

Van Buren District Library Board

Board Meeting
June 27, 2017
Webster Memorial Library

Minutes

Board Chairperson, Sandra Hanson, called the meeting to order at 4:30 p.m. at the Webster Memorial Library.

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

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 30, 2017 board meeting as mailed. (Motion: Abbott; Second: Godwin; Motion: Carried).

It was moved to approve for payment the June 2017 "due to" vouchers number 17-06-01 through 17-06-04 in the amount of \$11,418.32; and General Fund vouchers number 17-06-03 through 17-06-106 in the amount of \$222,172.00. (Motion: Rendell; Second: Hulin; Motion: Carried).

Public Comment: None

Reports:

Molly Wunderlich reviewed the financial report as of May 31, 2017. There was little revenue received in May. In June the library received delinquent property taxes for the year. The library received approximately \$25,000 less than budgeted from Covert Township, but a payment from the State of Michigan for personal property tax will make up some of the shortfall. Penal fines for June 2017 were up 23% over last year.

Mr. Wieber reviewed his written director's report. He noted that the circulation statistics showed an increase of 24% for the month, and an increase of 13% for the year. Circulation at both Bloomingdale and Covert is significantly higher. The Summer Reading program is in full swing, and the number of participants and activities is showing an increase so far.

Mr. Wieber reported that the City of Gobles and Township of Pine Grove are not in a cooperative mood, and it will be difficult to create a joint building authority. An authority would be needed to pursue a USDA Rural Development loan for a new building. Mr. Wieber is investigating the possibility of leasing a storefront in the City of Gobles.

Stan's Yard & Sport Shop has two empty store fronts in the building on M40 that could suffice as short term library space. Both locations would require renovation including bathroom facilities and HVAC upgrades, but would allow for more space and better visibility for the library.

Tony Clark from Clark Technical Services reported on recent and upcoming technology projects for the library. This year the library has purchased 15 new computers, replaced wireless access points at all locations, and coordinated the installation of projectors and sound systems at Webster Memorial Library and Antwerp Sunshine Branch Library.

Investment Committee:

It was moved to renew a certificate of deposit for 13 months at 1.29% interest, due July 29, 2018. Interested will be paid at maturity. (Motion: Cutting; Second: Rendell; Motion: Carried).

Finance Committee:

It was moved to receive and file the minutes of the June 20, 2017 Finance Committee meeting. (Motion: Rendell; Second: Cutting; Motion: Carried). The overall taxable value for our district is up 2.7% over 2016. The board will review the preliminary budget at the July 2017 board meeting, and the budget hearing and millage resolution will take place in August.

Unfinished Business:

The New Director Search Committee met on June 27, 2017 to discuss the proposed job description, job posting, and advertising budget for the director search. The committee recommended accepting Hartzell-Mika's proposed advertising costs for the director search. It was moved to approve the advertising budget not to exceed \$990 for the cost of posting the director position in several professional publications and online sites. (Motion: Rendell; Second: Cutting; Voting "yes" – Hanson, Rendell, Marshall, Hulin, Abbott, Godwin and Cutting; Voting "no" – no one; Motion: Carried).

The search committee recommended a director salary range of \$82,000-\$90,000 and the library paying up to 80% of family medical coverage. It was moved to adopt the recommended salary range and benefits. (Motion: Rendell; Second: Cutting; Voting "yes" – Cutting, Godwin, Abbott, Hulin, Marshall, Rendell and Hanson; Voting "no" – no one; Motion: Carried).

New Business:

It was moved to accept Ryan Wieber's letter of resignation with regret and best wishes for his future. (Motion: Abbott; Second: Godwin; Motion: Carried).

Clark Technical Services presented a two year contract for technology services and consulting. The rates are the same as what we are currently paying. The contract can be terminated without penalty with 30 days notice. It was moved to sign a two year contract with Clark Technical Services. (Motion: Cutting; Second: Rendell; Voting "yes" – Hanson, Rendell, Marshall, Hulin, Abbott, Godwin and Cutting; Voting "no" – no one; Motion: Carried).

It was moved to authorize Ryan Wieber to accept the highest bid at or above the required starting minimum amount for the sale of the delivery van. (Motion: Rendell; Second: Cutting; Motion Carried). Sealed bids are due to the library by July 3, 2017.

It was moved to accept the resignation of Ryan Wieber, effective July 25, 2017 and the resignation of Carol Nelson, effective July 31, 2017; to change Molly Wunderlich from Assistant Director to Interim Director at \$30.00 per hour at 40 hours per week, effective July 25, 2017; to change Jeannine White from 15 hours per week to 20 hours per week, effective July 1, 2017. (Motion: Abbott; Second: Rendell; Motion Carried).

The date of the next meeting was set for Tuesday, July 25, 2017 at 4:30 p.m., at Webster Memorial Branch Library in Decatur. The meeting adjourned at 5:20 p.m.

Respectfully Submitted,

Chairman

Secretary

Recorded by Molly Wunderlich