

Bridgman Public Library
Board Minutes
Tuesday, November 22, 2011 9:00 a.m.

Call to Order: 9:00 a.m.

Present:

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

Absent: VanHellan (excused)

Staff: Richardson, Heppenheimer (excused)

Agenda Revisions: None

Guests: Kate Szczyпка, Library Youth Services Coordinator

Richardson introduced Szczyпка to the board complimenting her and Ted on the fantastic job they have been doing with programming for the children, increasing the attendance with their enthusiasm and originality.

Szczyпка gave a presentation on a community garden including sketches, pictures, ideas for funding and ideas how to get other groups in the community involved. N. John suggested contacting the newspaper to see if they would come out and do an interview to draw people out of the community. She also suggested putting something on the library website. Barnes suggested contacting Farm Bureau about their student program. Szczyпка will be filling in for Teri Sue while she is on maternity leave.

Public Comment: None

Friends of the Library: None

Committee Reports:

The Finance Committee report was covered in the minutes in the board packet.

Lake Township Report: Maryanski attended the Lake Township meeting and reported on the “Lest We Forget” program that will be coming to the Library in December.

Director’s Report: N. John suggested using flat television screens in the lobby and around the library to run a series of announcements in place of the bulletin boards.

Incident Report: None

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

Treasurer's Report: Wood reported that he would be meeting with Hill when he returns to discuss taking money out of public funds to purchase a CD. He reported on the over/under status of expenses. He is matching checks with invoices. Keeping up with maturity dates on CDs.

Richardson explained two items on the updated income and expense report that were the reason for the increase in the expense amount, life insurance and verso.

Discussion Items:

Holiday Party

Richardson reviewed the list of board members and their contribution to the holiday party. Kuypers stated that Marlene would be bringing gluten and dairy free chicken and vegetable dishes. She reminded them of certain dietary requirements that some staff have.

Payroll

Richardson informed the board that with the approval of the director's evaluation there would be an increase of \$448 in payroll.

Directors/Officer Insurance Question

Richardson stated that the people who are included in the coverage of the officer's insurance policy are "directors, trustees, officers, employees, volunteers or staff members".

Signage

There was discussion about several ways to better direct people to the library, which included the use of the universal sign for the library and the EGA "wayfinding" project. The Chamber of Commerce Library disk should be in place in the next day or so.

Statistics

Richardson pointed out a list that was created by D. Wimbush to include ideas from the "Golden Nuggets", created during the Library Survey. Several of these have been implemented or improved upon. It was suggested that this list be added to the website to show the public what has been accomplished.

It was suggested that electronic books be purchased for the Kindles on the subject of World War II since the month of December is being devoted to Veterans.

Action Items:

Approve Bills for October, 2011

C. Siewert made a motion to approve payment of bills as presented in the revised amount of **\$33,304.69**, second by Wood. Motion passed.

Election of Officers

Siewert made a motion to accept and elect the slate of officers as presented at the last meeting, second by Kuypers. Motion passed.

Correspondence: Hill reported that Betty VanHellen sent in her letter of resignation, which leaves an opening for a new board member. She will be recognized for her long association with the Library at the Holiday Party.

For the Good of the Library: Kuypers suggested that the time of the board meeting be permanently changed to 9:00 a.m. There was discussion and the topic will be on the agenda at the next meeting. N. John and Janoskey were re-elected to the board.

Time of Adjournment: 10:00 a.m. The next regular meeting will be held on Tuesday, December 27, 2011, at 9:00 p.m.

Approved by the Secretary: Carol Siewert Date: December 27, 2011