

Van Buren District Library Board

Board Meeting February 28, 2017 Webster Memorial Library Minutes

Chairperson Sandra Hanson called the meeting to order at 4:40 p.m. at the Webster Memorial Library.

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

Absent: Libby Godwin (excused), Betty Markel (excused).

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

It was moved to approve the minutes of the January 24, 2017 Board meeting, with addition of the second on the vouchers changed from Markel to Godwin. (Motion: Cutting; Second: Rendell; Motion: Carried).

It was moved to approve for payment the January supplemental "due to" vouchers number 17-01-97 through 17-01-98 in the amount of \$32,327.69; January supplemental General Fund vouchers number 17-01-98 through 17-01-101 in the amount of \$43,385.33; February "due to" vouchers number 17-02-01 through 17-02-04 in the amount of \$12,772.44; and February General Fund vouchers number 17-02-03 through 17-02-80 in the amount of \$172,706.22. (Motion: Rendell; Second: Hulin; Motion: Carried).

Public Comment:

None.

Reports:

Molly Wunderlich reviewed revenues and expenditures as of January 31. The Fund Balance is broken down between Unassigned and Committed for Capital Improvement. Property taxes continue to be received. A Personal Property Tax reimbursement check from the State of Michigan for approximately \$26,000 was received in February. The Webster Trust has made the first of four payments for the year. Penal fines continue to be very low. In expenditures, longevity payments are distributed just once a year.

Mr. Wieber reviewed the 2016 Annual Report. Program attendance was up 46.25 percent, system wide. Patron visits were up 3.51 percent. Circulation numbers for print

materials continues to decline. Audiovisual materials now account for one third of circulation. Digital circulation doubled, aided by the addition of Hoopla. MeLCat interlibrary loan was down a little, Local History usage is strong, and wi-fi usage continues to grow.

In looking at the January 2017 circulation numbers, overall circulation was up 21.13 percent, while OverDrive usage saw a small decrease.

Mr. Wieber reported that candidates have been interviewed for the Lawrence Branch Librarian position. Denise Campagna's retirement parties are April 1 at the Lawrence Branch Community Library and April 14, 5 p.m. to 8 p.m., at the former Red Brick Coffee Shop in Lawrence.

In other news, Marianne Sipka has been awarded Level IV certification from the Library of Michigan; Wayne Rendell has been reappointed to the Board for a three-year term ending December 31, 2019; and Wieber will be attending township board meetings in Antwerp and Bloomingdale this month. Amy Druskovich, local history and technical processing clerk, was introduced to the Board.

Upcoming programs include the Mall City Harmonizers at the Lawrence Conference Center March 24 and Barb Insidioso's Gobles architecture program tonight (February 28).

Mr. Wieber also reported that Lee Township has declined VBDL's offer to provide library service on a contractual basis. They have decided to continue with the Fennville District Library instead.

Unfinished Business:

None.

New Business:

Patrick Sage from Kruggel Lawton CPA, presented the findings of the 2016 Financial Audit. Van Buren District Library once again received an "unmodified opinion." The Library is considered to be in a healthy financial condition and should have necessary capital improvement funds, when needed.

It was moved to enter into a contract with Sean McMahon of Pixelvine Creative for website development and maintenance, at an initial cost of \$4,600.00, plus an additional \$175.00 monthly maintenance cost. (Motion: Rendell; Second: Hulin; Motion: Carried).

The continuing issue with Texas Township being an unserved library area was discussed. More than 800 students in the Mattawan Consolidated School District cannot use the Antwerp Sunshine Library unless their parents take the time and

complete the necessary steps to pay VBDL's non-resident fee. Teachers are not able to bring classes to the library because half of their students do not have cards and cannot checkout materials. Mr. Wieber and Robin Buchler, Mattawan Schools Superintendent met with Township officials recently to discuss the issue, and the Township Superintendent has recommended the library meet with the Township board at an upcoming meeting.

The date of the next meeting was set for Tuesday, March 28, at 4:30 p.m., at the Webster Memorial Library in Decatur. This meeting adjourned at 5:55 p.m.

Respectfully Submitted,

Chairman

Secretary

Recorded by Debby Stassek