

Van Buren District Library Board

Board Meeting
January 23, 2018
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, Wayne Rendell, Denise Campagna, Catherine Hulin, and Betty Markel. Dan Hutchins, director; Molly Wunderlich, assistant director;

Absent: no one

It was moved to approve the agenda as mailed with the addition of Election of Officers next after the approval of the agenda. (Motion: Rendell; Second: Abbott; Motion: Carried).

It was moved to nominate Bruce Cutting as board chairperson. (Motion: Rendell; Second: Hulin; Motion: Carried). It was moved to nominate Wayne Rendell as board vice-chairperson. (Motion: Hulin; Second: Godwin; Motion: Carried).

It was moved to establish 4:30 p.m. on the fourth Tuesday of each month in 2018 as the designated meeting time for the Van Buren District Library Board. (Motion: Hanson; Second: Hulin; Motion: Carried).

It was moved to approve the minutes of the December 19, 2017 Board meeting, as mailed. (Motion: Abbott; Second: Hulin; Motion: Carried).

It was moved to approve for payment the December "Due to" vouchers number 17-12-47 through 17-12-49 in the amount of \$479.97; and General Fund vouchers numbers 17-12-49 through 17-12-87 in the amount of \$62,959.02. It was moved to approve for payment the January "Due to" vouchers number 18-01-01 through 18-01-03 in the amount of \$3,117.36; and General Fund vouchers numbers 18-01-03 through 18-01-89 in the amount of \$90,590.37. (Motion: Rendell; Second: Campagna; Motion: Carried).

Public Comment : None.

Reports :

Molly Wunderlich reported that the personal property tax reimbursement (PPT) will be \$112,899.42 in 2018. This is an increase over last year's payment of \$25,540.40. The amount to be received in future years remains uncertain. PPT is expected to be phased out in 2024.

Ms. Wunderlich reviewed revenues and expenditures for fiscal year 2017. The unaudited figures show an excess of revenues over expenditures of \$169,187.33 for 2017. The endowment fund received \$17,376 in contributions and \$1,169.29 in interest in 2017.

The library received an excess of penal fines in 2017 because of a mistake in the county's accounting system. The county is reducing payments in January and February 2018 until the excess is recovered.

Dan Hutchins spoke about the transition team meeting. Mr. Hutchins is proposing to create a position in Decatur to coordinate adult programming and manage public relations. Moving Kay McAdam to that role creates a need for Antwerp Sunshine Branch Manager. A posting for branch manager will be released on Wednesday January 24, 2018. Mr. Hutchins is working with the Southwest Michigan Library Cooperative to make the service, Tutor.com, available at group pricing. VBDL will subscribe to the service after all of the pricing is known.

Mr. Hutchins reviewed his written director's report. He visited each branch location in December. Each branch has a new director welcome open house scheduled in February, March, or April. Mr. Hutchins has met with officials in Pine Grove Township, and attended the January Pine Grove township meeting. In employee news, Emily Leestma and Molly Wunderlich were named as 2017 employees of the year. Jeffrey Babbitt will conduct presentations at the Spring Institute conference in March and the Rural Libraries conference in April. Kay McAdam will be presenting at the Rural Libraries conference in April.

Investment Committee:

It was moved to approve the renewal of a \$200,000 certificate of deposit for 21 months at .6% interest due on September 24, 2019. Interest to be paid at maturity. (Motion: Hanson; Second: Rendell; Motion: Carried).

It was moved to add Danny Hutchins and Maureen Wunderlich to the Merchant Bank of Michigan money market account, and remove Ryan Wieber and Debby Stassek. (Motion: Rendell; Second: Markel; Motion: Carried).

Unfinished Business:

It was moved to approve the change in VBDL faxing fees as discussed at the December 19, 2017 meeting. (Motion: Hanson; Second: Godwin: Motion: Carried).

It was moved to approve the release of the request for proposal (RFP) for Space Needs Assessment, Renovation, and Long Term Maintenance Program for the Webster Memorial Library. (Motion: Campagna; Second: Abbott; Motion: Carried). The proposal calls for replies to be submitted by April 2, 2018.

Employee Changes:

It was moved to change Kay McAdam from Antwerp Sunshine Branch Librarian to Adult Education & Community Relations Coordinator (Level XX, \$25.05 per hour, 40 hours per week) effective February 1, 2018. It was moved to hire Amelia Gingerich, Lawrence Branch Page (Level 10A, \$9.25 per hour, 8 hours per week). (Motion: Abbott; Second: Hulin; Motion: Carried).

The date of the next meeting was set for Tuesday, February 27, 2018 at 4:30 p.m., at the Webster Memorial Library in Decatur. This meeting adjourned at 5:10 p.m.

Respectfully Submitted,

Chairman

Secretary

Recorded by Molly Wunderlich