for July 2011. Penal fine check from Berrien County was received in the amount of \$48,468.45 and then deposited. It was returned because it was an obsolete check with the wrong routing number. Waiting for a new check to be re-issued. N. John requested that the Director add the Contingency Fund to the proposed amended budget column and total it.

Discussion Items:

Cintas Rugs

Richardson reported that there is a contract still in affect so she is unable to cancel service at this time, but has cut back on the number of times the rugs are delivered every 4 weeks.

Carpet Cleaning

Time to start thinking about cleaning the carpet because of several stains throughout the Library, cleaned last in November. The Director would like to stay with Heaven Scent. She was happy with the job they did the last time and are able to come on a Saturday night after closing allowing time to dry for opening on Monday. Barnes suggested finding out if Heaven Scent offered any guarantee to come back if the stains returned after a couple of months. Hill suggested that the carpets be treated with Scotch Guard to prevent staining before we go into the winter months.

Snow Removal/Salting Proposal

CR has already sent out a proposal. They come only when needed, same cost for last three years.

Follow-up from Auditor re: Paying Bills

Alex Schaeffer didn't think that paying bills ahead of time was a problem as long as the Board reviews the bills and approves them. Note in the minutes that a bill was paid before the Board meeting. But, after looking things over Richardson has decided to keep doing business as we have been so far, the bills getting paid at the Board meeting. The only bill that may need to be paid ahead of time is the Michigan Payroll Tax, as they need to be paid by the 20th of the following month. If there are other exceptions, the Director will bring them to the Board as needed.

SMLC Grants

Richardson has submitted the grant request to the SMLC for the technology grant and has purchased 2 Kindles, an iPad and cover. For Professional Development, she has submitted her invoices for her trip to Washington, D.C. and for the Beginning Workshop for the staff. Over all, the Library will receive \$2,000 in grant money from SMLC. We are moving along in the area of technology.

Action Items:

Approve the bills to be paid for July, 2011 \$30,658.51

Siewert made a motion to approve the payment of the bills as presented, Lane seconded. Motion passed.

Amend 657001 Penal Fines (decrease \$723.55)

Siewert made a motion to reduce line item Penal Fines by \$723.55, seconded by Janoskey. Motion passed.

Amend 6750022 Donations (increase \$3,000)

Amend 880000 Community Promotion (increase \$3,000)

Maryanski made a motion to increase line item Donations by \$3,000, seconded by Kuypers. N. John amended the motion to include increasing expenditure for Community Promotion by \$3,000. Motion passed.

Amend 700000 Payroll and Benefits (decrease \$60.00)

Maryanski made a motion to decrease line item Payroll and Benefits by \$60.00, seconded by N. John. Motion passed.

Amend 700100 Staff Life Ins and AD&D (increase \$60.00)

Wood made a motion to increase line item Staff Life Insurance and AD&D by \$60.00, seconded by Janoskey. Motion passed.

Nominating Committee

Siewert, Janoskey, Kuypers and Wood all volunteered to be on the Nominating Committee.

Hill reminded the Board that they are still in need of a Treasurer. Richardson reviewed the responsibilities of the Treasurer for the Board.

Hall needs to be removed from the bank signature cards.

VanHellen will be contacted to see if she wishes to stay on the Board.

Ibid Electric

Proposal of \$520.00 to extend Circuit to Roof Camera

Siewert made a motion to accept the bid from Ibid for \$520.00 as presented, seconded by Wood. Motion passed.

Correspondence:

A letter was received from author Brian Gruley after his appearance here. He has a new book coming out and he would like to come back to the Library for another talk at no charge.

Friends President, Gerry Setzke, has sent a letter to the local Berrien County libraries trying to get a joint group together.

List of cooperative members is now available.

Richardson received another restitution check.

There were 129 circulations from OverDrive for July.

For the Good of the Library:

N. John questioned the next date for the Need A Read Group on the calendar of events. It should read 2nd Wednesday in September at 2:00 p.m.

Suggestion was given to offer a men's book club.

Maryanski shared that a neighbor's daughter, visiting from out of town, brought her children for one of the SR Programs. They had such a wonderful time, and she was so impressed with the Library and the staff. She stated that their library at home couldn't compare to the Bridgman Public Library.

September is Library Card Sign-up Month.

The Library needs to have some type of signage on Lake Street to promote events.

Board members talked about several ways to promote the Library and its services.

Time of Adjournment: 10:20 a.m. The next regular meeting will be held on Tuesday, September 27, 2011, at 2:00 p.m.

Approved by the Secretary: _____ Date: _____