

**Bridgeport Public Library
Board of Directors
Regular Meeting
February 23rd, 2021.**

Virtual Meeting: (701) 802-5395

Access code: 8470711

- A. Call to Order
- B. Approval of Agenda
- C. Secretary's Report
 - a. Approval of Minutes
 - i. January 26th regular meeting
- D. Treasurer's Report
 - a. Status of Finances
 - b. Invoices & Bills
- E. Director's Report
 - a. Statistics
- F. Policy Committee
- G. Public Comments
- H. Old Business
 - a. Furnace replacement
 - b. Janitorial
- I. New Business
 - a. Audit - 3 year engagement letter
- J. Board Comments
- K. Adjournment

**Bridgeport Public Library
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January 26th, 2021.**

Virtual Meeting: (701) 802-5395

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- A. Call to Order @ 5:41 pm. Members present: William Cannon, Charles Booth, Marcia Sinclair, Takesha Montgomery. Members absent: Juanita Foxx, Marlene Muhlenkamp.
Director present: Amber Hughey.
- B. Approval of Agenda
Amendment to agenda: New Business: add certificate of deposit and Janitorial Services. Old Business, 2021 board officers moved to beginning of meeting.
Motion to amend by Booth, supported by Montgomery. Motion carried.
- C. Old Business
a. 2021 board officers
Booth nominated Cannon for president. Booth moved to close elections and elect Cannon, supported by Montgomery. Motion carried.
Sinclair nominated Booth for vice-president. Sinclair moved to close election and elect Booth, supported by Montgomery. Motion carried.
Booth nominated Sinclair for secretary. Booth moved to close election and elect Sinclair by acclamation, supported by Montgomery and motion carried.
Booth nominated Montgomery for treasurer. Booth moved to close nomination, and elect Montgomery by acclamation. Supported by Cannon, motion carried.
- D. Secretary's Report
a. Approval of Minutes
i. December 15th regular meeting. Motion to approve minutes as printed by Booth, supported by Montgomery. Motion carried.
- E. Treasurer's Report
a. Status of Finances – Year end statements for 2020 reviewed.

- b. Invoices & Bills. Motion to approve invoices and bills in the amount of \$12,328.13 by Booth, supported by Sinclair. Motion carried.
- F. Director's Report
- a. Statistics – graphs to make easier comparisons month to month. Reviewed data provided.
- G. Policy Committee: No report.
- H. Public Comments: No public guests present.
- I. New Business
- a. Furnace replacement – one more furnace needs to be replaced and updated. Bids to be obtained and presented for February meeting.
 - b. CD – United Financial CD just matured. Offering a 1.9% at 39 months. Discussion regarding putting monies in a money market account as the interest rate is low. Booth moved that until further notice the maturing CD be moved into a money market account. Supported by Sinclair, motion carried.
 - c. Janitorial Services – current janitor, Lance Palmer, has turned in his resignation effective 1/31/2021. Bids are being solicited. A quote has been received from Santino's. Awaiting other quotes. Booth made a motion to allow the Director to accept the lowest acceptable bid for janitorial services in an amount not to exceed \$1100/month, with a provision for 30 day notice. Supported by Sinclair, motion carried.
- J. Board Comments
- Welcome to Takesha Montgomery as a board member.
- K. Adjournment. Motion to adjourn by Booth, supported by Montgomery. Motion carried. Meeting adjourned at 6:10 pm.

Minutes taken and transcribed by Sinclair.

Next scheduled meeting is February 23, 2021 @ 5:30 pm.

