

Van Buren District Library

Board Meeting

Tuesday, July 22, 2025

Lawrence Branch Library

4:30 P.M.

Minutes

Chairperson Rendell called the regular Board meeting to order at 4:30 P.M. at Lawrence Branch Library.

Present: Wayne Rendell; David Vliek; Bruce Cutting; Sandy Hanson; Pam Dickerson, Betty Markel; Dan Hutchins, Executive Director; Elissa Zimmer, Assistant Director; Chantelle Dowling, Business Manager.

Absent: Denise Campagna (excused).

Public Comment:

None.

It was moved to approve the agenda with the addition of Branch Manager Compensation and Credentials under “New Business”: (Motion: Hanson; Second: Vliek; Motion: Carried).

It was moved to approve the minutes of the June 24, 2025 meeting with amended language under unfinished budget item A as revised: (Motion: Markel; Second: Rendell; Motion: Carried).

It was moved to approve the payment of the June 2025 “due to” vouchers 25-07-01 through 25-07-03 in the amount of \$7,477.68, and general fund vouchers 25-07-02 through 25-07-78 in the amount of \$222,204.97: (Motion: Vliek; Second: Hanson; Motion: Carried).

Reports:

A. Financial Update

An update was given on the library’s finances, which are in good standing.

B. Investment Report

T-bills interest rates are starting to fall, with long-term investments already lowering. Short-term investments are expected to follow suit.

C. Director’s Report & Employee Changes

An update was given regarding current situations and events at VBDL.

Unfinished Business:

None

New Business:

A. Branch Manager Credentials and Compensation

The Board discussed and gave direction to the Director regarding the above topic. The consensus of the Board is to give preference to MLIS applicants, and that pay rates for management level positions will align with educational attainment per the “Van Buren District Library Staff Positions

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and Compensation” scales approved by the Library Board at the July 23, 2024 meeting.

B. Digital Services Costs

The board discussed the rising costs of digital services & gave direction on language for the millage renewal FAQ section to the Director.

C. Removal of Assistant Director Elissa Zimmer as a Signer on VBDL Financial Accounts

Given her upcoming departure, it was moved to remove Assistant Director Elissa Zimmer as a signer on all VBDL Financial Accounts including but not limited to: Advia Credit Union, Arbor Community Credit Union, Fifth Third Bank, First State Bank of Decatur, Honor Credit Union, Huntington Bank, Kalamazoo County State Bank, Kellogg Community Credit Union, Lake Michigan Credit Union, Mercantile Bank, PNC Bank, and Sturgis Bank: (Motion: Markle; Second: Vliek; Motion: Carried.)

D. Date Change of the October 28 Library Board Meeting to October 21

It was moved to change the date of the October Board Meeting previously scheduled on October 28th to October 21st: (Motion: Markel; Second: Cutting; Motion: Carried).

Public Comment

None.

Next meeting is scheduled for, ***Tuesday, August 26, 2025 at 4:30 P.M. at the VBDL Covert Branch, located at 33680 M-140 Hwy., Covert, MI 49043***

It was moved to adjourn at 5:18 P.M.: (Motion: Hanson; Second: Cutting; Motion: Carried).

Respectfully Submitted,

Chairman

Secretary

Recorded by Chantelle Dowling

July 25, 2025