

Van Buren District Library Board

Board Meeting May 30, 2017 Bloomingdale Branch Library

Minutes

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

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

Absent: no one

It was moved to approve the agenda as mailed noting that the agenda listed the meeting at Webster Memorial Library instead of Bloomingdale Branch Library. (Motion: Abbott; Second: Hulin; Motion: Carried).

It was moved to approve for payment the May 2017 "due to" vouchers number 17-05-01 through 17-05-04 in the amount of \$6,355.86; and General Fund vouchers number 17-05-03 through 17-05-79 in the amount of \$156,135.70. (Motion: Rendell; Second: Marshall; Motion: Carried).

Public Comment: None

Reports:

Marianne Sipka, Bloomingdale Branch Librarian, distributed her branch's Summer Reading Program information and flyers about other upcoming activities. She then introduced two of her staff members, clerk Jessica Schultz and page Cheryl Bull. Marianne presented Debby Stassek with a retirement gift from the Bloomingdale Branch staff and Friends.

Molly Wunderlich reviewed the financial report as of April 30, 2017. The library received the second quarterly payment from the Webster Trust, and the annual \$1,000 payment from Geneva Township, a contracted municipality. The Endowment Fund shows a new memorial for Austin E. Dwight, who left VBDL \$10,000 from his estate.

Ms. Wunderlich also reviewed the recent Strategic Planning update meeting that staff held May 24, 2017. She reviewed the library's goals and discussed ways that staff are meeting those goals, and how to make improvements. Several new action items were identified, including new ideas for outreach, better staff instruction for promoting the library's digital collections, and more staff "cross-branch training."

Ryan Wieber complimented Antwerp Branch clerk, Jeffrey Babbitt for developing a summer concert to take place in Mattawan on July 8, 2017, and for submitting an LSTA-Library of Michigan grant proposal to fund the purchase of Chromebooks for a summer 2017 coding class for teens at the Covert Branch.

Mr. Wieber reviewed his written director's report. He noted that the circulation statistics show an increase. MeLCat loans have increased significantly. The new signage is in place for most of the locations. Mr. Wieber will call for the finance committee to meet in June. The 2017 millage rate will be slightly reduced due to the Headlee rollback this year. The total new millage rate is 1.0831. Overall, due to increasing property values, an increase in property tax revenue is expected for the 2018 budget. The actual gain depends on the amounts that come in from Covert Township.

Investment Committee: None

Unfinished Business: None

New Business:

It was moved to approve the resolution to honor Debby Stassek's years of service to the Van Buren District Library. (Motion: Rendell; Second: Markel; Motion: Carried). The library presented Ms. Stassek with a gift for her retirement.

Jeffrey Babbitt is in the process for applying for a federal Library Service and Technology Act (LSTA) grant from the Institute of Museum and Library Services. The grant requests funding to purchase seven Chromebooks with coding software. It was moved to approve the LSTA grant application. (Motion: Rendell; Second Cutting; Motion: Carried).

It was moved to adopt the 2017 budget amendments as presented. (Motion: Markel; Second: Godwin; Voting 'yes' – Godwin, Rendell, Hanson, Cutting, Marshall, Abbott, Hulin, Markel; Voting 'no' – no one; Absent – no one. Motion Carried).

It was moved to promote Molly Wunderlich to Assistant Director at \$27.05 per hour at 32 hours per week, effective May 30, 2017; to hire Lisa Creagan and Nancy Augst as Webster clerks at level 13A \$10.20 per hour up to 15 hours per week; and to accept the resignation of Webster ILL page Irene Bishop, effective May 10, 2017. (Motion: Rendell; Second: Godwin; Motion Carried).

It was moved to add Molly Wunderlich as a signer on the library's bank and credit union accounts. (Motion: Cutting; Second: Markel; Motion Carried).

Mr. Wieber presented two proposals for search firms to assist the library in hiring a new director. Sandra Hanson appointed a search committee to be comprised of herself, Elizabeth Godwin, Bruce Cutting, and Wayne Rendell and staff members Molly Wunderlich, Kay McAdam, and Ryan Wieber.

It was moved to hire the firm of Hartzell-Mika Consulting for all three of their proposed tiers at a cost of \$14,900 plus travel costs to assist in the hiring of a new director. The motion is contingent upon receiving a letter of resignation from director, Ryan Wieber. (Motion: Rendell; Second Markel; Voting 'yes' – Godwin, Rendell, Hanson, Cutting, Marshall, Abbott, Hulin, Markel; Voting 'no' – no one; Absent – no one. Motion Carried).

The date of the next meeting was set for Tuesday, June 27, 2017 at 4:30 p.m., at Webster Memorial Branch Library in Decatur. The meeting adjourned at 6:10 p.m.

Respectfully Submitted,

Chairman

Secretary

Recorded by Molly Wunderlich