Bridgeport Public Library

Board of Directors

Regular Meeting Minutes

January 15th, 2019

6:00 p.m.

1. Call to Order at 6:02 p.m.

Trustees present: William Cannon, Charles Booth, Juanita Foxx, Gerardo Gonzalez, Marlene Muhlenkamp, Marcia Sinclair

Library Director, Amber Hughey, present.

Public Guests present: Eddie Foxx, Helen Gonzalez

1. Approval of Agenda.

Addition to Agenda: I. New Business, add b. Teen Furniture

Correction to Agenda: H. Old Business, a. Easement Update - correct to Township Easement, rather than Consumer’s Easement.

Booth moved to accept revised agenda, supported by Gonzalez. Motion carried.

1. Secretary’s Report
   1. Approval of Minutes. Muhlenkamp moved to approve Meeting Minutes from December 26, 2018, supported by Booth. Motion carried.
2. Treasurer’s Report
   1. Status of Finances. Director Hughey reviewed 2018 Statement of Revenues & Expenditures.
   2. Invoices & Bills – updated invoices. Booth moved to accept invoices and bills in the amount of $11,606.56 for payment. Supported by Sinclair. Motion carried.
      1. Not all bills have arrived – would like board permission to pay those regular outstanding bills as they arrive.
      2. BCBS has been receiving our payments late – would like board permission to pay online after board meetings.

Booth moved to grant Library Director to pay regularly occurring bills as received and report on invoices. Supported by Gonzalez. Motion carried.

1. Director’s Report
   1. Library Statistics. Reviewed by Director Hughey.
      1. December 2018
      2. Yearly Statistics
2. Policy Committee. No update. No committee meeting during December due to trustee schedules.
3. Public Comments. No comments.
4. Old Business
   1. Easement Update - Township Easement (nothing changed)
      1. Electrical Line update.

Communications from Spicer and forwarded information from Consumers Energy discussed. Meeting set to meet with Consumers/ Spicer/Township on January 31, 2019 at 5 p.m. at Bridgeport Public Library.

* 1. 2018 Budget – No adjustments.
     1. Rose’s original budget called for taking $8,500 out of the fund balance to balance the budget (likely due to the furnace). We only needed to take $7335.28.
  2. MiWam
     1. Forgiven for $23,490 with of fines and penalties. Responsible for (and paid) $140.00.
  3. February & March Library meeting dates: both set on Mondays, rather than Tuesdays. Sinclair moved to correct the meeting dates to February 26 and March 26, 2019. Supported by Booth. Motion carried.

1. New Business
   1. Correspondence from Lee Martin, Executive Director of VLC discussed. No change in decision to terminate Valley Library Consortium membership. A certified letter has been sent.
   2. Teen Furniture. Current furniture for new designated teen area consists of 2 chairs. Following discussion, board recommended that Director Hughey bring a proposal for desired furniture plan. Foxx recommended that accounting procedures be clarified. Director Hughey will also investigate for potential donations.
2. Director Comments
   1. Patron/Staff comments. Staff have expressed pleased with move of teen area.
   2. EnvisionWare (computer sign on software) will nearly triple in price when we leave VLC
      1. mConsole is a cheaper alternative, and a local company (Sanilac Computers)
      2. Can look into other vendors for EnvisionWare
   3. Amber will be presenting at the Small Libraries, Big Impact conference at the end of April
      1. Weeding Your Collection: Why, What & How
3. Board Comments.

Muhlenkamp - Westcourt continues to utilize donated items.

Foxx - expressed gratitude for sympathy card.

Sinclair - echoed gratitude for sympathy card.

1. Adjournment. Cannon called for adjournment at 6:50 p.m. Booth moved to adjourn, supported by Sinclair. Motion carried.

Minutes recorded and transcribed by Sinclair.

**Bridgeport Public Library**

**Board of Directors**

**Regular Meeting Minutes**

**February 26th, 2019**

**5:30 p.m.**

1. Call to Order @ 5:31. Foxx & Sinclair absent.
2. Approval of Agenda.

Motion to approve agenda by by Booth, supported by Muhlenkamp. Motion passed.

1. Secretary’s Report
   1. Approval of Minutes

Correct spelling of ‘gratitude’ on 2nd page. Motion to approve January minutes with correction by Booth, supported by Muhlenkamp. Motion passed.

1. Treasurer’s Report
   1. Status of Finances. Suggested to print finances on both sides of paper.
   2. Invoices & Bills – **updated invoices.**

Motion to pay invoices at the amount of $14971.54 by Booth, supported by Gonzalez. Motion passed.

1. Director’s Report
   1. Library Statistics
2. Policy Committee

Foxx relayed that the policy committee should have an alternate. Muhlenkamp volunteered to be alternate if Foxx could not be present.