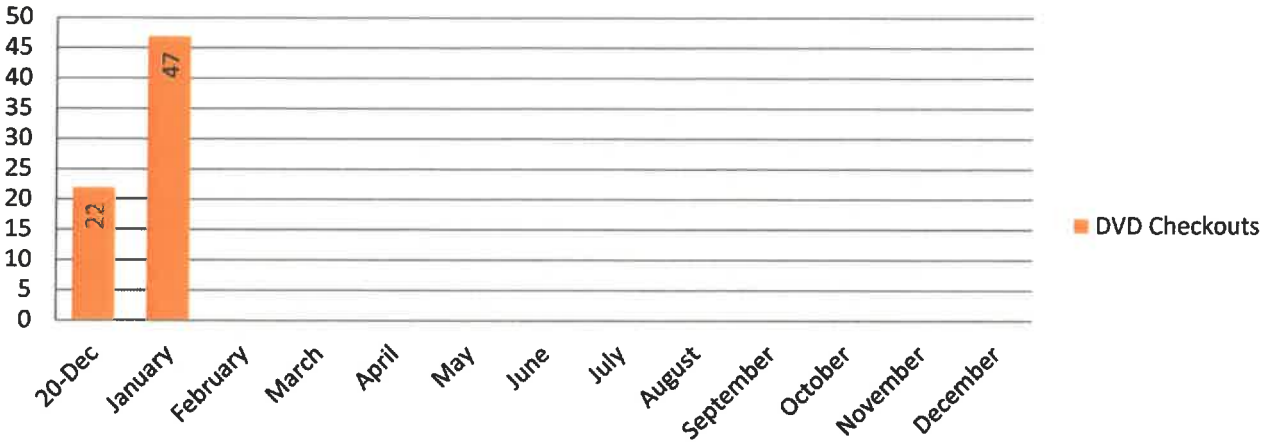
February 2021 2/18/2021

Company	Cost	Notes
Blue Cross Blue Shield	\$ 4,658.50	Health Insurance
Centerpoint large Print	\$ 88.68	LP books
Charter	\$ 244.60	Internet & Phone
Consumer's Energy	\$ 1,255.23	
Delta Dental	\$ 375.18	
Ingram	\$ 1,795.24	Books
Konica	\$ 431.93	Copy machines service
KAA Cleaning	\$ 1,000.00	Janitorial
Midwest Tape	\$ 392.29	DVDs
Reliance Standard	\$ 528.21	Disability & life insurance
Waste Management	\$ 142.14	
Independent Bank Credit Card	\$ 463.00	Best Buy, Michigan Library Association, Webhosting
DBI	\$ 256.69	Paper
Nagal & Shippers	\$ 221.22	Salt, Paper Towels
Dell	\$ 1,510.20	Computer Upgrades
White Pine Library Coop	\$ 230.50	Yearly Membership
Thomson Reuters	\$ 27.00	MI Child Support Manual
Michigan Library Association	\$ 202.00	Spring Institute + Membership: Cindy
Caro Area District Library	\$ 32.50	Lost book

