

# Van Buren District Library Board

Board Meeting  
February 23, 2016  
Webster Memorial Library

## Minutes

Chairperson Sandra Hanson called the meeting to order at 5:00 p.m. at the Webster Memorial Library.

Present: Wayne Rendell, Phillip Marshall, Libby Godwin, Bruce Cutting, Catherine Hulin, Marianne Abbott, and Sandra Hanson. Ryan Wieber, director; Debby Stassek, assistant director; Molly Wunderlich, business manager; and Kay McAdam, Antwerp branch manager.

Absent: Betty Markel (excused)

It was moved to approve the agenda, with the Audit Presentation moved to the first item. (Motion: Rendell; Second: Hulin; Motion: Carried).

Alex Schaeffer, senior manager at Kruggel Lawton CPA, reviewed the audit of the Van Buren District Library's 2015 Financial Statements. The Library once again received an "unmodified opinion" which is the top designation.

It was moved to approve the minutes of the January 26, 2016 board meeting as mailed. (Motion: Abbott; Second: Rendell; Motion: Carried).

It was moved to approve for payment the supplemental January "due to" vouchers number 16-01-88 through 16-01-89 in the amount of \$3,320.62; supplemental General Fund vouchers number 16-01-88 through 16-01-93 in the amount of \$47,705.79; February 2016 "due to" vouchers number 16-02-01 through 16-02-02 in the amount of \$28,166.37; and General Fund vouchers number 16-02-03 through 16-02-61 in the amount of \$109,157.37. (Motion: Cutting; Second: Godwin; Motion: Carried).

### **Public Comment:**

None

### **Reports:**

Molly Wunderlich reviewed the Library's revenues and expenditures through the end of January. In revenues, property taxes for the year are beginning to arrive and the first payment from the Webster Trust was received at \$20,245.87. Penal fines were down

27.13 percent, as compared to January 2015. In expenditures, the Longevity Payment (line 718.1) is a once a year payment made to employees (except pages) who are not in the pension plan and have worked for VBDL for more than five years. In the endowment fund, \$592.50 was expended for new materials.

Kay McAdam reported on activities at the Antwerp Sunshine Library and distributed their March calendar. Adult programs included monthly crafts, CPR training, and a presentation on the National Civil Rights Museum. Jeffrey Babbitt, Antwerp clerk, is also starting groups for teen writers and teen musicians, and has organized a teen writing contest. A survey has been distributed to the Antwerp Seniors Group in order to ascertain what technology and computer topics may be of interest.

Mr. Wieber reviewed his written director's report. IT staff is reviewing two public computer management products as possible replacements for the defunct Time-IT service. Installation and first year maintenance is estimated at \$6,000. The Covert Branch shelf reorganizing project is scheduled for March 16 and 17.

A bill (HB 5219) has been introduced in the Michigan Legislature to amend the Public Act 269 rules for communications by local units of government about ballot questions. It would remove the prohibition on communication within 60 days of an election.

Six samples for a new library logo have been received from the consultant and the logo committee will meet Wednesday to discuss modifications. A VBDL Board photograph will be taken at the March 22 meeting.

### **Unfinished Business:**

It was moved to accept the 2016-2018 VBDL Strategic Plan, as revised at the January 26, 2016 planning workshop. (Motion: Rendell; Second: Abbott; Motion: Carried).

The Board received and filed the minutes of the February 4, 2016 Policies Committee meeting.

### **New Business:**

After discussion, it was moved to adopt the attached Staff Plan Changes and Six-Day Service Hours. (Motion: Godwin; Second: Cutting; Motion: Carried).

Mr. Wieber reviewed the Capital Improvement Plan for the Three Years Ending December 31, 2018. Large purchases for 2016 include 20 to 24 computers, 1 or 2 early literacy computers (AWE), a ScanPro digital microfilm reader for Local History, and some new shelving for the Webster Memorial Library. More security cameras are being considered for Covert, Bangor, and Decatur. After discussion, it was moved to adopt the attached Capital Improvement Plan. (Motion: Hulin; Second: Rendell; Motion: Carried).

A new revision to the Personnel Policy was distributed. The policy was last updated in 2011. Additions and changes are being considered in the areas of employment background checks, nepotism, authorized holidays, sick-leave, and the Family Medical Leave Act (FMLA). Pat White, VBDL labor attorney, will review the entire policy.

Mr. Wieber provided information on the history and membership of the Woodlands Library Cooperative and the Southwest Michigan Library Cooperative. Both organizations now provide similar services at similar costs, however, Mr. Wieber recommends the Board consider a move to SMLC for geographical advantages. Discussion was held but the Board took no action at this time.

The date of the next meeting was set for Tuesday, March 22, 2016, at 5:00 p.m., at Webster Memorial Library in Decatur. This meeting adjourned at 6:47 p.m.

Respectfully Submitted,

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary

Recorded by Debby Stassek