1. Public Comments

None

1. Old Business
   1. Easement Update
      1. Township’s Easement
      2. Electrical Line update
      3. Easement was discussed.
      4. Gonzalez had the following concerns, which will be sent on to Dan Billingsly for remediation and discussion.
         1. Our sign (and future improvements to the sign) in regards to the line's future location.
         2. Our trees, shrubbery and land improvements where our current power box currently is. There was discussion of having to remove one or some of the trees at a previous easement meeting. They are concerned about this due to the trees and other vegetation clause
         3. The successors clause - what if the easement equipment, such as the substation, is removed at a future date? Would consumers still have the easement or would the easement revert back to BPL?
         4. The signature is William Cannon, and his title is Board President, not Chairman. The board of trustees does not recognize a chairman position.

Easement was not signed at this meeting.

* 1. Electric
     1. BTE Update
     2. No contact from Neuchterline – recommend using BTE
     3. BTE email lost in spam

After discussion, Booth moved to continue with BTE at the previously quoted price of $15907.24 supported by Muhlenkamp. Motion passed.

* 1. Teen furniture
     1. Three quotes Jess (Roberson) put together

Discussion followed concerning three quotes. Board perused quote #3 and chose the furniture for Roberson to purchase for teen area. Motion to purchase chosen furniture at the estimated price of $2906.14 made by Booth, supported by Muhlenkamp.

* 1. VLC
     1. Executive Director Martin has decided to honor the electronic submission of our withdrawl

1. New Business
   1. Heather unable to sub – Reposted position
   2. 2019 Millage – August
      1. Bridgeport DDA (downtown development authority)
         1. Attached paper from St Charles District Library
      2. Shirley Buursema
      3. Anne Suerenyk (lawyer)

Hughey relayed that she is working on the 2020 millage election. Ballot language needs turned into township by December 1st.

Board reminded Hughey to investigate trustee elections.

1. Director Comments
   1. Patron/Staff comments
   2. Closing due to weather
   3. Book sale began February 1st
2. Board Comments
   1. Booth complimented Hughey on tightening the agenda
   2. Gonzalez relayed information regarding astronauts, Nasa and personal mementos for the upcoming Summer Reading Program.
3. Adjournment
   1. Motion to adjourn made by Booth at 6:40, supported by Gonzalez. Motion passed.

Bridgeport Public Library

Board of Directors

Special Meeting Minutes

March 4th, 2019

6:00 p.m.

1. Call to Order - Meeting called to order by Cannon at 6:00 pm.
   1. Board Members present: William Cannon, Charles Booth, Marlene Muhlenkamp, Marcia Sinclair.
   2. Library Director present: Amber Hughey.
   3. Public Guests present: Michael Loper, Consumers Energy; Dan Billingsley, Bridgeport Township Waste Water Treatment Plant Superintendent.
2. Approval of Agenda - Approved and Quorum established.
3. Secretary’s Report - None
4. Treasurer’s Report - None
5. Director’s Report - None
6. Policy Committee - None
7. Public Comments - Public guests present to discuss Easement Update. See below.
8. Old Business
   1. Easement Update - Director Hughey reported that library lawyer (Swift and Collins) reviewed wording and found no irregularities. Easement goes with property in the event of a sale.
   2. Loper, Consumers Energy representative, presented Easement for Electric Facilities and reviewed updated language under Building/Structures Clause and reviewed Exhibit B drawing.
   3. Billingsley, Township representative, reviewed that the township is requesting 15 feet off western portion property line, as depicted on Consumers Exhibit B drawing.
   4. Booth made motion that the library grant easement to Consumers Energy and that copy of easement be attached to and become part of minutes. Supported by Muhlenkamp. Motion carried with 4 affirmative votes, and no negative votes.
   5. Booth made motion that the library grant sanitary sewer easement to Bridgeport Township 15 feet off property line and that copy of easement be attached to and become part of minutes. Supported by Muhlenkamp. Motion carried with 4 affirmative votes, and no negative votes.
9. New Business
   * 1. United CD coming due on March 18 - currently 20 months at 1.51%
        1. Independent - 21 month 2.06%
        2. United - 20 month at 1.2% or 22 month at 2.7%
        3. Certificate of Deposit ~ $272,000
        4. Booth made motion to reinvest maturing CD with United Financial Credit Union at 2.7% for 22 months on 3/18/19. Supported by Muhlenkamp. Motion carried.
10. Director Comments - None
11. Board Comments - None
12. Adjournment - Cannon moved to adjourn meeting, supported by Sinclair. Motion carried. Meeting adjourned at 6:21 pm.

Minutes taken and transcribed by Sinclair.