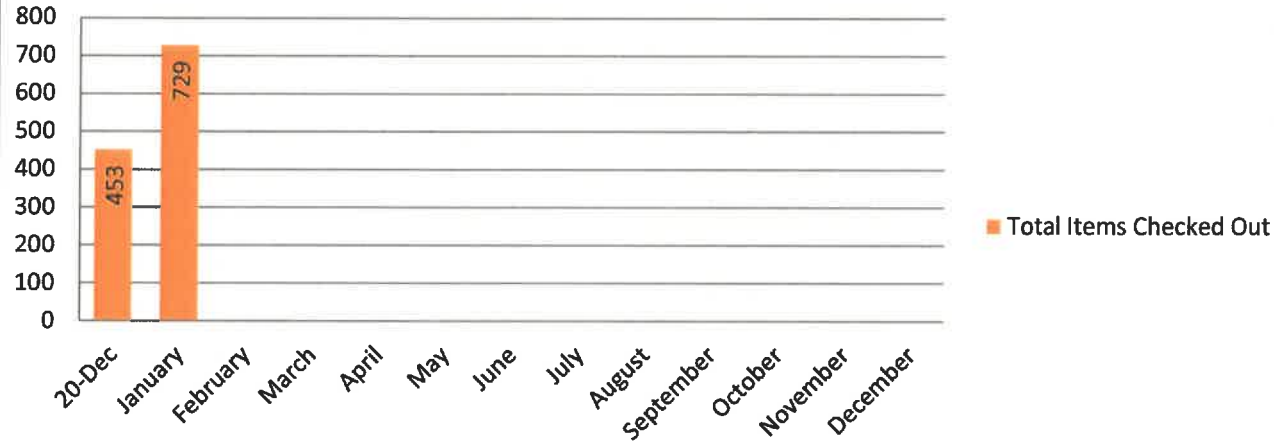
Gray: Online Pay

TOTAL \$ 13,855.11

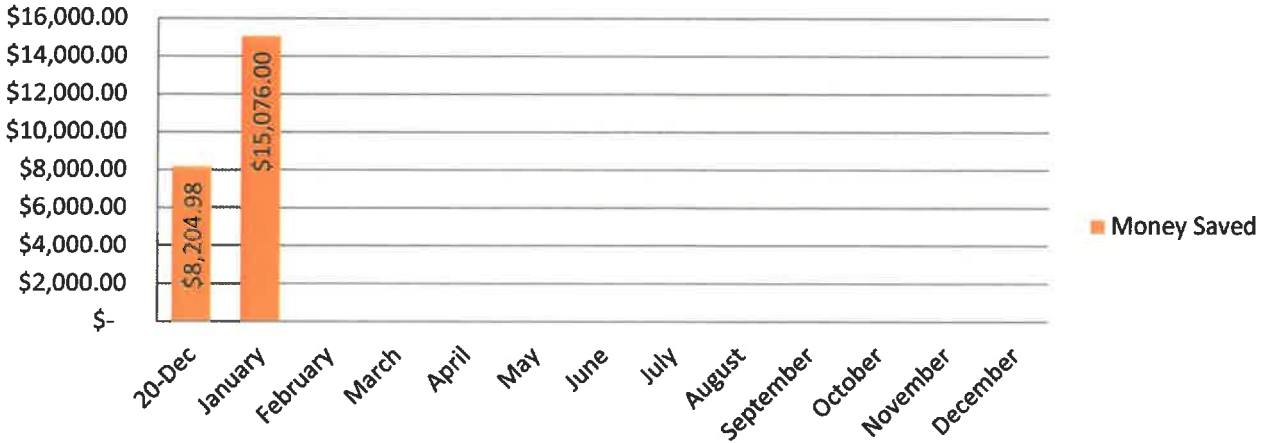
DVD Checkouts



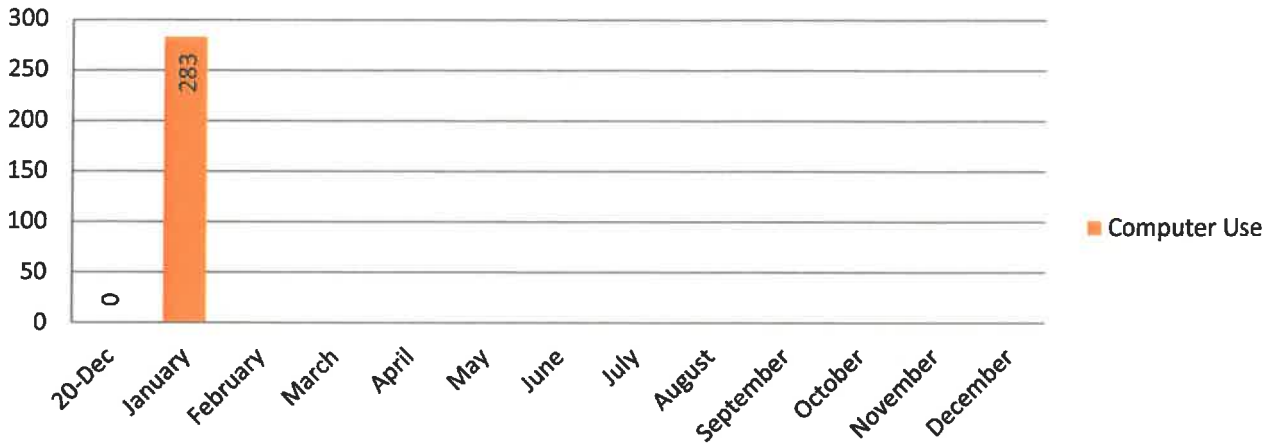
