

Van Buren District Library Board

Board Meeting
July 25, 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: Phillip Marshall, Catherine Hulin, Sandra Hanson, Bruce Cutting, Libby Godwin, and Betty Markel. Ryan Wieber, director, Molly Wunderlich, assistant director, and Tracy Smola administrative assistant

Absent: Wayne Rendell (excused); Marianne Abbott (excused)

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

It was moved to approve the minutes of the June 28, 2017 board meeting as mailed. (Motion: Markel; Second: Godwin; Motion: Carried).

It was moved to approve for payment the July 2017 "due to" vouchers number 17-07-01 through 17-07-02 in the amount of \$921.21; and General Fund vouchers number 17-07-03 through 17-07-101 in the amount of \$137,615.82. (Motion: Cutting; Second: Markel; Motion: Carried).

Public Comment: None

Reports:

Molly Wunderlich reviewed the financial report as of June 30, 2017. The library received delinquent property taxes for the year. There were three payrolls in June, resulting in a higher than normal expenditure for salary and wages. E-rate applications for Internet service and phone service for the plan year beginning July 1, 2017 have been approved. The discount for phone service is 20% until June 30, 2018, and will then end. The discount for Internet service will continue to be 80%.

The transition team met on July 6, 2017 and July 20, 2017. The team will meet every two weeks to ensure that there is continuity of service, and open communication among the interim director, staff, and board during the transition to a permanent director.

For professional development, Mr. Wieber noted that four staff members recently attended the ALA conference in Chicago, while three staff members were able to visit the ALA exhibit hall. Tracy Smola attended a two-day Quickbooks workshop in Kalamazoo.

Matt de Bear with Library Design Associates visited the Bangor Branch to begin the process of getting a new front desk. Security cameras have been installed at Antwerp. The old delivery van did not receive any bids before the July 3, 2017 due date. The due date for bids was extended until July 28 at 5 p.m. One bid has been received so far.

There was discussion about giving branch grants to local governments. Grants are in the 2017 budget, and local communities appreciate them. 2017 grants will be distributed this summer as normal.

Circulation is up for year 10.75%. Program attendance looks to be high in July as well. Ryan Wieber distributed a list of priorities for 2017 and beyond.

Mr. Wieber thanked the board for hiring him almost five years ago. He learned a great deal, and appreciated the opportunity. Ms. Hanson thanked Ryan for his service to VBDL, and wished him well.

Investment Committee:

The investment committee renewed a certificate of deposit for 12 months at 1.20% interest, due July 25, 2018. Interest will be paid monthly. The CD that was renewed last month had an incorrect interest rate. The correct rate is .40% interest.

Director Search Committee:

The posting for the new director is live until August 9th. Hartzell-Mika reports that they have received six applications to date. Most applications tend to come in the last week. The next director search committee meeting will be August 17, 2017 at 4:30 p.m.

Unfinished Business:

none

New Business:

It was moved to adopt the attached 2017 budget amendments, including an increase to fund balance transfer of \$44,000. (Motion: Cutting; Second: Godwin; Voting 'yes' – Markel, Godwin, Hulin, Cutting, Marshall, and Hanson; Voting 'no' – no one; Motion: Carried).

Mr. Wieber reviewed the preliminary 2018 budget. There is a reduction of revenue and a corresponding reduction of expenditures of \$15,000 for Woodlands reimbursements. Branch project grants to the municipalities are not included in the budget for 2018.

It was moved to accept the resignation of Mollie Barkovich, effective July 21, 2017 and the resignation of Joel Macyauski, effective August 3, 2017; to change Hilari Sabo from from Technical Processing Assistant to Cataloger, effective August 1, 2017; to change Jodi Kuiper from Branch clerk to Assistant Branch Librarian, effective August 1, 2017. (Motion: Markel; Second Hulin; Motion Carried).

The date of the next meeting was set for Tuesday, August 22, 2017 at 4:30 p.m., at Webster Memorial Branch Library in Decatur. The meeting adjourned at 5:39 p.m.

Respectfully Submitted,

Chairman

Secretary

Recorded by Molly Wunderlich