

# Van Buren District Library Board

Board Meeting  
March 22, 2016  
Webster Memorial Library

## Minutes

Chairperson Sandra Hanson called the meeting to order at 5:02 p.m. at the Webster Memorial Library.

Present: Phillip Marshall, Betty Markel, Libby Godwin, Bruce Cutting, Catherine Hulin, Marianne Abbott, and Sandra Hanson. Ryan Wieber, director; Debby Stassek, assistant director; Molly Wunderlich, business manager; and Mollie Barkovich, Webster branch manager.

Absent: Wayne Rendell.

It was moved to approve the agenda, as mailed. (Motion: Markel; Second: Abbott; Motion: Carried).

It was moved to approve the minutes of the February 23, 2016 Board meeting as mailed. (Motion: Markel; Second: Hulin; Motion: Carried).

It was moved to approve for payment the supplemental February "due to" vouchers number 16-02-62 through 16-02-65 in the amount of \$23,372.13; supplemental General Fund vouchers number 16-02-64 through 16-02-85 in the amount of \$50,124.88; March 2016 "due to" vouchers number 16-03-01 in the amount of \$8,815.90; and March General Fund vouchers number 16-03-02 through 16-03-55 in the amount of \$86,815.05. (Motion: Godwin; Second: Markel; Motion: Carried).

### **Public Comment:**

None

### **Reports:**

Molly Wunderlich reviewed the Library's revenues and expenditures through the end of February. In revenues, property taxes are 85 percent received; and account 695 Miscellaneous reflected pass through revenue from Covert Township Foundation. In expenditures, account 801.7 Professional Fees includes both attorney fees and IT support; and account 880 Promotional includes entertainers and supplies for the summer reading program. In the endowment fund, the new CD from First State Bank is beginning to draw interest and should help create more funds to be expended.

Mr. Wieber reported that the 2015 costs for branch utilities were generally lower from the previous year. Webster was down 17 percent, mainly as a result of the newer furnaces and high efficiency boiler. Antwerp costs were up slightly. Lower costs at other locations were assisted by a relatively mild winter.

Molly Barkovich reported on programs and activities at the Webster Memorial Library including preschool wiggle times, class visits, Dr. Seuss' birthday, writer's group, knitting/crocheting for charity, and jewelry classes. For National Library Week "Get Caught Reading" pictures will be taken around town and at the library, and patrons will be invited to share their favorite library memories. A student art show is scheduled during the week of the Decatur Open House (April 30).

Mr. Wieber reviewed his written director's report. The CASSIE software for public computer management has been successfully tested and was demonstrated by Dustin Lancaster last week at semi-annual staff training days in Bangor and Gobles. Other topics covered in the training included Hoopla, Select Reads, and a review of the revised Strategic Plan with its new emphasis on literacy.

Wieber congratulated Denise Campagna, Lawrence branch librarian, on winning a Great Start grant from the Intermediate School District for a "Silly Science" program. He also thanked the Lawrence staff, the Lawrence Friends, and the Friends of the Van Buren District Library on a very successful Schlitz Creek blue grass concert on March 18.

The Michigan Senate has passed a series of bills that would allow libraries to opt-out of Tax Increment Finance Authorities such as Brownfield redevelopments, DDAs, and LFDAs. VBDL is currently involved with only five of these and approximately 0.3 percent of the library's millage revenue is being captured. The issue is now in the House Committee stage.

### **Unfinished Business:**

It was moved to approve the 2015 financial audit and prepared by Kruggel, Lawton & Company LLC. (Motion: Cutting; Second: Abbott; Motion: Carried).

The Board conducted a second review of Personnel Policy Revisions, especially in the areas of "at will" employment, holidays, sick leave payout, family medical leave, and social media use. It was moved to adopt the attached Personnel Policy Revisions. (Motion: Cutting; Second: Abbott; Motion: Carried).

**Investment Committee:**

It was moved to approve renewal of a \$200,000 certificate of deposit with Kalamazoo County State Bank for 21 months at 0.6 percent interest, due Dec. 24, 2017, with interest to be paid monthly. (Motion: Cutting; Second: Markel; Motion: Carried).

**New Business:**

It was moved to change Jodi Kuiper from Bangor Branch Clerk 12 hours per week to 20 hours per week; change Debbie Gargus from Bangor Branch Clerk 15 hours per week to 18 hours per week; Amy Mead from Lawrence Branch Assistant Librarian 22 hours per week to 23 hours per week; Louise Davis from Gobles Branch Clerk 15 hours per week to 18 hours per week; Susan Youngblood from Bloomingdale Assistant Librarian from 20 hours per week to 23 hours per week; promote Jeannine White from Gobles branch page (10D) to Gobles branch clerk (13B) at 15 hours per week; and promote Jessica Schultz from Bloomingdale branch page (10E) to Bloomingdale branch clerk (13B) at 20 hours per week. (Motion: Cutting; Second: Markel; Motion: Carried).

It was resolved to designate Sturgis Bank & Trust as a depository for the Library. (Motion: Cutting; Second: Godwin; Motion: Carried).

It was moved to purchase CASSIE Time & Print Management for \$5,653.00 from Librarica LLC of Dallas, Texas. (Motion: Abbott; Second: Cutting; Motion: Carried).

After discussion, it was moved to adopt a new VBDL block-letter logo, as recommended by the logo committee, with final colors to be determined by the committee. (Motion: Cutting; Second: Godwin; Motion: Carried).

The date of the next meeting was set for Tuesday, April 26, 2016, at 5:00 p.m., at Webster Memorial Library in Decatur. This meeting adjourned at 5:52 p.m.

Respectfully Submitted,

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Chairman

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Secretary

Recorded by Debby Stassek