Total Items Checked Out



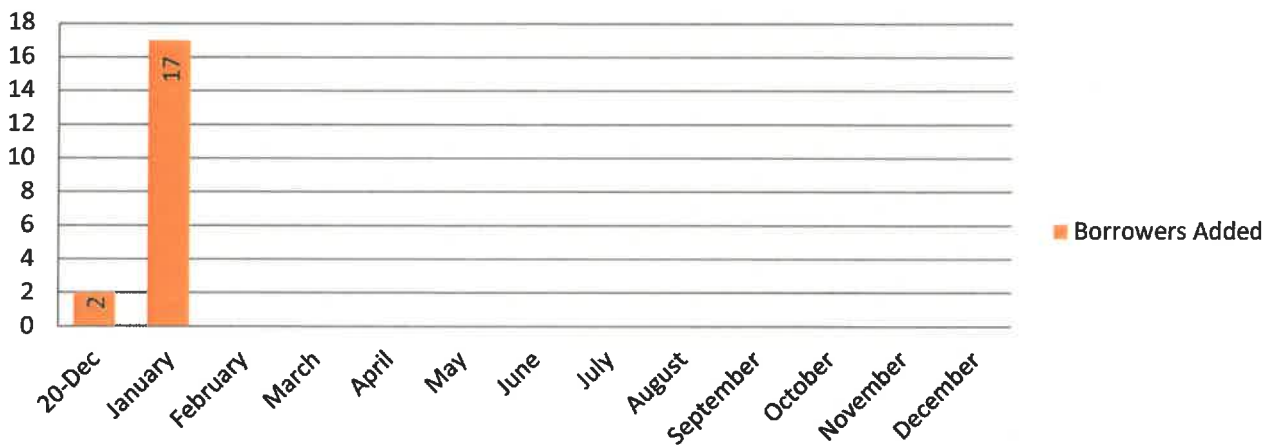
Money Saved



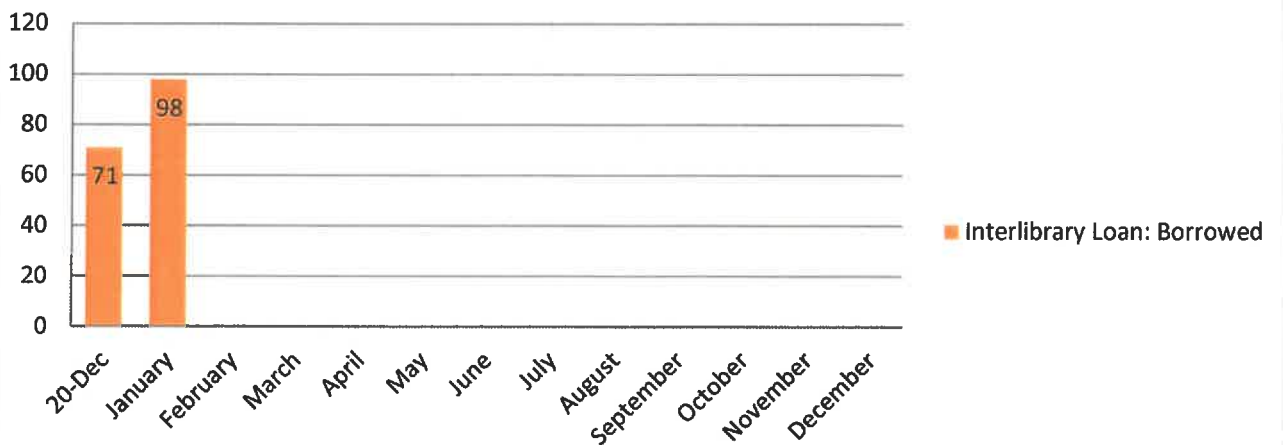
Computer Use



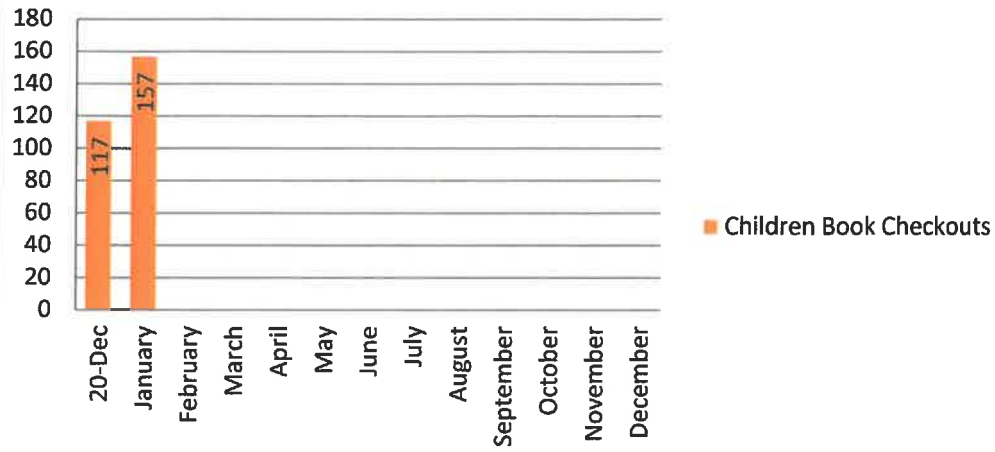
