

# Van Buren District Library Board

Board Meeting  
June 28, 2016  
Covert Branch Library

## Minutes

Board Chairperson, Sandra Hanson, called the meeting to order at 5:00 p.m. at the Covert Branch Library.

Present: Marianne Abbott, Phillip Marshall, Catherine Hulin, Sandra Hanson, Bruce Cutting, Libby Godwin, and Wayne Rendell. Ryan Wieber, director, and Molly Wunderlich, business manager

Absent: Betty Markel (excused)

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

It was moved to approve the minutes of the May 24, 2016 board meeting as mailed. (Motion: Rendell; Second : Abbott; Motion: Carried).

It was moved to approve for payment the June 2016 “due to” vouchers number 16-06-01 through 10-06-03 in the amount of \$5,775.26; and General Fund vouchers number 16-06-02 through 16-06-85 in the amount of \$147,243.84. (Motion: Cutting; Second: Godwin; Motion: Carried).

### **Reports:**

Covert Branch Librarian Lois Brigham introduced two of her staff members, clerk Michelina Hernandez-Dominguez and page Alma Perez. Covert has three additional clerks, Farah Abdul-Haqq, Jessica Barnes, and Bella Carrasco. Lois discussed the summer activities at the Covert Branch. Approximately 60 patrons have signed up for the summer reading program so far. They have been partnering with the school and have developed programs in conjunction with Covert’s summer school. Some of the challenges that the branch faces include declining school enrollment and transportation for area residents.

Molly Wunderlich reviewed the financial report as of May 31, 2016. Delinquent property tax revenue and the second quarter payment from the Webster Trust was received in June.

Ryan Wieber spoke with Mr. James Becker from the Van Buren County West District Court. He outlined three reasons why penal fines are coming in lower. Mr. Becker explained that there were fewer civil infractions, fewer misdemeanor cases filed, and there was a change in how courts can assess costs. June 2016 penal fines are only 4% lower than June 2015.

Mr. Wieber reviewed his written director's report. He conducted a meeting with Gobles officials and residents about the need for a new library building on May 25. The group plans to meet again in August. The finance committee met June 22, and reviewed a preliminary budget for 2017. Attorney Richard Butler advised that the library complies with Truth in Taxation for tax year 2016 and does not have to change its budget approval process, however he does recommend that the board consider combining the budget and millage rate approval at the same meeting when the budget hearing is held to avoid future complications. Mr. Wieber indicated this would most likely occur annually at the August or September board meeting.

**Investment Committee:** It was moved to approve the following investment:

*General Fund* – Sturgis Bank - \$200,000.00 – Renewal of a \$200,000 Certificate of Deposit for 9 months at .50 % interest, due on March 31, 2017. Interest to be paid at maturity.

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

**Unfinished Business:**

After some discussion, it was moved to bring forth a resolution to the July 2016 meeting to leave Woodlands Library Cooperative and move to the Southwest Michigan Library Cooperative, effective October 1, 2017. (Motion: Godwin; Second: Rendell; Motion: Carried).

**New Business:**

Mr. Wieber proposed the creation of a graphic design internship position. The intern must have experience in graphic design software and possess artistic creativity. The internship is expected to last for the duration of the school year, and is included in the 2016 budget. It was moved to approve a position for a Graphic Design Intern to start in September 2016. (Motion: Cutting; Second: Godwin; Motion: Carried).

The library's fourth annual Staff Development Day is scheduled for Friday August 12, 2016 at the Otsego District Library. It was moved to close all locations of the Van Buren District Library on Friday August 12, 2016 to allow for all staff to attend Staff Development Day. (Motion: Abbott; Second: Hulin; Motion: Carried).

The date of the next meeting was set for Tuesday, July 26, 2016 at 5:00 p.m., at the Gobles Branch Library in Gobles. The meeting adjourned at 6:10 p.m.

Respectfully Submitted,

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Chairman

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Secretary