

Bridgman Public Library  
Board Minutes  
Tuesday, May 11, 2010 2:00 p.m.

**Present:**

Board Members: French, Hall, Hill, N. John, Maryanski, Siewert, VanHellen

Absent: None

Staff: Richardson, Heppenheimer

Guests: None

Citizens: None

**Agenda Revisions:** An Incident Report will be added under the Director's Report. Discussion concerning the acquiring of a sculpture is added as #10-A.

**Public Comment:** None

**Friends of the Library:** None

**Committee Reports:** Maryanski reported on the Facilities and Planning Committee minutes from the April 26, 2010 meeting. He discussed the meeting with Pam Carlson, Bridgman High School Art Teacher, and the possibility of the art students painting two murals for the Library entryway. The Finance Committee report will be included with the Treasurer's report.

**Trustee Reports:** Carol Siewert attended the Township Meeting and reported on the Board's trip to the Notre Dame Hesburgh Library along with providing general information about activities at the Library.

**Director's Report:** After discussion about who should be contacted in Carol's absence in case of an emergency at the Library, the decision was made to contact Maryanski, Facilities Chairman, first, if unavailable Hill, and then French. The Library of America collection has arrived.

**Incident Report:** A patron informed the Library staff that he had plans to borrow ILL material with no plans to return same. After much discussion the board agreed that the events should be thoroughly documented and the patron should be warned once before his privileges are revoked.

**Minutes:** Motion made by Siewert to accept all minutes as presented, seconded by VanHellen. Motion carried.

**Olsen Sculpture:** Discussion was held to talk about the Board's desire to have a sculpture to enhance the Library and benefit the community, and how they came up with this particular piece. The motion was made by Siewert to accept the generous donation from John and Diane Maryanski to purchase the "Library Girl," and was seconded by VanHellen. N. John voted no. Motion carried.

**Treasurer's Report:** Hall reported on the Finance committee meeting minutes. The Budget Meeting next month will be at 5:30 p.m., immediately before the next regular board meeting at 6:00 p.m. Hall made a motion to amend the budget for Community Promotions by taking \$500 from operations and \$12,000 for the Capital Fund from general fund balance. VanHellen seconded the motion. N. John abstained. Motion carried. Hall made a motion to approve the bills in the amount of \$37,083.29. French seconded. N. John abstained. Motion carried. The Treasurer is waiting to move money into CD's until the rate improves.

**Discussion Items:**

Director's Goals

Richardson reported that the goals were modified to make them more attainable. N. John pointed out that these goals would be used to perform the Director's evaluation.

Employee Handbook

Richardson reported that the handbook has been revised to take it back to the original intent to make it user friendly for the staff, spelling out the expectations, and based on what is currently implemented with the staff reflecting a

few changes. The board members are asked to take it home, review it, and be prepared to discuss it, accept it or change it at the next meeting.

**Action Items:**

**Community Room and Courtyard Policy**

Hall made a motion to accept the Community Room and Courtyard Policy as written, seconded by Maryanski. Motion carried.

**Circulation Policy**

N. John made the motion to table the motion and send the policy back to the committee to make changes, seconded by Siewert. Motion carried.

**Director's Job Description**

Hall made a motion to accept the Director's Job Description, seconded by VanHellen. N. John expressed concern that it might still be in the Library's best interest to discuss further whether an MLS should be required for an incoming candidate for Director. Motion carried.

**Director's Performance Evaluation Review for March 2010 – June 2011**

Siewert made the motion to accept the review as presented, seconded by French. Motion carried.

**Parking Lot**

Siewert made a motion to amend the budget to cover the expenses needed for the asphalt work, seconded by VanHellen. Motion carried. The money will be taken from the Contingency Fund.

Hall made a motion to approve the Arnt proposal of \$4,515.00, seconded by French. Motion carried.

**Ibid Electric Proposals**

Hall made a motion to amend the budget in the amount needed to cover the three proposals from Ibid Electric, seconded by Siewert. Motion carried.

Three proposals bundled together will provide the Library with a 10% discount. Siewert made a motion to accept the three bids bundled together in the amount of \$5,345.00, French seconded. Motion carried.

**Correspondence:** None

**For the Good of the Library:**

Hall recommended that we do a more extensive search for new board members.

**Time of Adjournment:** 4:15 p.m. The next regular meeting will be held on Tuesday, June 8, 2010 at 6:00 p.m. The Budget Meeting will begin at 5:30 p.m.

Approved by the Secretary: C.A.S. Date: 6-8-2010