Borrowers Added



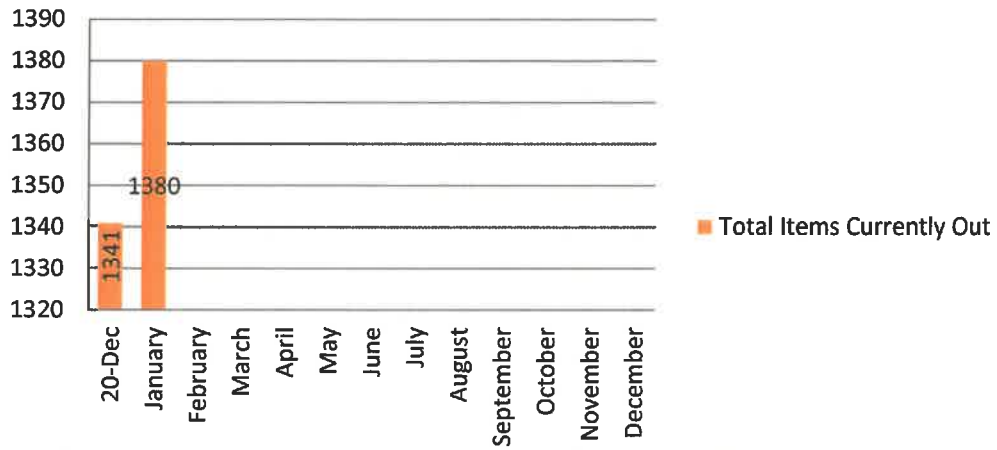
Interlibrary Loan: Borrowed



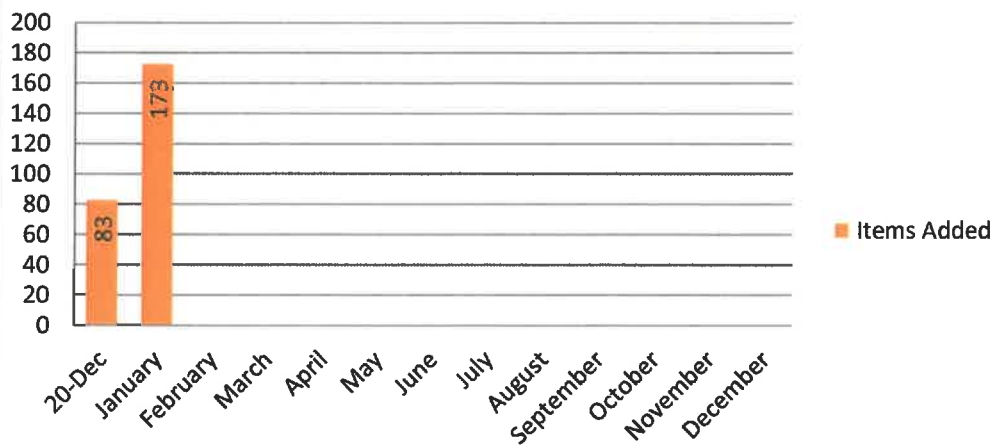
Children Book Checkouts



