

Bridgman Public Library  
Board Minutes  
Tuesday, November 9, 2010, 2:00 p.m.

**Present:**

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

Absent: Siewert (excused)

Staff: Richardson, Heppenheimer

Guests: John Gast, Lake Charter Township Supervisor

**Agenda Revisions:** None

**Public Comment:** None

**Friends of the Library:** None

**Committee Reports:** Personnel and Policy

N. John reported that everything discussed was outlined in the minutes that the board members received today. The committee recommends, based on the information that they received from the members, that the board meets in the new year on the fourth Tuesday of each month at 2:00 p.m. A by-laws amendment will be put on the table if everyone agrees to this time.

**Trustee Reports:** Richardson attended the township meeting and reviewed upcoming library programs, sculpture dedication and reported on French's resignation.

**Director's Report:** N. John pointed out the last word in line #2 under Friends of the Library was not spelled out. Richardson reported that this is the 12<sup>th</sup> year for the Friends sponsored Gift of Reading program. Tuesday, November 16<sup>th</sup>, the Hot Diggity Dog will be named. Holding a special program at 6:00 p.m. Cake will be served and the name of the dog will be revealed. Income from coffee is \$351.00. Donation jar is working out nicely. Maryanski made a general comment on what a great job was done cleaning the carpets. The same price was charged to do all the carpets compared to only the sections that were cleaned last time.

**Incident Report:** None

**Minutes:** A motion was made by Kuypers to accept the minutes as written, seconded by VanHellen. Motion passed.

**Treasurer's Report:** Hall reported that a \$100,000 CD is coming due November 14, and last month a \$50,000 CD was placed into the money management account. The current terms available are very low. Hall asked for suggestions. The board as a whole was in agreement to keep both CDs very short term, one year at .65. Kuypers asked about parameters for investing the library moneys. Richardson said that information could be found in his new trustee packet in the policy section. Hall made a motion to

approve the bills for payment as presented in the amount of \$32,605.19, seconded by Janoskey. All of these bills were for the public's good. Motion passed. N. John reported that she noticed dripping from the new grating area after the early snow we had and mentioned her concern that in the winter there might be freezing and ice. Heads up to check for condensation. Motion passed.

**Discussion Item:**

Meeting Time

The report of the Personnel and Policy committee recommends changing the meeting time to the fourth Tuesday of the month at 2:00 p.m. beginning January 2011. There was discussion about how holidays would affect this schedule. There will be several years before this becomes an issue. This change would need to be posted on the website and on the board in the entryway. Motion passed.

Change in the by-laws with regard to time change

Form to be filled out. By-laws will be laid on the table for a month and will be voted on in December.

Trustee Replacement

Gast came in late to the meeting. Discussion took place about a possible replacement and appointment of an individual to fill the vacancy left by the resignation of French. The name of a potential interested party is Ken Wood. Gast requested that anyone interested in the trustee opening submit to him a biography or a letter explaining interest in same and background experience that would contribute to the library board. The next township meeting is scheduled November 15<sup>th</sup>.

**Action Items:**

Accept Financial Report, June 20, 2010 for submission to State of Michigan

Hill made a motion to accept the (audit) financial report as presented, seconded by N. John. Motion passed.

Accept resignation of Frank French

Hill made a motion to accept Frank French's resignation, with regrets, seconded by VanHellen. Motion passed. The president and the director are working on a letter of appreciation to be given to French for his many contributions to the Library.

Nomination and election of officers

The committee recommends keeping the current slate of officers based on the fact that the board has had a great year. The officers have all agreed to serve another year with the exception of the secretary whom they have been unable to reach for confirmation. Recommendation passed.

Proposed committees and members

Personnel and Policy Committee: Randy Hill, Sue Janoskey, Nancy John and Lane Kuypers

Planning and Facilities Committee: Randy Hill, Lane Kuypers, John Maryanski and Carol Siewert

Finance Committee: Barb Hall, Randy Hill, Nancy John, and Carol Siewert

Betty VanHellen can fill in for President Hill when he is unable to attend committee meetings. The committees will organize themselves as it states in the by-laws. As a side note, Hill reminded all board

members that even though they may not be on a committee they are always welcome to attend. The Personnel and Policy committee will meet next Tuesday, November 16<sup>th</sup> at 9:00 a.m.

**Date of the Holiday Party**

In lieu of someone paying for the meal, considering the board and Carol bring in the meal. N. John wanted to let it be known that she is still willing to pay for the caterers. Sign up sheet was passed around. This dinner is meant to be a thank you for the Friends and the staff, their spouses and children. Gast reported that his office solicits their vendors for contributions, as a suggestion. Kuypers suggested looking into involving the Friends in funding the dinner. The board looked into whether alcohol could be served and it is permitted as long as it is not sold. Considering the possibility of having champagne to drink for the party. The date of the party will be 6:00 p.m. Friday, December 10, 2010. Everyone will be invited to bring cookies and snacks for an exchange.

**Correspondence:** None

**For the Good of the Library:**

Hall: The \$351.08 that we have received from the coffee donations.

Kuypers: Shared an article written as a response to an article written in the Wall Street Journal promoting automated services.

N. John: Try to get newly elected officials to come talk to the board, ex. Al Pscholka, State Representative and Fred Upton. Establish contact with their staff. Lincoln Township has a new director, Mary Hill.

**Time of Adjournment:** 3:10 p.m. The next regular meeting will be held on Tuesday, December 14, 2010 at 2:00 p.m.

Approved by the Secretary: Carol Siewert Date: December 14, 2010