Bridgeport Public Library

Board of Directors

Regular Meeting Minutes

March 26th, 2019

1. Call to Order - Meeting called to order by Cannon at 5:30 pm.
   1. Board Members present: William Cannon, Charles Booth, Juanita Foxx, Gerardo Gonzalez, Marlene Muhlenkamp, Marcia Sinclair.
   2. Library Director present: Amber Hughey.
   3. Public Guest present: Helen Gonzalez.
2. Approval of Agenda. A motion to amend Agenda to add: New Business: (H): Letter of Credit was made by Booth, supported by Muhlenkamp. Motion carried to approve agenda as amended.
3. Secretary’s Report
   1. Approval of Minutes
      1. February Minutes - Motion to approve by Booth, supported by Gonzalez. Motion carried.
      2. March Special Meeting Minutes - Motion to approve by Muhlenkamp, supported by Booth. Motion carried.
4. Treasurer’s Report
   1. Status of Finances reviewed.
   2. Invoices & Bills – updated invoices.
      1. Motion to pay invoices in the amount of $14,038.48 by Booth, supported by Sinclair. Motion carried.
5. Director’s Report
   1. Library Statistics reviewed.
6. Policy Committee - slated to meet March 27, 2019.
7. Public Comments - none.
8. Old Business
   1. Easement Update
      1. Township’s Easement - No update.
   2. Electric
      1. BTE Update - Director Hughey has submitted paperwork to BTE for rebates.
   3. Teen area update - Furniture has been ordered. Painting starts this week.
9. New Business
   1. Audit – March 19th & 20th 
      1. Audit completed.
   2. April has National Library Week (2nd week)
      1. Food for fines - accept unexpired canned or boxed foods to benefit Bridgeport Food Pantry
      2. Read off fines - Reduce fines by specified amounts for reading time completed.
      3. Both ideas well accepted by Board members. Director Hughey suggested limiting fine reduction to no more than $10 per category. Motion by Gonzalez to proceed with Library Week ideas of food for fines and read off fines, details to be determined by Library Director and Staff. Supported by Muhlenkamp. Motion carried.
   3. Community/Business Library Cards - organizations and businesses could check out a larger amount of materials, develop a group library card. Motion by Sinclair to send to Policy Committtee for development of policy and procedure. Supported by Booth. Motion carried.
      1. Daycares, Schools/Teachers, Senior Centers
   4. Second Chance Bookstore – overhaul
      1. The space has been emptied out. Director Hughey reported need for new flooring, new shelving. Board members viewed area, recommended change door to allow visualization of space, change so unable to lock door from inside. Board requested Director Hughey to bring recommendations/example ideas to April Board meeting.
   5. Hire 2nd substitute clerk. Director notified Board of need to hire a second substitute clerk due to anticipated opening and schedule needs.
   6. Auditor – April meeting scheduled for report.
   7. VLC Withdrawal letter – dates for end of services reviewed. Letter to be submitted by Director Hughey.
   8. Letter of Credit - At the recommendation of the bank, a letter of credit in the amount of $7,500 needs to be set aside in a CD fund as unemployment security. This money is to satisfy Sections 13a and 13l of the Michigan Employment Security (MES) Act to cover the required security of $7,448.36 as identified in the letter received from the State of Michigan Department of Talent and Economic Development, Letter ID: L0048870797. Motion by Booth to designate $7,500 in a CD at Independent Bank to serve as our security for Michigan Unemployment insurance. Supported by Foxx. Motion carried.
      1. Motion by Booth to identify the following as contact information as requested by Independent Bank:
         1. Beneficiary: Bridgeport Public Library.
         2. Contact Information: Library Director, specifically Amber Hughey.
         3. AutoPay set up?: No
         4. Signers Information: 1) Marlene Muhlenkamp, 2) William Cannon.
      2. Supported by Gonzalez. Motion carried.
10. Director Comments
    1. Patron/Staff comments - Director has received notes from patrons who are unhappy with the status of the Second Chance Room. A note has been posted to let patron know that room is being redone, not closed.
    2. Consider: When DDA is no longer collecting (2021), children’s materials going fine free (children, juvenile & YA books/magazines) - discussed. Will plan to revisit discussion at a future time.
    3. Lance Palmer – contractor through ADP.
       1. ADP offers a contractor service that assists with forms required. Minimal charge, utilizing this service rather than hand calculating, recording.
    4. Small library conference – at end of April in Gaylord, at Treetops Resort.
       1. Cindy & Amber attending. Amber will be a presenter.
    5. Paying bills online - Discussed need for procedural change allowance to pay some bills on-line. Discussion. Motion by Booth to authorize Library Director to pay bills on-line where possible, and include confirmation number of payment on Invoice Summary. Supported by Sinclair. Motion carried.
11. Board Comments
    1. Gonzalez requested updated Board Member information and contact page.
    2. Foxx recommended to consider a Suggestion Box/Comments for patron use.
    3. Sinclair enquired regarding landscaping plans. Director Hughey will bring recommendations to April meeting.
12. Adjournment - meeting adjourned at 7:05 pm.
13. Minutes taken and transcribed by Sinclair.

