

Bridgman Public Library
Board Minutes
Tuesday, February 22, 2011 2:00 p.m.

Present:

Board Members: Hill, N. John, Kuypers, Maryanski, Siewert and VanHellen

Absent: Hall (resigned), Janoskey (excused) and Wood (excused)

Staff: Richardson, Heppenheimer (excused)

Agenda Revisions: Add, to amend the budget to reflect re-subscription of SHRM membership

Guests: None

Public Comment: None

Friends of the Library: None

Committee Reports: None

Trustee Reports: None

Director's Report: Richardson added under Personnel and Volunteers, she is currently looking at the budget again for staff development. Beginning Workshop is being held again in May and this is a good opportunity to send staff to learn library management. Considering sending Janet and Ted from Tuesday through Friday at Otsego. Will prepare proposal with complete list of expenses, etc., and present it to the Board at a later date. This training provides an opportunity for the staff to see a broader view and gain a better understanding of the depth of the work involved in running a library.

Janet and Carol are working on getting the newsletter out in the next couple of weeks.

N. John inquired if there was any statewide news update. Richardson reported that there was an update included in the materials they were to be given today. N. John suggested that Hill consider writing a letter to the editor of the local papers stressing the importance and value of state funding to the library.

Maryanski stated that while he was at Harding's this past week, he was informed that the Library would be receiving a new poster with the standings of the organizations that are participating in the eScrip Program.

Hill reported that a resignation letter has been received from Barb Hall who is leaving the Board for health reasons. He will be writing her a letter to thank her for her years of service with deep regrets. This vacancy also opens up the responsibilities of the Treasurer, until this position is filled, Hill and VanHellen will be signing checks. He will be looking for someone to fill this opening and asks that everyone think about it. N. John stated that she is happy on the finance committee but not interested in

being the Treasurer. She would be happy to help audit and review the payroll. More discussion will take place when the absent members of the Board return.

Incident Report: None

Minutes: Kuypers made a motion to accept the minutes as presented, seconded by VanHellen. Motion passed.

Treasurer's Report: In Hall's absence, the Director gave the Treasurer's report reviewing the income and expenses. Discussion on where the SHRM membership should come from. N. John suggested that it come from materials and the Director agreed. \$180 will be transferred to the materials line, which will not put us over budget.

N. John made a motion to amend the accounts payable by moving the \$180 from memberships to materials with the total remaining the same, Maryanski seconded. Motion passed.

N. John made a motion to amend the budget by reducing the Contingency Fund by \$13,415.40 leaving a total of \$4,044.90, Maryanski seconded. Motion passed.

The Endowment Fund as of 12/31/10 is actually \$43,659.62; spendable amount is \$5,663.67 for a total of \$49,293.29. Some discussion about the motivation for people to donate to the endowment fund and that seems to be the tax credit.

Discussion Item:

Pending CD and Bank of America CD

Richardson led the discussion of the CD's, stating that Hall was never able to complete those transactions. The money has been re-deposited into the Horizon Bank, and the CD's are now void.

Action Items:

Bylaws

N. John made a motion to amend Section 3, adding 3.14 endorsing the American Library Association 'Library Bill of Rights' and the 'Freedom to Read' statement, seconded by VanHellen. Motion passed.

Programming Policy

VanHellen made a motion to accept the Programming Policy as presented, seconded by Siewert. Motion passed.

Copyright Policy

Siewert made a motion to accept the Copyright Policy as presented, seconded by Kuypers. Motion passed.

Date of Board meeting in March, 2011

Richardson will be in Washington, D.C. at the regular meeting time. Siewert made a motion to move the meeting date to the following Tuesday, March 29, at 2:00 p.m., seconded by N. John. Motion passed.

Correspondence: None

For the Good of the Library:

Richardson: Celebrating Dr. Seuss's birthday end of February with lots of fun things. There is just one spot available for the Irish Tea, March 3. So popular, more tables had to be added.

Siewert has a collection of demitasse cups and offered them for a function for hot chocolate to be served in them. Also, it was suggested that she display them here at the Library.

Time of Adjournment: 2:47 p.m. The next regular meeting will be held on Tuesday, March 29, 2011 at 2:00 p.m.

Approved by the Secretary: Carol Siewert Date: March 29, 2011