

Van Buren District Library Board

Board Meeting
January 24, 2017

Lawrence Community Branch Library

Minutes

Chairperson Sandra Hanson called the meeting to order at 5:00 p.m. at the Lawrence Community Branch Library

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

Absent: Betty Markel (excused).

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

It was moved to re-elect Sandra Hanson as Chair and Bruce Cutting as Vice-Chair for 2017. (Motion: Hulin; Second: Rendell; Motion: Carried).

It was moved to establish 4:30 on the fourth Tuesday of each month in 2017 as the designed meeting time for the Van Buren District Library Board. (Motion: Hulin; Second: Marshall; Motion: Carried).

It was moved to approve the minutes of the December 20, 2016 Board meeting, with the corrective phrase "subject to the final cost sharing agreement" added to the motion concerning the cost sharing agreement in the tax tribunal /NCG litigation. (Motion: Abbott; Second: Rendell; Motion: Carried).

The revised motion from the December 20, 2016 meeting now reads: "It was moved that the Van Buren District Library will pay its proportional litigation amount for the tax years 2012-2016, subject to the final cost sharing agreement."

It was moved to approve for payment the December supplemental "due to" vouchers number 16-12-57 through 16-12-60 in the amount of \$4,588.27; December supplemental General Fund vouchers number 16-12-59 through 16-12-99 in the amount of \$172,829.89; January "due to" vouchers number 17-01-01 through 17-01-02 in the amount of \$12,619.68; and January General Fund vouchers number 17-01-03 through 17-01-96 in the amount of \$87,991.37. (Motion: Cutting; Second: Markel; Motion: Carried).

Public Comment:

Mr. Wieber thanked Lawrence Branch Librarian Denise Campagna for hosting the meeting.

Reports:

Molly Wunderlich reviewed revenues and expenditures through the end of December. The \$41,026.78 on the trial balance sheet is deferred penal fine revenue for 2017. Penal fines were up 18.54 percent for December, but still ended the year down 9.53 percent, when compared to 2015. In revenues, there were three payrolls in December. In expenditures, about \$220,000 was spent on materials this past year. The endowment fund currently stands at \$167,893.67.

Mr. Wieber reviewed a spreadsheet showing branch utility costs for 2016. Overall, costs were 8 percent lower than 2015 costs, probably do to milder weather, branch conservation efforts, and the newer HVAC system at Webster Memorial Library. Significant decreases were seen at Antwerp, Lawrence and Webster.

Wieber also reviewed the VBDL Capital Improvement Plan for the three years ending December 31, 2019. Capital improvement purchases scheduled for 2017 include a new delivery vehicle, computer replacements, projector mounting, a new Bangor circulation desk, building projects, and branch signage replacements.

On Jan. 9, 2017, Michigan Governor Snyder signed into law a package of bills (PA 505-510), that would exempt public libraries from having operating taxes captured by tax increment financing authorities, including downtown development authorities (DDAs), local development finance authorities (LDFAs), and corridor improvement authorities (CIAs). All future TIFAs would require libraries to “opt in” for capture. Wieber explained that VBDL annually loses about .4% of tax revenue to capture, and that amount is largely being used by local units to benefit the community and library. He recommends that no action be taken at this time regarding current TIF authorities within the district.

Planning for a new Gobles Branch Library continues, with the hope of getting a millage proposal on the November 2017 ballot for Pine Grove Township and the City of Gobles. A joint building authority would most likely be created as the agency needed to apply for a USDA Rural Development bond. Architect Bryan Koehn has provided an updated estimated cost of between \$1.3 and \$1.5 million.

Mr. Wieber announced, with regret, that Lawrence Branch Librarian Denise Campagna will be retiring April 1 and Assistant Director Debby Stassek will be retiring May 25. Ms. Stassek has worked for VBDL since 1983, and Ms. Campagna since 2000. Dates for their respective retirement parties will be announced.

The cost of converting current employees with defined benefits to the new 401 plan is higher than might be expected and Wieber does not recommend it.

A cost sharing meeting for the NCG/Tax Tribunal litigation was held June 13 at Covert Township Hall. Discovery hearings have been scheduled at the Tribunal for January, however the case will not be heard for another two years. Lake Michigan College is expected to pay its proportional share of New Covert Generating tax dispute litigation costs. It is expected that a revised agreement will soon be presented.

The Library's annual audit will be conducted onsite January 26-27 by Kruggel Lawton CPA of St. Joseph, and the VBDL annual report will be completed by the end of February. Wieber will also continue visiting local village and township meetings to provide annual updates and general library news, with Lawrence and Covert Townships being next.

Wieber congratulated the 2016 VBDL Awards winners: Jeffrey Babbitt, employee of the year (Antwerp Sunshine Library); Bobbi Martindale, genius idea winner (Bangor Branch Library); and Mollie Barkovich, customer service award winner (Webster Memorial Library).

Wieber noted that overall circulation for December was down 4.2 percent but that the rate of decline has slowed. Increases were noted in OverDrive, WiFi logins, and visitor counts. An estimated 683 people attended 82 VBDL events in December.

Mr. Wieber noted, with great regret, the passing of Joe Miller, former Board member and Larry Ralston, long-time Friend of the Library.

Unfinished Business:

Mr. Wieber reviewed the new MERS Defined Contribution Adoption Agreement and Plan for new, qualified hires which would include 2-year vesting, no loan option, and a startup date of March 1, 2017.

It was moved to approve the MERS Defined Contribution Plan Adoption Agreement, making sure that section III names the Defined Contribution division as "Library employees hired on or after 3/01/2017." (Motion: Cutting; Second: Abbott; Motion: Carried).

New Business:

It was moved to change Amy Druskovich from Local History Clerk (Level 13D, 12 hours per week) to Local History and Tech Processing Clerk (Level 13D, 27 hours per week) and Linda Bjork-Ewin from Antwerp Branch Page (Level 10C, 25 hours per week) to Antwerp Branch Clerk (Level 13A, 25 hours per week). (Motion: Abbott; Second: Godwin; Motion: Carried).

The date of the next meeting was set for Tuesday, February 28, at 4:30 p.m., at the Webster Memorial Library in Decatur. This meeting adjourned at 6:12 p.m.

Respectfully Submitted,

Chairman

Secretary

Recorded by Debby Stassek