**Bridgeport Public Library**

**Board of Directors**

**Regular Meeting Minutes**

**April 23rd, 2019**

1. Call to Order - Meeting called to order by Cannon at 5:32 pm.
   1. Board Members present: William Cannon, Charles Booth, Gerardo Gonzalez, Marlene Muhlenkamp, Marcia Sinclair.
   2. Library Director present: Amber Hughey.
   3. Public Guests present: Helen Gonzalez; Heather Thomas-Verhaeghe, Auditor, CPA, Partner of Gardner, Provenzano, Thomas and Luplow.
2. Approval of Agenda. A motion to amend agenda to move Audit Report/Summary prior to Secretary’s Report was made by Booth and supported by Muhlenkamp. Motion carried to approve agenda as amended.
3. Audit Report/Summary
   1. Heather Thomas-Verhaeghe provided Bridgeport Public Library Audit Presentation dated December 31, 2018; a review of Schedule of Groupings for Financial Statements; and bound Financial Statements dated December 31, 2018. Thomas-Verhaeghe expressed “unmodified opinion”, noting that this is a “clean” opinion and considered best status. No concerns identified during audit. No difficulties encountered in performing audit and noted staff was well prepared. Following presentation, Thomas-Verhaeghe left meeting.
4. Secretary’s Report
   1. Approval of Minutes
      1. March Minutes-Motion to approve by Booth, supported by Gonzalez. Motion carried.
5. Treasurer’s Report
   1. Status of Finances reviewed.
   2. Invoices & Bills
      1. Online bills – discussed invoices requiring signatures in lieu of checks.
      2. Confirmation number is provided for on-line payments.
      3. Motion to approve payment of invoices in the amount of $11,062.27 made by Booth, supported by Sinclair. Motion carried.
6. Director’s Report
   1. Library Statistics reviewed. Stable numbers per Director Hughey.
7. Policy Committee - Policy reports for the following categories were made available to board members for review at May meeting. Gonzalez recommended date placement at bottom of documents.
   1. Reference
   2. Meeting Room
   3. ADA
   4. Purchasing Policy
8. Public Comments - Refer to Audit Report/Summary above. No further public comments.
9. Old Business
   1. Audit completed.
   2. Electric
      1. BTE Update: work started 4/22/19, in process.
   3. Teen area: Painting completed. Furniture ordered, pending delivery.
   4. National Library Week - update provided. Advertized in Bridgeport-Birch Run Herald.
   5. Second Chance bookstore - update provided.
   6. Substitute Clerk - update provided. 2 people have been hired, Dansby and Turnbull.
   7. UIA – update provided. Letter of Credit mailed in to Selma McLeod. Line Item in Checking and Savings in amount of $8,000.
   8. Gardening - update provided. Awaiting bid submissions from 2 landscaping companies. Both companies recommended reducing planting area, creating patio with seating area and garden area around outside of patio.
   9. Apollo - update provided. A live presentation regarding this ILS (Inter-Library System) is available. Board was in favor of scheduling a live presentation.
10. New Business
    1. Grant for teen area: Cindy obtained a grant (IMLS for $1000) to be used in establishing teen area. Plans are for a TV for gaming/virtual reality. Will look at furniture to sit in front of TV. Discussion regarding potential options. Motion by Sinclair to allow Director to purchase item such as futon or other seating for $450 or less if an appropriate item located. Supported by Booth. Discussion that this item would not be expected to have long usage-life, but would be acceptable in order to allow usage in the teen area more quickly.
    2. Midwest collaborative for Library Services: Director Hughey recommended joining at cost of $125/year. One significant benefit would be for training. Non-member cost for training is $200, member cost is $100 for training. A motion made by Booth to join Mid-Eastern Library Cooperative, supported by Muhlenkamp. Motion carried.
11. Director Comments - Presentation scheduled at Tree Tops next week.
    1. Patron/Staff comments - None
12. Board Comments
    1. Booth observed that our flag is frayed and recommended replacement.
13. Adjournment. Motion by Gonzalez to adjourn, supported by Booth. Motion carried and meeting adjourned at 6:25 pm.

Minutes taken and transcribed by Sinclair.

