

Bridgman Public Library
Board Minutes
Tuesday, January 25, 2011 2:00 p.m.

Present:

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

Absent: Siewert (excused) and VanHellen (excused)

Staff: Richardson, Heppenheimer (excused)

Guests: Nanette Keiser, Berrien Community Foundation

Keiser explained what the Berrien Community Foundation is, reviewed current Library funds, donations, investments and performance standards for the Library funds. Questions were addressed throughout discussion.

Agenda Revisions: None

Public Comment: None

Friends of the Library: None

Committee Reports:

Facilities and Planning Committee

Maryanski reported that all items are addressed in the written Facilities and Planning Committee Meeting minutes that were submitted. He stated that most items are on going.

Personnel and Policy Committee

Kuypers reported that the committee met on December 21 and January 20, minutes for the December 21 meeting will be forwarded to board members. Topics that were discussed at these meetings included by-law changes, Programming Policy, Kindle Use Policy, Emergency Handbook, wages, Copyright Policy, Closing Policy, Quality Services Audit Checklist and the Director's request to attend the Computers in Libraries Conference. The details are all included in the minutes in the board packet.

Trustee Reports: Maryanski reported that he attended the January 17th Township Meeting at which he gave a brief update on programming. He announced the Library Board meeting time change and thanked the Township members for participating in the eScrip program that benefits the Library.

Director's Report: Richardson added under Facilities and Operations, Food for Fines total was \$714.35. This amount has been deleted from patron's records in lieu of the non-perishable food brought in. Thank you notes were received from Our Lady Queen of Peace Catholic Church, Woodland Shores Baptist Church and the Bridgman Lion's Club thanking the Library for the food donations. The Lion's Club is responsible for picking up the food items and dispersing them.

Richardson reported that the Chair Yoga class has been well received. There are 3 more classes scheduled.

Richardson reported that the Reading Bee-lievers program is going well. A Special thanks to Lane Kuypers who has been helping out with this program.

The Bridgman Library Friends group has approved the purchase of mConsole, a time manager, to be used in conjunction with the patron computers. Patrons will be required to go to the front desk to print and prepay for the number of copies they wish. Patrons will have the capability of printing from wireless/laptop computers as well.

The Friends have also approved the purchase of 4 laptops to be used in basic computer training that the library will be offering with the help of Lane Kuypers and Ted Theisen. Shooting for April as a starting time.

Richardson gave a demo of the OverDrive program.

Incident Report: None

Minutes: Accepted as presented.

Treasurer's Report: Hall made a motion to amend the budget taking \$100 out of 801000, Accounting, and placing \$100 into 958000, Memberships, seconded by N. John. Motion passed. Hall reported that Tomeka Kinne from Horizon Bank will be making available to the Library a CD rate of 2.5 for 84 months with the ability to take it out and cash it in for a higher rate should that become available before the end of the 84 month period. Hall will be purchasing 3 CDs at \$50,000 each.

Hall made a motion to approve the payment of bills in the amount of \$27,668.73, seconded by N. John. Motion passed.

N. John reported that a wage survey has been done and the results indicate that the staff is underpaid. The board is looking into how it can bring the pay scale up by 10% over the next two years.

Discussion Item:

Demonstration of OverDrive

Demo was given at the end of the Director's report.

Programming Policy

A copy of the policy was included in the Board packet. It will be laid on the table for a month.

Copyright Policy

A copy of the policy was included in the Board packet. It will be laid on the table for a month.

Action Items:

Bylaws

N. John made a motion to accept the change to Article V, Section 4 to add 4.3 to change the name of the Handbook to Library Employee Handbook, seconded by Kuypers. Motion passed.

The Board is tabling Article 1 – Legal Authority, Section 3, adding 3.14 endorsing the American Library Association ‘Library Bill of Rights’ and the ‘Freedom to Read’ statement, giving the board time to review the same. Richardson will send out a copy of the Library Bill of Rights and the Freedom To Read Statement to the Board members.

New Employee

Hall made a motion to hire a new employee for 20 hours per week to meet the needs of programming, seconded by Janoskey. There was discussion. Hall made a motion to amend the budget by taking \$5000 out of the Contingency Fund and move it into 700000, Payroll/Benefits. Seconded by Janoskey. Both motions passed.

Conference for Director

Hall made a motion to set aside money, not to exceed \$2500, for the Director to attend the Computers in Libraries Conference in Washington, D.C., March 20 – 23, 2011. N. John seconded. Motion passed.

Correspondence: Thank you from Mrs. Elaine Theisen.

For the Good of the Library: None

Time of Adjournment: 4:10 p.m. The next regular meeting will be held on Tuesday, February 22, 2011 at 2:00 p.m.

Approved by the Secretary: _____ Date: _____