

# Van Buren District Library Board

## Board Meeting November 28, 2017 Webster Memorial Library

### Minutes

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

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

Absent: No one

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

It was moved to approve the minutes of the October 24, 2017 Board meeting, as mailed. (Motion: Abbott; Second: Cutting; Motion: Carried).

It was moved to approve for payment the November "Due to" vouchers number 17-11-01 through 17-11-03 in the amount of \$3,980.00; and General Fund vouchers numbers 17-11-02 through 17-11-71 in the amount of \$132,711.50. (Motion: Rendell; Second: Godwin; Motion: Carried).

**Public Comment :** None.

### **Reports :**

Molly Wunderlich reviewed the revenues and expenditures through the end of October. October penal fines were higher than expected, and the library will exceed the total budgeted revenue for penal fines this year. The Webster Trust made their fourth payment for the year. We received a total of \$3,041 for the Carole Tate endowment fund. The family requested that the funds be used towards the purchase of children's materials.

Wunderlich reported that several meetings have been set up for Dan Hutchins during his first few weeks. The Library will host a welcome open house from 2-4 p.m. on December 19, 2017.

The Bangor branch library had visits from all first and third grade classes of the Bangor Public Schools.

The 2018 PPT reimbursement payment from the State of Michigan will be \$112,532.95, and is expected in February 2018.

Wunderlich presented a copy of a memo to Dan clarifying the HSA payment and cell phone reimbursement provisions of his employment agreement.

Five new staff computers were ordered in November. All locations are participating in the Van Buren Cares for November. The library will waive up to \$5 in overdue fines in exchange for non-perishable items. The items will be donated to an area pantry in each branch's location.

**Investment Committee:**

It was moved to approve a \$25,000 certificate of deposit for 12 months with First State Bank, due October 27, 2018, at .30%, with interest to be paid monthly. (Motion: Cutting; Second: Abbott; Motion: Carried).

**Unfinished Business:**

**New Business:**

It was moved to approve the PA 152 Resolution capping VBDL's share of health insurance premiums at 80%. (Motion: Rendell; Second: Cutting; Voting "yes" – Hanson, Rendell, Marshall, Hulin, Abbott, Godwin, Cutting, Markel; Voting "no" – no one).

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

It was moved to contribute an extra \$50,000 to our unfunded MERS liability in 2017. (Motion: Rendell; Second: Godwin; Hanson, Rendell, Marshall, Hulin, Abbott, Godwin, Cutting, Markel; Voting "no" – no one).

It was moved to approve a holiday gift of \$50.00 for each current staff member. (Motion: Markel; Second: Rendell; Motion: Carried).

**Employee Changes:**

It was moved to change Jessica Barnes from 15 hours per week to 20 hours per week. (Level 13B) effective November 1, 2017, Kristen Brenner from 20 hours per week to 23 hours per week (Level 13B), effective November 1, 2017, Louise Davis from 18 hours per week to 19 hours per week. (Level 13F), Bobbi Martindale from 32 hours per week to 34 hours per week (Level 21F), effective November 1. It was moved to hire Jeff Heaton as Lawrence Branch Clerk (Level 13C 15 hours per week). (Motion: Abbott; Second: Hulin; Motion: Carried).

The date of the next meeting was set for Tuesday, December 19, 2017 at 4:30 p.m., at the Webster Memorial Library in Decatur. This meeting adjourned at 5:15 p.m.

Respectfully Submitted,

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Chairman

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Secretary

Recorded by Tracy Smola