Bridgeport Public Library

Board of Directors

Regular Meeting Minutes

May 21st, 2019

1. Call to Order - Meeting called to order by Cannon at 5:30 pm.
   1. Board Members present: William Cannon, Juanita Foxx, Gerardo Gonzalez, Marlene Muhlenkamp, Marcia Sinclair.
   2. Library Director present: Amber Hughey.
   3. Public Guest present: Helen Gonzalez.
2. Approval of Agenda. A motion to amend agenda to add: d. BTE update; FOIA request; h. Elections for Board of Trustees was made by Sinclair and supported by Foxx. Motion carried to approve agenda as amended.
3. Secretary’s Report
   1. Approval of Minutes
      1. April Minutes
         1. Director Correction: J b: It’s MCLS (Midwest collaborative for Library Services rather than MMLC for our new membership)
         2. Director Correction: I i: ILS: Integrated Library System
         3. Correction to Members present in April: Gonzalez listed twice.
      2. Motion to approve Minutes as amended by Gonzalez, supported by Foxx. Motion carried.
4. Treasurer’s Report
   1. Status of Finances reviewed. Still trying to resolve Health Insurance paid twice in Quick Books.
   2. Invoices & Bills - Motion to approve invoices in the amount of $14,344.17 made by Sinclair, supported by Gonzalez. Motion carried.
5. Director’s Report
   1. Library Statistics reviewed.
6. Policy Committee - Board reviewed the following policies. Will be submitted for approval at June meeting.
   1. Reference
   2. Meeting Room
   3. ADA
   4. Purchasing Policy
7. Public Comments - None.
8. Old Business
   1. Gardening - update: Landscaping estimate of $5,836.65 from Kable Landscaping reviewed. No other bids were submitted. Motion to accept bid from Kable Landscaping made by Gonzalez, supported by Foxx. Motion carried.
   2. Apollo – update: Webinar presentation available. Hughey will contact for presentation time arrangement, possibly during regular board meeting schedule.
   3. Flooring Quote: Reviewed quote of $3478.00 from Northeastern Paint Supply, Inc. Flooring America Candlelight Light & Log. Gonzalez moved to accept proposal, supported by Foxx. Motion carried.
   4. BTE update - Lighting project completed. 1 year warranty on light bulbs. A couple of issues in children’s area to be completed at additional cost, less than $1000. Issues were not part of original scope of work. Hughey noted that energy bill for electric usage of April, 2019 was $100 less than bill for April, 2018.
9. New Business
   1. Director Evaluation (1 year in June). Hughey will chronicle events over past year and submit to board members. Evaluations to be submitted to Booth.
   2. Blue Cross Blue Shield renewal in July
      1. Renewal is for $3452.60 (current rate of 3229.32, which is lower than comparable health insurances). Represents 7% increase.
   3. Bridgeport High sports association - request received to sponsor an ad. Will defer at this time for research and policy development regarding advertising.
   4. Rides Renewal – the Interlibrary loan delivery service, currently using 5 days/week, going down to 3 days/week (Monday, Wednesday, Friday). Will save approximately $1500. Hughey notes volume of loans does not support daily delivery service.
   5. Huntington – Library hybrid checking account earns approximately $4.62 monthly for $37k in account. Discussed moving monies to Independent Bank. Motion to consolidate to existing money market account at Independent Bank by Gonzalez, supported by Muhlenkamp. Motion carried.
   6. Summer Foods - discussed a proposal of library being used as a site for Food Bank of Eastern Michigan 2019 Summer Feeding program. Further evaluation and investigation into how existing sites function recommended by board members. No action for 2019 program, evaluate for future programs at later date.
   7. FOIA Request - notification of request received. Hughey provided response report.
   8. Elections for Board of Trustees: can now pick up petitions for reelection or pay $100.
      1. Library Board Positions Within a City, Township or Village: Candidates seeking a district library board position may file a $100.00 nonrefundable fee, as detailed below, in lieu of a petition. o
      2. o Library board positions within cities, townships and villages with 10,000 or more in population: minimum of 40 signatures; maximum of 100 signatures. A $100.00 nonrefundable fee may be filed in lieu of a petition.
10. Director Comments - Hughey reports that a community survey is being conducted via Facebook.
    1. Patron/Staff comments - None.
11. Board Comments:
    1. Cannon - enquired about presentation made by Hughey at Small Library Conference at Treetops. Hughey reported well accepted, beneficial conference.
    2. Gonzalez - guest presenter at Westcourt Retirement Home on 5/22/2019. Gonzalez discussed history of library.
12. Adjournment. Motion by Sinclair to adjourn, supported by Foxx. Motion carried and meeting adjourned at 7:22 pm.
    1. Next meeting scheduled June 25, 2019.

Minutes taken and transcribed by Sinclair.

Bridgeport Public Library

Board of Directors

Regular Meeting Minutes

June 25th, 2019

1. Call to Order: Meeting called to order by Cannon at 5:32 pm. Quorum established. Board Members present: William Cannon, Charles Booth, Marlene Muhlenkamp, Marcia Sinclair.
   1. Absent: Juanita Foxx, Gerardo Gonzalez.
   2. Library Director present: Amber Hughey.
   3. Public Guests present: Judith Shauger; Cameron Charbonnet, company representative for Apollo (via webex).
2. Approval of Agenda. Booth moved to make adjustments to agenda by postponing F. Policy Committee and to add Apollo report prior to Secretary’s report. Motion supported by Sinclair, motion carried.

B-1. A presentation made via webex by Cameron to explain Apollo. “Biblionix” is the company name, “Apollo” is the product. 758 public libraries participate in North America, 33 libraries participate in Michigan. Service is a yearly agreement, but not contract bound. Year 1- due before year end, net 30. Refund if not used (retained), pro-rated refund. Company has a 99.4% retention rate. Demonstration of Library Catalog. Patrons have choice to save circulation history, individualized “My Library Account”.

* 1. Timeline: April 30, 2020.

