

Van Buren District Library Board

Board Meeting
January 21, 2016
Lawrence Branch Library

Minutes

2015 Chairperson Wayne Rendell, called the meeting to order at 4:00 p.m. at the Lawrence Branch Library.

Present: Wayne Rendell, Sandra Hanson, Betty Markel, Bruce Cutting, Catherine Hulin, Marianne Abbott, and Phillip Marshall. Ryan Wieber, director; Debby Stassek, assistant director; Molly Wunderlich, business manager.

Absent: Libby Godwin (excused).

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

It was moved to elect Sandra Hanson as 2015 Chair. (Motion: Markel; Second: Cutting; Motion: Carried).

It was moved to elect Bruce Cutting as 2015 Vice-Chair. (Motion Rendell; Second: Marshall; Motion: Carried).

It was moved to establish 5:00 p.m. on the fourth Tuesday of each month in 2015, as the designated meeting time for the Van Buren District Library Board. (Motion: Hulin; Second: Rendell; Motion: Carried).

It was moved to approve the minutes of the December 15, 2015 board meeting as mailed. (Motion: Rendell; Second: Hulin; Motion: Carried).

It was moved to approve for payment the supplemental December "due to" vouchers number 15-12-48 through 15-12-51 in the amount of \$3,492.38; supplemental General Fund vouchers number 15-12-50 through 15-12-89 in the amount of \$132,141.20; January 2016 "due to" vouchers number 16-01-01 through 16-01-02 in the amount of \$12,303.75; and General Fund vouchers number 16-01-03 through 16-01-87 in the amount of \$96,670.59. (Motion: Cutting; Second: Hulin; Motion: Carried).

Public Comment:

None

Reports:

Molly Wunderlich reviewed the Library's revenues and expenditures for December and 2015 year-end. In revenues, penal fines have been down, but ended the year as budgeted. This should be the last year for an impact from the Bangor Renaissance Zone. The Library made several significant capital purchases in 2015 including eight new copiers, a new passenger van, mobile lab laptops, digital projectors, and PR Department equipment. The Library also paid the county nearly \$29,000 in December for the cost of the November millage election. She noted that the 2015 budget utilized approximately \$32,000 of fund balance, down from the beginning budgeted amount of \$101,000.

Mr. Wieber reviewed the final circulation statistics for 2015. Overall, circulation was down 4.5 percent, but the slide seems to be slowing. Bloomingdale, Covert, Lawrence, and Digital Collections all posted increases. A portion of in-house computer usage continues to shift away from the public computers toward patron-owned mobile devices on wi-fi.

Debby Stassek reported that patrons have been pleasantly surprised by the new three-week due dates on most library materials. The setup for the one-week "Hotpick" rentals from Baker & Taylor is nearly complete and books will begin shipping in February. Patrons are discovering the Hoopla digital collection and are amazed to find thousands of items that are always available, with no waiting lists.

Mr. Wieber reviewed his written director's report. A cost/service comparison between the Woodlands Library Cooperative and the Southwest Michigan Library Cooperative will be presented next month. Progress on the new VBDL logo is going well and the committee plans to meet again on February 2. Three designs should be available for Board discussion in March or April. An early literacy (AWE) machine has been purchased for Lawrence, and Bangor, Bloomingdale, and Gobles are looking for AWE space. The Local History Department at the Webster Memorial Library received a digital ScanPro microfilm machine today. It includes many advanced features.

Unfinished Business: none

New Business:

It was moved to establish the following Board committees for 2016:

Investment (Cutting Chair, Markel, Hulin)

Finance (Marshall Chair, Cutting, Godwin, Rendell)

Policies (Markel Chair, Hulin, Abbott)

with Chairman Hanson as an ex-officio member of each committee.

(Motion: Rendell; Second: Abbott; Motion: Carried).

It was moved to comply with the 80 percent limitation in Section 4 of PA 152 for the medical benefit plan coverage year beginning on December 1, 2015. (Motion: Abbott; Second: Hulin; Voting 'yes' – Markel, Cutting, Hulin, Rendell, Marshall, Abbot, and Hanson; Voting 'no' – no one; Absent – Godwin; Motion Carried).

It was moved to hire Jodi Kuiper as Bangor Branch Clerk (level 13A, 12 hours per week); change Evelia Carrasco from Covert Branch Page to Covert Branch Clerk (level 13A, 15 hours per week); change Michelina Hernandez from Covert Branch Clerk 15 hours per week to 20 hours per week; change Deborah Gargus from Bangor Branch Clerk 12 hours per week to 15 hours per week; change Mollie Barkovich from Technical Processing Clerk to Webster Branch Manager (level 21C, 32 hours per week); change Kay McAdam PR Manager/Branch Librarian to Level XX, 40 hours per week; and to grant Kim Carter, Bloomingdale Branch Library, a leave of absence until April 1, 2016. (Motion: Cutting; Second: Markel; Motion: Carried).

The date of the next meeting was set for Tuesday, February 23, 2016, at 5:00 p.m., at Webster Memorial Library in Decatur. This meeting adjourned at 4:53 p.m. and was followed by the Strategic Planning Meeting at the Lawrence fire hall.

Respectfully Submitted,

Chairman

Secretary

Recorded by Debby Stassek