

Bridgman Public Library
Board Minutes
Tuesday, September 27, 2011 2:00 p.m.

Call to Order: 2:15 p.m.

Present:

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

Absent: VanHellen (excused)

Staff: Richardson, Heppenheimer

Agenda Revisions: E. Nominating Committee to be added to #12 Discussion Items.

Guests: None

Public Comment: None

Friends of the Library: None

Committee Reports: Facilities Committee and Planning Committee minutes were provided in board packet. Facilities Chairman Maryanski requested the Director look into the availability of grant money for this project. Siewert read recently that the Rotary Club of Berrien County had grant money available and suggested the Director check to see if we would qualify. Richardson stated that the Library received grant money 3 or 4 years ago from the Rotary.

Kuypers P/P Chairman reported the Nominating Committee had a slate of candidates that are willing to serve as officers: Hill-President, Kuypers-Vice President, Siewert-Secretary, and Wood-Treasurer.

Lake Township Report: Maryanski attended the Lake Township meeting and reported statistics and highlights of the year-end summary.

Director's Report: Richardson displayed the new streetlight sign for in front of the Library. Richardson pointed out two additional items on the circ stat report, the adult kindles and overdrive. She stated that she is working on a five year, year to year comparison summary report. Friends approved the purchase of Ancestry.com for one year to review each year following. Richardson asked to put a hold on cleaning the carpet for now. The suggestion was made to wait till spring. Wood would like to invite Debra Smith of Insurance Management to come speak. Richardson explained the possible consequences of filtering public computers if the Library Privacy Act is amended. It was suggested that the Library buy a membership in the PLA-Public Library Association. The Library received a donation from the Robert Gouwens estate in the amount of \$2,381.98. Carol will send a personal thank you to his wife Joyce.

Incident Report: Allegedly, there was an incident in the parking lot but no staff members were aware of it at the time. Chief Post inquired about surveillance footage that he could look at. Nothing was available in that area.

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

Treasurer's Report: In the absence of a Treasurer, Director Richardson reviewed the revenue and expense report, bank account information, and accounts payable for August 2011. The problem with the penal fine check from Berrien County has been corrected. N. John pointed out that the amended budget revenue and expense account totals should be in sync. Contingency fund could add back that extra money.

Discussion Items:

Carpet

Carpet cleaning will not take place until spring.

Horizon Bank

Horizon is offering an Online donations, fines, etc. service that could now be paid from a link on the Library website, through a debit card only. This is a free service. Lincoln Township offers this service. After much discussion, Carol will get more information about what information we will be asking our patrons. N. John suggested adding the Friends Book Shoppe as a category.

Tree Trimming

Maryanski stated that we have two trees that need to be trimmed to prevent damage in the future. One is an elm tree over the Kalwall and another is a maple on the southwest side of the Library. Two different companies were contacted to give estimates, Bob's Tree Service and Dave's Tree Expert Company. Maryanski made a motion to accept Bob's Tree Service estimate at \$700 for both trees, Kuypers seconded. Motion passed.

Berm Landscaping

Berm is looking amazing. Rick is doing a fantastic job. The mums that Suzy Barnes has brought have all been planted. Janoskey stated that she has received four catalogs to look at for ideas for additional plantings. She suggested Fleece Flower and additional low growing grasses as a possibility. She has volunteered to help with this project, after a budget has been decided upon. Money will come from Repairs and Maintenance account. Some of the mum plants were covered by a donation. Several of the existing plants can be split. Janoskey will go ahead and talk to Beth McNeil about ordering plants.

Action Items:

Approve the bills to be paid for August, 2011 \$22,981.11

Siewert made a motion to approve the payment of the bills as presented, Lane seconded. Motion passed.

Kalwall

Maryanski made a motion to accept the Architectural Glass and Metals, Inc proposal for \$69,284.00 under the condition that the Library gets clarification of the final cleaning cost assuming it is part of the package and #3 under terms and condition, seconded by Barnes. After discussion about where this money will come from, the motion passed.

Board of Directors Officers

Siewert made a motion to accept the slate of officers as presented, Janoskey seconded. Motion passed. This takes effect in November.

Correspondence:

Letter and check from Rev. Gouwens estate.

For the Good of the Library:

Hill mentioned that he had met a gentleman by the name of John Strickland at another meeting in Chicago. When Hill mentioned that he was from Bridgman, MI., Mr. Strickland mentioned that there was a "Gem of a Library" there. Hill said he was on the board and was very proud to have him comment in front of everyone how special this library is. Others then asked him what made our library so special.

Richardson commented on how successful the Johnny Appleseed Day was. Approximately 50 people came to make caramel apples.

Janoskey stated her concern about a gentleman that has been seen around the Library inside and out who yells out to people and is a little frightening. Carol stated that he is always with someone that is working on the computer. She doesn't feel that he currently is a threat, but feels he has some type of medical problem that causes him to act the way he does.

Hill reminded everyone that the Halloween Party, a “Howling Halloween,” is coming up and that the Library always welcomes the board members to volunteer for this fun event. Curious Kids will be here with a number of their programs, several interactive things to do.

Richardson mentioned that a new eScrip brochure has been created for patrons. It is a work in progress with the plan to add additional information in the future. Also, an eScrip link has been created on the Library website.

Lane mentioned that the Personnel and Policy committee would be meeting next Tuesday, October 4 at 9:00 a.m. He also mentioned that in talking with Ted, Ted suggested that a permanent installation of media projection equipment might be a good idea for the community room. He has several great ideas, something to think about.

Time of Adjournment: 3:35p.m. The next regular meeting will be held on Tuesday, October 25, 2011, at 2:00 p.m.

Approved by the Secretary: _____ Date: _____