

Van Buren District Library Board

Board Meeting
August 23, 2017
Webster Memorial Library

Minutes

Chairperson Sandra Hanson called the budget hearing to order at 4:30 p.m. at the Webster Memorial Library. There was no public comment. At 4:31 p.m. it was moved to close the hearing and continue to the Board Meeting. (Motion: Cutting; Second: Godwin; Motion: Carried).

Present: Marianne Abbott, Sandra Hanson, Libby Godwin, Bruce Cutting, Betty Markel, Wayne Rendell, and Catherine Hulin. Molly Wunderlich, interim director; and Tracy Smola administrative assistant

Absent: Phillip Marshall (excused)

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

It was moved to approve the minutes of the July 25, 2017 Board meeting, as mailed. (Motion: Cutting; Second: Markel; Motion: Carried).

It was moved to approve for payment the August "Due to" vouchers number 17-08-01 through 17-08-04 in the amount of \$3,470.49; and General Fund vouchers numbers 17-08-03 through 17-08-74 in the amount of \$203,720.07. (Motion: Hulin; Second: Abbott; Motion: Carried).

Public Comment: None.

Reports:

Sandy Hanson reported on the transition team meetings. She would like to see them continued after the new director is hired.

Molly Wunderlich reviewed revenues and expenditures through July 31, 2017. In revenues, the library received the third quarter payment from the Webster trust. The e-rate USF reimbursement for telephone has been received. Penal

finances are still down for the year. In expenditures, severance was paid to three employees. The van was sold in August. Wunderlich received a summary of legal bills paid by the county in the New Covert Generating case. VBDL's share is approximately \$4,000 through June 2017. The library will receive an invoice before the end of the year.

Ms. Wunderlich reviewed the capital improvement plan. The current plan runs through December 2019.

Wunderlich reviewed her written director's report. There will be a cost sharing group meeting regarding the New Covert Generating (NCG) legal case on Tuesday September 19, 2017. Last week NCG filed an application in Van Buren County circuit court to collect a refund of tax money.

Wunderlich also reported that circulation count is down, but visit counts are up. IT is working on software to run the Wi-Fi system. The new software will make it easier to track how many patrons are using the system. All the branches have been busy passing out eclipse glasses.

For staff development, Wunderlich reported that Amy Druskovich, Webster clerk, rolled out a VBDL wellness program. If any board member would like to join you can contact Amy at adruskovich@vbdl.org. Emily Leestma, children's librarian, held an early literacy workshop at Decatur on August 17, 2017 for staff from all branches. Emily is also planning for all locations to host a Family Literacy night for parents.

Investment Committee:

It was moved to approve a \$250,000 certificate of deposit for 12 months with Chemical Bank, due August 1, 2018, at 1.35 percent interest, with interest to be paid monthly; a \$99,000.00 certificate of deposit for 12 months with Fifth Third Bank, due August 17, 2018 at 1 percent interest, with interest to be paid monthly. (Motion: Cutting; Second: Rendell; Motion: Carried).

Wunderlich reported that Honor Credit Union changed the interest rate from 1.2 percent to 1.4 percent for the certificate of deposit renewed on July 25, 2017.

Director's Search:

Marianne Hartzell and Joe Mika attended the August 17, 2017 Search Committee meeting to review the candidates who applied for the director's position. The committee decided that Hartzell will conduct telephone interviews with Timothy Gleisner, Herrick District Library, Dan Hutchins, Harrison Township Public Library, Sara Morrison, Briggs District Library, and Todd Reed, Sturgis District Library. The date of September 16, 2017 has been tentatively set for onsite interviews.

Unfinished Business:

Betty Markel reported that the Sturgis Bank and Trust in Bangor awarded the Bangor Branch a \$300 monetary community gift.

New Business:

It was moved to approve the 2018 Budget Resolution and Certify 2017 Tax Levy, as presented. (Motion: Rendell; Second: Markel; Voting “yes” – Rendell, Hulin, Abbott, Godwin, Cutting, Markel and Hanson; Voting “no” – no one; Absent: Marshall; Motion: Carried).

Employee Changes:

It was moved to hire Yvette Salomon as Bangor Branch Clerk (Level 13A, 15 hours per week), effective August 9, 2017, and Adrianna Fryman as Webster Page (Level 10A, 12 hours per week), effective August 7, 2017. (Motion: Abbott; Second: Hulin; Motion: Carried).

The date of the next meeting was set for Tuesday, September 26, at 4:30 p.m., at the Webster Memorial Library in Decatur. This meeting adjourned at 5:07 p.m.

Respectfully Submitted,

Chairman

Secretary

Recorded by Tracy Smola