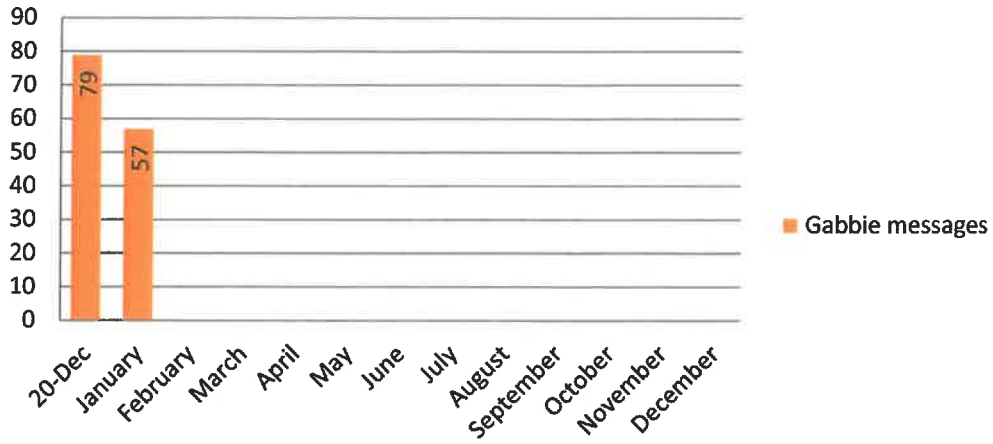
Total Items Currently Out



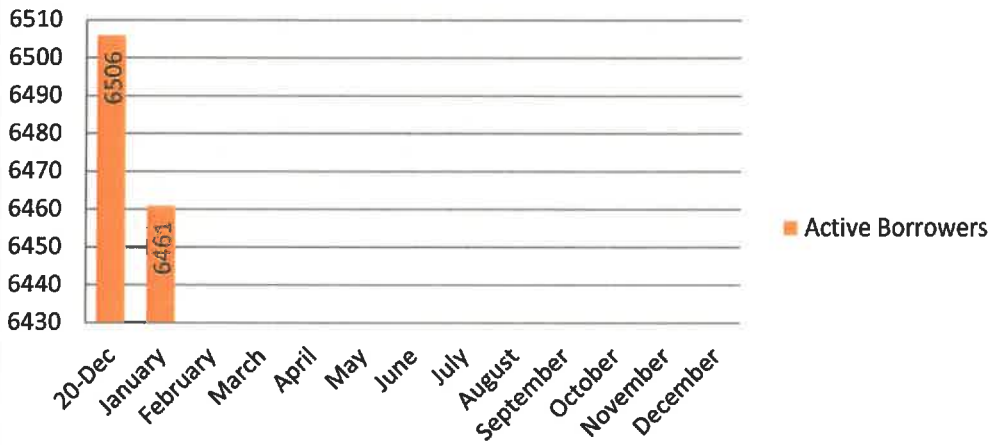
Items Added



Gabbie messages



Active Borrowers



Interlibrary Loan: Lent