1. Secretary’s Report
   1. Approval of Minutes
      1. May 21, 2019: Motion to approve by Booth, supported by Muhlenkamp. Motion carried.
      2. June 7, 2019: Motion to approve by Booth, supported by Muhlenkamp. Motion carried.
2. Treasurer’s Report
   1. Status of Finances reviewed.
   2. Invoices & Bills: Motion by Booth, supported by Sinclair, to approve invoices in the amount of $38,948.13. Motion carried.
3. Director’s Report
   1. Library Statistics reviewed.
4. Policy Committee: Postponed until July meeting.
   1. Reference
   2. Meeting Room
   3. ADA
   4. Purchasing Policy
5. Public Comments: None at this time. (Public guest invited to speak under New Business.)
6. Old Business
   1. 2020 Millage
      1. Wording to send to lawyer. Motion to approve current working format 2020 by Muhlenkamp, supported by Booth. Motion carried.
   2. Director Evaluation: Report results compiled by Booth. 2019 Director Evaluation overall rating achieved 4.8 out of possible 5.0.
   3. Signature for auditor: reviewed and signed by Cannon.
7. New Business
   1. Crushtones band: Review of conflict of interest due to family member of library director in band. Motion by Booth, supported by Muhlenkamp to hire band for summer reading program event, $200. Motion carried.
   2. Survey Results: 70 responses received via website, facebook and on paper. Reviewed summary of results and comments.
   3. Summer Reading Progress: Space is the major theme, program ends July 26th.
   4. Sidewalk repair: Patron tripped on cracked sidewalk. Complaint was sent to township. Director will obtain bids for sidewalk and bike pad.
      1. Pad for parking bikes
   5. DDA: Rose Licht, Bridgeport Township Supervisor, has requested letter of library withdrawal to take to DDA.
   6. Judith Shauger
      1. Rain garden for runoff?
      2. Judith Shauger was invited to speak with library board regarding ongoing water drainage issues. She discussed that there is no berm to prevent water run-off to her property, noting that other properties adjacent to library have berms. She noted that she has had the property lines surveyed to assist with resolving issues, and that her fence is on the property line. She discussed that overgrowth of lawn and weeds is adjacent to her property.
      3. Cannon discussed investigation of responsibility of berm.
      4. Director Hughey will contact Saginaw Drain Commissioner, Brian Wendling. Director Hughey stated that lawn crew was unable to trim back weeds due to ground wetness, and that plans in place to trim weeds.
8. Director Comments
   1. Amber Hughey will be on vacation, July 18-27.
   2. Patron/Staff comments
      1. Jess Roberson officially made full time employee.
   3. Consumers/BTE cost update
      1. June 2018 kWh: 5255, June 2019 kWh: 3820 (25% less). Early energy cost savings noted.
9. Board Comments
   1. Cannon - requested signage updating.
   2. Sinclair - asked about timeline for garden updates.
10. Adjournment. Motion by Booth to adjourn, supported by Muhlenkamp. Motion carried and meeting adjourned at 6:47 pm.
    1. Next meeting scheduled July 16, 2019.

Minutes taken and transcribed by Sinclair.

Bridgeport Public Library

Board of Directors

Regular Meeting Minutes

July 16th, 2019

1. Call to Order: Meeting called to order by Cannon at 5:30 p.m. Board Members present: William Cannon, Charles Booth, Juanita Foxx, Gerardo Gonzalez, Marlene Muhlenkamp, Marcia Sinclair.

Library Director present: Amber Hughey.

Public Guests present: Helen Gonzalez, Judith Shauger.

1. Approval of Agenda: Hughey recommended postponing Policy Committee business until October. Booth suggested moving forward H.b. Old Business, Neighbor immediately prior to Secretary’s Report. Motion by Booth, supported by Foxx to approve Agenda with those adjustments, motion carried.
2. Old Business -Neighbor:

Brian Wendling came to review property and drain on July 11 during business hours. Present for consultation were Amber Hughey, Charles Booth and Rose Licht. Final recommendation made by Wendling is to leave property as is, and consider landscaping low lying area near neighbor property. Drain is working, berm would cause more issue. Judith Shauger expressed continued concern about erosion. Booth moved to instruct Director Hughey to make recommendations including costs for landscaping for next meeting. Motion supported by Gonzalez, motion carried.

1. Secretary’s Report
   1. Approval of Minutes: Motion to approve by Booth, supported by Foxx. Motion carried.
2. Treasurer’s Report
   1. Status of Finances reviewed.
   2. Invoices & Bills: Motion by Booth, supported by Gonzalez, to approve invoices in the amount of $15,171.95. Motion carried.
3. Director’s Report
   1. Library Statistics reviewed.
4. Policy Committee: Postponed until October meeting.
   1. Reference
   2. Meeting Room
   3. ADA
   4. Purchasing Policy
5. Public Comments:

Shauger thanked Board and Director for actions.

1. Old Business
   1. Garden/landscaping: Hughey reports due to spring rains, delay in work expected to be about a month. Hughey will contact Kable Landscaping to enquire about cutting back weeds until able to complete work.
   2. Neighbor: See above.
2. New Business
   1. Overdrawn: Independent Bank notified board member. Discovery that monies transferred erroneously from money market account into payroll, rather than checking account. Director corrected transfer. No fees or fines incurred.
   2. Lawncare
      1. Bid from Kable Landscaping: reviewed.
3. Director Comments
   1. Amber July vacation: Cindy will cover in Director absence.
4. Board Comments:

Gonzalez - Astronaut pictures on display from personal collection in library, includes Hispanic Astronaut display.

Cannon - Community survey results are significant, 70 respondents, pleased.

1. Adjournment. Motion by Gonzalez to adjourn, supported by Booth. Motion carried, meeting adjourned at 6:08 p.m.

Minutes taken and transcribed by Sinclair.

