

Bridgman Public Library
Board Minutes
Tuesday, October 12, 2:00 p.m.

Present:

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

Absent: French (resigned), Hall (excused)

Staff: Richardson, Heppenheimer,

Guests: Michael Layher and Alex Schaeffer, Accountants from Schaffer and Layher

Michael Layher discussed the preliminary draft of the Financial Report provided to the Board after the audit was completed for the Library.

President Hill announced that Frank French has resigned the Board for personal reasons. He will be missed but has agreed to assist the Library with public relations. The Board will vote on this issue next month.

Agenda Revisions: None

Public Comment: None

Friends of Library: None

Committee Reports: None

Trustee Reports: Maryanski attended the Township Meeting and reported that they had a good session. He found it interesting that the Township has money concerns just like everyone else. He shared the information about the up coming sculpture dedication with them.

Director's Report: Richardson welcomed Kuypers and Janoskey. The Director reported on the highly successful Bee Safe Event and commended Teri Sue Wines for her hard work in preparing for this event. Plans are being made to repeat this community service event again next year. Trustee Kuypers will be facilitating basic computer training for seniors in the near future. He currently helps out at Senior Net. The grating is in place to prevent large chunks of snow from falling on patrons from the roof over the front entrance. Kimmel Grant for \$2,700 has been approved. Halloween party scheduled for Thursday, October 28. N. John and Kuypers volunteered to help out that evening. Costumes are optional. The Library Hot Diggity Dog has been purchased with (staff) non-library money. He is currently being repaired and repainted in preparation for his formal unveiling here at the Library in conjunction with the Canine Companion Program. Signs are being made for the murals. A breakfast is being planned in October for National Friends of the Library Week. Three first grade classes will be taking part in the Gift of Reading Program sponsored by the Friends. This will be the 12th year for this program. State Aid was supported for funding.

Incident Report: See Director's Report

Minutes: Siewert made a motion to approve the September minutes as written, seconded by VanHellen. Motion carried. N. John recommends that in the future the minutes reflect if an absent board member is excused or unexcused.

Treasurer's Report: In Hall's absence, Richardson presented the treasurer's report. The township payment for the quarter went up. Expenses are holding. Malevitis is currently making the deposits by way of the remote deposit, and once a month the cash will be deposited. Horizon checking and money management accounts have been added to the financial report. \$50,000 CD matures in four days. She is recommending that Hall do some investigating on where to invest the money. In the meantime, the CD will be redeemed and

placed into the checking account, then rolled over to the money market account until a decision can be made about reinvesting. With regards to the Accounts Payable, N. John suggested that they review the social expenditures. The auditors are in agreement that the budget should be amended before it is spent. There was discussion about how to fund the Friends Breakfast and other social events. Richardson stated that the profit and loss statement for the quarter is doing well. A motion was made by VanHellen to pay the monthly bills in the amount of \$24,133.40, and Maryanski seconded. Motion passed.

Discussion Item:

Dedication of the Sculpture

The dedication is scheduled for Wednesday, October 20th at 1:00 p.m. Cookies and punch will be served. The president of the board will speak. All board members along with several community leaders have been sent invitations. This event is open to the public. The dedication plaque will be mounted prior to the event.

Nominating Committee

This year's nominating committee includes C. Siewert, J. Maryanski, N. John and L. Kuypers. The committee will organize themselves and choose their own chairperson. At this time, board members made known what other committees they were interested in serving on.

Annual Holiday Party

N. John generously offered to fund the annual holiday party. Everyone else will be asked to contribute his or her favorite dessert.

Timing of Monthly Board Meetings

Personnel committee will send out a calendar for members to indicate when they are not available for monthly board meetings. This information will be gathered before the November meeting.

Action Items:

Carpet-Cleaning Proposal

Siewert made a motion to accept the Heaven Scent carpet-cleaning proposal for \$1,100, seconded by Kuypers. Motion passed.

Snow Plow Proposal

VanHellen made a motion to accept the CR snow plow proposal when it snows at least 2" or more, seconded by N. John. Discussion: Richardson will research what has been paid for plowing over past five years and average it out. Based on her findings, an amount may be appropriated for this expense in the future. She will also talk to CR about whether to plow or not when library closes due to weather. The drive through will need to be kept open for access. Keep an eye on any unnecessary plowing. Motion passed.

Correspondence: None

For the Good of the Library: Richardson would like to see the Library participate in a new pilot program being sponsored by Horizon Bank. It is offered at no cost the Library and is an online portal for donations.

N. John would like Richardson to talk to Hall about opening a separate account.

Time of Adjournment: 3:48 p.m. The next regular meeting will be held on Tuesday, November 9, 2010 at 2:00 p.m.

Approved by the Secretary: _____ Date: _____