

Bridgman Public Library  
Board Minutes  
Tuesday, December 14, 2010, 2:00 p.m.

**Present:**

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

Absent: VanHellen (excused)

Staff: Richardson, Heppenheimer

Guests: Aaron Anthony

To resolve unfinished business from November meeting, Maryanski asked Siewert if she would be willing to serve as Secretary for the next year and she said yes.

**Agenda Revisions:** None

**Public Comment:** None

**Friends of the Library:** None

**Committee Reports:**

Personnel and Policy Committee

Kuypers reviewed the minutes from the November 16, 2010 meeting. The subcommittee will review Richardson's progress on the annual review plan again in March 2011. The next subcommittee meeting is scheduled for Tuesday, December 21, at 9:00 a.m.

Facilities and Planning Committee

Maryanski reviewed the minutes from the December 1, 2010 meeting. He highlighted their discussion about making the lobby more appealing and ways to draw patrons into the library itself. He discussed the initial proposal to purchase a spotlight to illuminate the library sign on Lake Street. Painting was discussed and Richardson asked everyone to look at the color that has been chosen for the Beach Room and to give his or her opinion. The adequacy of the lighting within the library was discussed.

**Trustee Reports:** Richardson attended the Township meeting last month and reviewed the library activities. Siewert did not attend the December meeting due to bad weather and health.

**Director's Report:** Richardson attended the Michigan Association meeting and discussed the topics that were addressed. She suggested the board take a road trip to see how other libraries do things, self-checkout, etc. Computers and Libraries is an upcoming conference to be held in March of 2011 in Washington, D.C. N. John suggested that Richardson consider going to this conference. From her experience, she felt that this conference would be beneficial to the director with regards to professional development. Siewert was in agreement that this is an event that the director should attend. Richardson will present all the pertinent information about this conference at the next meeting. The Food for Fines program is taking place right now. Food collected is going to local food pantries. The reduction of fines

so far is \$303.70.

Richardson took a minute to welcome the newest board member Ken Wood. Richardson invited all of the new board members to ask questions if a discussion is unclear to them.

The Bridgman Lions "Bridgman Cares" event generates Christmas gifts for local children. N. John suggested that for next year the library seek out local businesses to partner with who might be interested in getting involved in this program and might consider giving a discount on items purchased at their store for this purpose.

The Library of Michigan will not be loaning out material for MelCat library. Benton Harbor is a regional depository for government documents. Tax forms will still be available to the public but they will be stored within the library rather than in the lobby in January. The free magazines can now be found inside the library as well.

Hall and Kuypers are interested in getting involved with the new program "Reading BEE-lievers."

Amber Heaton will be working on special projects for Carol during Amber's Christmas break.

Richardson, Heppenheimer and Malevitis are the only employees who now have a key, besides the police and the custodian.

There was discussion of the library notary service (the director only) and most members feel that the marketing that is done now is adequate. No fee is charged.

**Incident Report:** LaReine slipped and fell last week on ice in the parking lot. She was not injured.

**Minutes:** Siewert asked that her absence last month be listed as excused. A motion was made by Siewert to accept the minutes as written, seconded by Maryanski. Motion passed.

**Treasurer's Report:** Hall will be talking with Tomeka Kinne at Horizon Bank about rates. Hall made a motion to approve the bills as presented in the amount of \$37,971.58, seconded by Kuypers. All of these bills were for the public's good. Motion passed. The Treasurer would like to have a Finance Committee meeting soon.

**Discussion Item:**

Lighting for Sign on Lake Street

- A. Anthony made an unscheduled stop into the board meeting. Board discussed the proposed lighting for the Bridgman Library sign on Lake Street. There is no problem with the library asking for another proposal from IBID Electric in addition to the one received from Wolverine. The city will work with whomever the library chooses. It was suggested that the library let Wolverine know that we are seeking other bids and if they would reconsider their original amount. N. John asked that the board consider if this is something that we need to do or want to do considering that the cost may run \$1,100.00.

**Action Items:**

**Bylaws**

A motion was made to approve amendment to bylaws as presented at the November meeting and to read, "Regular meetings of the Board shall be held on the fourth (4<sup>th</sup>) Tuesday of each month at 2:00 p.m. at the Bridgman Public Library." Motion passed. The next meeting will be held January 25, 2011.

**OverDrive**

Siewert made a motion to approve this one time expense for the OverDrive contract to develop a Bridgman Library core collection. Seconded by Hall. Motion passed. Richardson will give a demonstration to the board at the next meeting.

**Circulation Policy**

The committee recommends that the Board take action to accept the changes as suggested per meeting minutes. After discussion, motion passed. N. John suggested that the history of the policy changes always be listed at the bottom of the page.

**Correspondence:** Bridgman Chamber of Commerce is having their dinner on January 20, 2011 at D Agostino's. Responses are due by January 14, and N. John recommended that the library send someone. The Chamber is currently looking for officers.

**For the Good of the Library:**

N. John: Talked with G. Setzke, President of the Friends of the Library, at the holiday party about the possibility of sponsoring a social fund for the Library. Other board members will meet with the Friends after the first of the year to discuss this possibility. The State of Michigan does not allow the board or director to spend any monies for this type of event.

Hall: Enjoyed reading the letter from Lt. Col. Norma Farrell thanking the Quilters for their donations to the Wounded Warriors.

Siewert: Concerned about whether the card players were informed of the early closing due to bad weather of Monday. Richardson assured her that they were.

**Time of Adjournment:** 3:30 p.m. The next regular meeting will be held on Tuesday, January 25, 2011 at 2:00 p.m.

Approved by the Secretary: \_\_\_\_\_ Date: \_\_\_\_\_