**Bridgeport Public Library**

**Board of Directors**

**Regular Meeting Minutes**

**August 27th, 2019**

1. Call to Order: Meeting called to order by Cannon at 5:30 p.m. Board Members present: William Cannon, Charles Booth, Juanita Foxx, Gerardo Gonzalez, Marlene Muhlenkamp, Marcia Sinclair.

Library Director present: Amber Hughey.

Public Guest present: Helen Gonzalez.

1. Approval of Agenda: Addition to New Business, e. 4029 Form. Motion by Booth, supported by Muhlenkamp to approve Agenda with addition, motion carried.
2. Secretary’s Report
   1. Approval of Minutes: Motion to approve by Gonzalez, supported by Foxx. Motion carried.
3. Treasurer’s Report
   1. Status of Finances reviewed. Hughey discussed penal fines less than budgeted/expected. Withdrawal anticipated from fund balance in range of $15,000-20,000 to cover projects not budgeted (i.e. Lighting $17,000).
   2. Invoices & Bills: Motion by Booth, supported by Foxx, to approve invoices in the amount of $19,316.40. Motion carried.
4. Director’s Report
   1. Library Statistics reviewed.
5. Policy Committee: no report.
6. Public Comments: None.
7. Old Business
   1. Garden/landscaping upkeep bid reviews: Discussion of submitted bids and current status. Motion by Gonzalez to proceed with D. H. Lawn Care bid of $4245.00 for 2020 season. Supported by Muhlenkamp. Motion carried.
   2. Flooring update: Flooring installation work completed. Viewing of flooring by board members completed.
8. New Business
   1. Summer Reading program: 103 more participants than last year.
   2. Landscaping bids – drain area: Discussed survey, drain fields, obtain follow up quote D. H. Lawn Care.
   3. Bid for sidewalk repair: Board viewed existing sidewalks and concrete areas to view cracked, uneven areas. Re-evaluate and obtain further bid recommended.
   4. September is National Library Card Sign-up Month: Plans for free library card replacement, Read for Fines, and Food for Fines during month.
   5. 4029 Form: Tax rate request form submitted for review. Motion by Booth, supported by Foxx, to set next millage at 1.5 (continuation). Motion carried. Signatures (of president and secretary) completed on form.
9. Director Comments:

1. Notified Board that in order to close Huntington Bank account, requires in person request by Cannon.

2. Free Concert "Books and Blues" at Bridgeport Public Library, featuring Paris Delane, 8/29/19 at 6 p.m. Bring your own lawn chairs.

1. Board Comments: None.
2. Adjournment: Motion by Booth to adjourn, supported by Foxx. Motion carried, meeting adjourned at 7:02 p.m.

Minutes taken and transcribed by Sinclair.

Next scheduled meeting is 9/24/2019.

**Bridgeport Public Library**

**Board of Directors**

**Regular Meeting Minutes**

**September 24th, 2019**

A. Call to Order: Meeting called to order by Cannon at 5:30 p.m.

Board Members present: William Cannon, Charles Booth, Marlene Muhlenkamp,

Marcia Sinclair.

Library Director present: Amber Hughey. No Public Guests present.

B. Approval of Agenda: Addition to Old Business, c. Property Lines; and Addition to

New Business, b. Snow Removal. Motion by Booth, supported by Muhlenkamp to

approve Agenda with additions, motion carried.

C. Secretary's Report

a. Approval of Minutes: Motion to approve by Booth, supported by Muhlenkamp.

Motion carried.

D. Treasurer's Report

a. Status of Finances reviewed. Review of Expenditures.

b. Invoices and Bills: Motion by Booth, supported by Sinclair, to approve invoices

in the amount of $13,113.48. Motion carried.

E. Director's Report

a. Library Statistics reviewed.

F. Policy Committee: no report.

G. Public Comments: None.

H. Old Business

a. Garden/landscaping reviewed.

b. Sidewalk discussion: Strategic plan calls for replacement of sidewalk, will review with Budget for 2020.

c. Property lines: Quote to survey eastside property line $650. Motion by Booth to

accept bid from Spicer to survey east property line. Supported by Muhlenkamp.

Motion carried.

I. New Business

a. Saginaw County Sports Hall of Fame advertising request reviewed. No local

person to be featured. Declined.

b. Snow Removal: Discussed investigating options for sidewalk shoveling.

J. Director Comments:

a. Compliments received regarding garden and booksale.

b. Need a part time library substitute due to medical leave.

K. Board Comments:

a. Cannon - Flag Pole - repair needed. Hughey reports Barrett Sign is scheduled

within next few weeks to repair flag pole and signage on T-posts.

L. Adjournment: Motion by Booth to adjourn, supported by Muhlenkamp. Motion

carried, meeting adjourned at 6:09 p.m.

Minutes taken and transcribed by Sinclair.

Next scheduled meeting is 10/22/2019.

