

Bridgman Public Library  
Board Minutes  
Tuesday, October 25, 2011 2:00 p.m.

**Call to Order:** 2:00 p.m.

**Present:**

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

Absent: Janoskey (excused), VanHellen (excused)

Staff: Richardson, Heppenheimer

**Agenda Revisions:** Director's Evaluation was added to Action Items.

**Guests:** Michael Layher and Alex Schaeffer, auditors from Schaeffer and Layher, Debra Smith from Insurance Management, Gerry Setzke - Friends President.

Layher gave an in depth audit review, while answering various questions. He also addressed questions that the Friends President Setzke had with regards to controlling the cash handling at the Book Shoppe and various Friends events.

Smith offered information and answered questions concerning the insurance coverage of the director and officers of the Library. There was a question whether the Friends and the Library volunteers are also covered under this policy. She will verify.

**Public Comment:** None

**Friends of the Library:** None

**Committee Reports:**

The Personnel and Policy Committee minutes were provided in board packet. Kuypers, P/P Chairman, reported that the Director's Evaluation was conducted. The Finance Committee report was covered in the minutes in the board packet.

**Lake Township Report:** Richardson attended the Lake Township and the Bridgman City meeting this past month and reported on the highlights of the year and upcoming events.

**Director's Report:** The Library Cooperative will once again award a \$1,000 technology grant. Maryanski suggested that the Library give public recognition to people/companies who donate services. N. John suggested using the newsletter to publicize donated services for the previous quarter.

**Incident Report:** None

**Minutes:** Siewert made a motion to approve the minutes as written, seconded by Maryanski. Motion passed.

**Treasurer's Report:** Wood reported that he would be keeping the Board informed as CD's come due. He is considering making a formal request to move \$100,000 of public funds into a CD. He will be doing a comparison of bank deposits/balances, monitoring CD's, looking at over/under budget, and invoices and checks.

**Discussion Items:**

Technology Expenses

The Director plans to replace five computers in the staff area. This will include the backup computer and server. Kuypers recommends leaving patron computers on Windows 7.

Siewert made a motion to approve the purchase of the computers as suggested in the Director's Report, not to exceed \$3,000, second by Barnes. Motion passed.

Siewert made a motion to purchase 25 APCs at a cost not to exceed \$1,250, second by Kuypers. Motion passed.

N. John made a motion that the Board go into closed session at 3:37 p.m., Kuypers seconded. Motion passed.

N. John made a motion that the Board come back into session at 3:54 p.m., seconded by Siewert. Motion passed.

#### Director Evaluation

N. John reported that the Board accepted the Director's Evaluation and will retain the Director for the 2011/12 fiscal year.

#### Holiday Party

Committee: Richardson, John and Siewert will report next month.

Discussed having the cookie exchange again this year.

N. John will provide beverages again.

Maryanski asked the Board to be conscious of the appearance of the drive-through and parking lots and to help to keep it clear of stones. He found boys waiting for the school bus throwing stones and leaving them lying around.

#### Action Items:

Approve Bills for September, 2011

N. John made a motion to approve payment of bills as presented in the amount of \$25,947.81, second by Siewert. Motion passed.

#### KalWall PLM Bond

On the motion of the Finance Committee, the Board approved the cost of the KalWall PLM Bond in the amount of \$1,450. Motion passed.

#### Director/Board Insurance

N. John made a motion to approve the 2-year renewal of the Director/Board insurance through Insurance Management, Maryanski second. Motion passed.

#### Correspondence: None

#### For the Good of the Library:

N. John stated that it was in the library's best interest to have the annual report and Director's evaluation coincide.

Wood stated that he felt the evaluation process was the best he ever experienced. It went smooth, was comfortable and very good.

**Time of Adjournment:** 4:08p.m. The next regular meeting will be held on Tuesday, November 22, 2011, at 2:00 p.m.

Approved by the Secretary: Carol Siewert Date: 11-22-11