

Bridgman Public Library
Board Minutes
Tuesday, July 26, 2011 2:00 p.m.

Call to Order: 2:00p.m.

Present:

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

Absent: VanHellen (excused)

Staff: Richardson, Heppenheimer

Agenda Revisions: None

Guests: Suzy Barnes, Candidate for opening on the Joint Board of Directors

President Hill introduced Barnes to the Board. The Board proceeded to ask questions of the candidate and answered questions about the position and what it would entail. Barnes made some good suggestions how to bring the students, the school system, local businesses and the Library together. Siewert made a motion to accept Suzy Barnes as a city trustee. Kuypers seconded. The term expires 2015. Motion passed. Barnes was instructed to go to City Hall to be sworn in.

Public Comment: None

Friends of the Library: None

Committee Reports: Personnel/Policy Committee minutes were provided in board packet. Kuypers requested that the Board pay particular attention to the minutes of their meeting with regards to the implementation of the new process for evaluating the Director.

Lake Township Report: Siewert attended the Lake Township meeting and reported on the KalWall problem. There were no questions asked on the topic. Someone asked about the "over use" of the computers at the Library and the 2 – 3 hour wait for their use. She stated that the use of computers is regulated and that she was unaware of a problem in that area. She said that she would look into it. Richardson stated that to her knowledge no patrons have ever had a 2-3 hour wait. The patrons are given a period of 30 minutes to use the computer unless it is for homework or job resume related, and then they are allowed to use the computer for 1 hour at the most. This is currently being tracked and patrons are asked to leave the computer when their time is up. Richardson will talk with the staff to see if this is a problem. It was recommended that a letter be sent to John Gast at the Township that Siewert reported this and we checked over the last month and nothing indicates this type of wait time. Records do not substantiate this problem as stated.

Director's Report: Richardson reported that the Harry Potter Party was a huge success as well as the Summer Reading Program. 237 children signed up, of that 142 participated, 137,000 pages were read and 3400 books. Up from last two years. Final program is tomorrow, Cirque Amongus.

Incident Report: Missing letters from the sign on Baldwin. New letters have been ordered. N. John asked if there was a need to put a security camera or a motion sensor in that area, possibly a sign of some type, as more problems seem to be happening recently with regards to vandalism, etc. Something will be put in the newsletter to alert the neighbors and ask them to call police if they see something suspicious.

Minutes: Janoskey made a motion to accept the minutes as written, seconded by Wood. Motion passed.

Treasurer's Report: In the absence of a treasurer, Director Richardson reviewed the revenue and expense report, bank account information, and accounts payable for June 2011. This is the final budget that will be going to the Auditor. Fund balanced increased this year. Have a CD coming due in October. N. John questioned whether donations to the Berrien

Community Foundation would be considered a tax credit for giving. Need clarification from the auditor. Siewert was concerned about the lost books that had to be replaced.

Discussion Items:

Edgewater Account

Richardson is standing firm on no fees as discussed originally.

Paying Invoices

Baker and Taylor bill needs to be paid before the Board meeting. Buying books on a continuous basis and usually shows 2-3 months of purchases every month. Richardson is trying to keep things running smoother for reconciliation purposes. Will talk to the auditor before a decision is made to change when their bill is paid.

Emerald Lawn Care

After discussion, the Board decided to pass on the lawn care issue for now.

Berrien County Libraries

Midwest Collaborative for Library Services (MCLS) is hosting "Marketing the Public Library" workshop in Lansing, discussed possibly sending a couple representatives who will share information with all libraries.

SMLC grants

Discussed purchasing more Kindles for the Library, currently a waiting list. Another grant will be used for professional development.

New time and/or date for August Board meeting

Siewert made a motion to change the time of the August 23 board meeting to 9:00 a.m., seconded by Kuypers. Motion passed.

Carpets in the Lobby

Would like to go with Doubleday, less expensive and hopefully more durable.

Vacuum Cleaner

Getting some bids to replace the current vacuum

Action Items:

Amend 727000 Operations (reduce \$325.10)

Amend 930000 Repairs/Maintenance (increase \$325.10)

N. John made a motion to reduce line item Operations by \$325.10 and increase line item Maintenance/Repairs by \$325.10, seconded by Janoskey. Motion passed.

Approve Accounts Payable for June \$26,793.17

Siewert made a motion to pay the accounts payable in the amount of \$26,793.17 as presented, Kuypers seconded. Motion passed.

Correspondence:

For the Good of the Library:

Please fill out the form mailed to staff and board members in preparation for the up coming audit.

The Director received a check for \$150.00 for restitution from an incident that occurred in 1998.

Breakfast at 8:00 a.m. at Olympus before next meeting.

Time of Adjournment: 3:21 p.m. The next regular meeting will be held on Tuesday, August 23, 2011, at 9:00 a.m.

Approved by the Secretary: _____ Date: _____