**Bridgeport Public Library**

**Board of Directors**

**Regular Meeting Minutes**

**October 22nd, 2019**

1. Call to Order @
   1. Board Members present: William Cannon, Charles Booth, Gerardo Gonzalez, Marlene Muhlenkamp, Marcia Sinclair
   2. Library Director present: Amber Hughey
   3. Public Guest present: Helen Gonzalez
2. Approval of Agenda: Addition to agenda: New Business (C) TOPS
   1. Motion to approve agenda as amended by Booth, supported by Muhlenkamp. Motion carried.
3. Secretary’s Report
   1. Approval of Minutes: Motion to approve minutes as written by Booth, supported by Gonzalez. Motion carried.
4. Treasurer’s Report
   1. Status of Finances: reviewed.
   2. Invoices & Bills: reviewed. Motion by Booth, supported by Gonzalez, to approve invoices in the amount of $12,994.92. Motion carried. Bills not yet received: Centerpoint large Print, Delta Dental, Reliance Standard.
5. Director’s Report
   1. Library Statistics reviewed.
6. Policy Committee. The following policies printed for review. Will discuss and implement next month.
   1. Reference Services Policy
   2. ADA Policy
   3. Purchase Policy
   4. Room Rental
7. Public Comments: None present. A woman approached Library Director with offer of monetary donation for staff. Discussion of acceptance for staff usage to purchase something for staff usage. Suggestion to make a staff recognition plaque with staff names using part of monies.
8. Old Business
   1. Survey: Spicer Group did land survey, completion of property line survey. Easement discussion. Will send request via lawyer for removal of shrubs/trees which are planted on library property.
   2. Sign/flagpole repair: Barrett sign fixed signs and flag pole.
   3. 2019 Budget: 2019 updates reviewed, estimated at approximately $47,900. (refer to 2019 October Budget Write Up).
   4. 2020 Budget: reviewed suggested 2020 budget revisions based on anticipated reduction in penal fines, property tax reimbursement, copier revenue, book fines and fees, and increase in faxes. Discussion of suggested raise percent for staff wages.
   5. Snow plow: accepting bids. Our current plow service does not shovel sidewalks.
9. New Business
   1. Director & Officer liability: liability insurance policy renewal. Application signed by Board President.
   2. Christmas party: Staff have requested to have party catered. Suggested to have Director appoint a Christmas Party Chairperson. Suggested board meeting/Christmas Party on December 17.
   3. TOPS (Taking Off Pounds Sensibly): Requesting to book room for a year in advance. Room not available on requested day of week.
10. Director Comments:
    1. Continue to receive compliments regarding library staff.
11. Board Comments:
    1. Muhlenkamp: Westcourt requesting library service with large print books. Director will investigate.
    2. Cannon: Flag Pole looks nice.
12. Adjournment: Motion by Gonzalez to adjourn, supported by Muhlenkamp. Motion carried, meeting adjourned at 6:39 pm.

Minutes taken and transcribed by Sinclair.

Next scheduled meeting is 11/19/19.

**Bridgeport Public Library**

**Board of Directors**

**Regular Meeting Minutes**

**November 19, 2019**

**5:30 p.m.**

1. Call to Order @ 5:36 pm.

Members present: William Cannon, Charles Booth, Juanita Foxx, Gerardo Gonzalez, Marlene Muhlenkamp, Marcia Sinclair.

Library Director present: Amber Hughey

Public Guest present: Helen Gonzalez.

1. Approval of Agenda. Motion to approve agenda as presented by Booth, supported by Muhlenkamp. Motion carried.

1. Secretary’s Report

* 1. Approval of Minutes. Motion to approve minutes as written by Gonzalez, supported by Booth. Motion carried.

1. Treasurer’s Report

* 1. Status of Finances reviewed.
  2. Invoices & Bills reviewed. Motion by Sinclair, supported by Booth, to approve invoices in the amount of $17,285.89. Motion carried.

1. Director’s Report
   1. Library Statistics reviewed.

1. Policy Committee. The following policies reviewed.
   1. Reference Policy: Motion to approve as amended by Booth, supported by Muhlenkamp. Motion carried.
   2. ADA  Policy: Director will rewrite for final review next meeting.
   3. Purchase Policy: Motion to approve as amended by Booth, supported by Foxx. Motion carried.
   4. Meeting Room Policy: Motion to approve as amended by Booth, supported by Muhlenkamp. Motion carried.

1. Public Comments: None.

1. Old Business

* 1. Survey: Discussion. Fence is on property line.
  2. Lawyer/neighbor: Letter sent to neighboring properties notifying need for removal of items on library property
  3. Snow plow: Bids received. Motion to approve DH Lawn Care Solutions by Booth, supported by Gonzalez. Motion carried.
  4. Christmas Party: Staff recommendations reviewed. Catered party at the Library on December 17 at 5:00 pm. Library will close at 5 pm.

1. New Business: None

1. Director Comments

1. Discussion about lawyer consultations led to discussion about privacy rights of library patrons. Director requested to invite lawyer to educate board in January.

2. New substitute clerk due to medical leave needed by employee. This fills all open positions.

1. Board Comments

1. Adjournment. Meeting adjourned at 6:46 pm.

Minutes taken and transcribed by Sinclair.

Next scheduled meeting is 12/17/19 at 6 pm.