

Bridgeport Public Library
Board of Directors
Regular Meeting Minutes
March 26th, 2019

- A. Call to Order - Meeting called to order by Cannon at 5:30 pm.
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.

- B. 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.

- C. Secretary's Report
 - a. Approval of Minutes
 - i. February Minutes - Motion to approve by Booth, supported by
Gonzalez. Motion carried.
 - ii. March Special Meeting Minutes - Motion to approve by
Muhlenkamp, supported by Booth. Motion carried.

- D. Treasurer's Report
 - a. Status of Finances reviewed.
 - b. Invoices & Bills – **updated invoices.**
Motion to pay invoices in the amount of \$14,038.48 by Booth,
supported by Sinclair. Motion carried.

- E. Director's Report
 - a. Library Statistics reviewed.

- F. Policy Committee - slated to meet March 27, 2019.

- G. Public Comments - none.

H. Old Business

- a. Easement Update
 - i. Township's Easement - No update.
- b. Electric
 - i. BTE Update - Director Hughey has submitted paperwork to BTE for rebates.
- c. Teen area update - Furniture has been ordered. Painting starts this week.

I. New Business

- a. Audit – March 19th & 20th
Audit completed.
- b. April has National Library Week (2nd week)
 - i. Food for fines - accept unexpired canned or boxed foods to benefit Bridgeport Food Pantry
 - ii. Read off fines - Reduce fines by specified amounts for reading time completed.
 - iii. 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.
- c. 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 Committee for development of policy and procedure. Supported by Booth. Motion carried.
 - i. Daycares, Schools/Teachers, Senior Centers
- d. Second Chance Bookstore – overhaul
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.
- e. Hire 2nd substitute clerk. Director notified Board of need to hire a second substitute clerk due to anticipated opening and schedule needs.
- f. Auditor – April meeting scheduled for report.
- g. VLC Withdrawal letter – dates for end of services reviewed. Letter to be submitted by Director Hughey.

- h. 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 131 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.
Motion by Booth to identify the following as contact information as requested by Independent Bank:
 - Beneficiary: Bridgeport Public Library.
 - Contact Information: Library Director, specifically Amber Hughey.
 - AutoPay set up?: No
 - Signers Information: 1) Marlene Muhlenkamp, 2) William Cannon.Supported by Gonzalez. Motion carried.

J. Director Comments

- a. 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.
- b. 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.
- c. Lance Palmer – contractor through ADP.
ADP offers a contractor service that assists with forms required. Minimal charge, utilizing this service rather than hand calculating, recording.
- d. Small library conference – at end of April in Gaylord, at Treetops Resort.
 - i. Cindy & Amber attending. Amber will be a presenter.
- e. 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.

K. Board Comments

Gonzalez requested updated Board Member information and contact page.
Foxx recommended to consider a Suggestion Box/Comments for patron use.
Sinclair enquired regarding landscaping plans. Director Hughey will bring recommendations to April meeting.

L. Adjournment - meeting adjourned at 7:05 pm.

Minutes taken and transcribed by Sinclair.