

Bridgman Public Library  
Board Minutes  
Tuesday, March 29, 2011 2:00 p.m.

**Present:**

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

Absent: None

Staff: Richardson, Heppenheimer (excused)

**Agenda Revisions:** None

**Guests:** Debra Smith of Insurance Management gave a brief outline of the insurance coverage that the Library currently has. N. John started discussion on insurance for staff when traveling on library business. Ms. Smith will be providing more information to the Director before the next board meeting on this topic.

**Public Comment:** None

**Friends of the Library:** None

**Committee Reports:** Reports were provided in board packet.

**Trustee Reports:** Maryanski attended the township meeting. His report was included in the board packet.

**Director's Report:** Richardson submitted a report on her trip to Washington, D.C. and thanked the board for giving her this opportunity. The focus of the conference was computers and technology. Maryanski brought up his concern regarding lack of publicity for the Library, questioning what the best way is to get the word out to the community. There was board discussion on how to decide what programming will bring in the patrons. The Director mentioned the Trustee Alliance workshop to be held in the Grand Rapids area, April 28, to see if there was any interest. Siewert brought up the subject of the community garden stating that she felt it was a good idea. N. John shared that Hannah Anderson is interested in doing the same and should be contacted. Richardson gave a presentation showing the Library website, Library's FaceBook page and the digital library - Overdrive process. Library now has 3 Kindles available to circulate.

The Director mentioned a situation that involved a patron and a returned book that appeared to have been damaged, and the patron stated that it was damaged when it was checked out to her. The Library has had other problems with this particular patron in the past and asked for direction from the board on how to handle this. N. John recommended that in a situation such as this, the patron be informed that the Library has a process for these types of situations. Everyone gets one chance. The Library realizes that it is their word against ours, and this one time it will be forgiven. They will also be informed that a

note will be made in their record that this has been allowed. They will be warned to be careful in the future because they will be held accountable.

Volunteer Week is April 10 – 16 and the Library will hold a reception to thank all of volunteers. A list of the names will be posted in the Library and on the website with the volunteers permission.

**Incident Report:** Latest incidents were explained in the Director's Report.

**Minutes:** Hill accepted the minutes as presented.

**Treasurer's Report:** The Director gave the Treasurer's report reviewing the income and expenses. Richardson reported that the mileage would need to be amended in May when Janet and Ted go to the Beginning Workshop in Gaylord. She also reported that the census revealed Bridgman lost 137 people in the city and 176 in the township. Siewert made a motion to approve the bills as presented, Maryanski seconded. Motion passed. Bills to be paid in the amount of \$23, 919.30.

**Discussion Item:**

Treasurer

N. John made a suggestion that the board consider bringing into the Library an individual who would be bonded to take over the handling of the moneys for the Library, as well as the Friends, since they too are losing their Treasurer. After much discussion, a decision was made that the finance committee along with Richardson would look into what it would take to find a responsible, bonded individual to do the bookkeeping/handle finances. Also, an additional person is needed to fill the open board position. Looking for someone with a financial background.

**Action Items:**

Beginning Workshop

Siewert made a motion to send Janet and Ted to the Beginning Workshop in May, at a cost not to exceed \$1100.00, seconded by VanHellen. Discussion took place on Ted's future with the Library. Richardson stated that Ted is a great asset to the Library; she would like to be able to entice him to stay longer. What he learns he will bring back and share with other staff members. The Director feels this would be a win/win situation for the Library. Motion passed.

Lawn Care

N. John made a motion that the Library spend \$1350.00 of this year's contingency fund to pay CR Lawn Service for the summer mowing, every other week, and the spring clean up, Kuypers seconded. Motion passed.

Fertilizer Program

N. John made a motion to pre-pay the \$330 to Emerald Lawn Care out of the repairs and maintenance budget 2010/2011, Janoskey seconded. Motion passed.

**Printer for Staff Work Area**

N. John made a motion to move \$2000 from operations/supplies to computer expense, Kuypers seconded. Motion passed. Siewert made a motion to purchase an HP black and white printer for the staff at the cost of \$424.00, Janoskey seconded. Motion passed.

**Arnt Asphalt Proposal**

VanHellen made a motion to accept the proposal from Arnt for \$2,700.00 to be taken out of repairs and maintenance to reseal and stripe blacktop on all lots, Maryanski seconded. Motion passed.

**Correspondence:** None

**For the Good of the Library:**

N. John brought up the on-going question about advertising and keeping the Library out in the public eye. Also, the Friends are looking for volunteers to hand out maps for the upcoming City-Wide Garage Sale. The maps will include a coupon to be used on a purchase from the Book Shoppe. Membership in the Friends group is down.

Hill read a Certificate of Appreciation to be given to Barb Hall in recognition of her contributions to the Library over the years.

**Time of Adjournment:** 4:54 p.m. The next regular meeting will be held on Tuesday, April 26, 2011 at 2:00 p.m.

Approved by the Secretary: Carol Siewert Date: April 26, 2011