

# Van Buren District Library Board

Board Meeting  
February 27, 2018  
Webster Memorial Library

## Minutes

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

Present: Marianne Abbott, Sandra Hanson, Bruce Cutting, Wayne Rendell, Denise Campagna, and Catherine Hulin. Dan Hutchins, director; Molly Wunderlich, assistant director; Tracy Smola, administrative assistant; Patrick Sage, auditor

Absent: Libby Godwin (excused); Betty Markel (unexcused)

It was moved to approve the agenda as mailed with the auditor presentation shifted to the beginning of the meeting. (Motion: Rendell; Second: Hanson; Motion: Carried).

It was moved to approve the minutes of the January 23, 2018 Board meeting, as mailed. (Motion: Campagna; Second: Abbott; Motion: Carried).

It was moved to approve for payment the February "Due to" vouchers number 18-02-01 through 18-02-04 in the amount of \$80,771.07; and General Fund vouchers numbers 18-02-03 through 18-02-66 in the amount of \$242,880.33. (Motion: Rendell; Second: Campagna; Motion: Carried).

**New Business :** Patrick Sage from the accounting firm of Kruggel Lawton reviewed the 2017 audit report as mailed. The audit report shows a clean, "unmodified opinion" and the library's financial statements are materially accurate. Mr. Sage reported that no audit adjustments were needed this year or last year.

It was moved to approve the 2017 Financial Audit report as presented. (Motion: Rendell; Second: Hanson; Motion: Carried).

**Public Comment :** None.

**Reports :**

Molly Wunderlich reviewed the January financial statements. She reported that the personal property tax reimbursement (PPT) check was received in February. Penal fines continue to be reduced as the county fixes the overpayment from last year.

Dan Hutchins reviewed the transition team notes and his written director's report. The new circulation desk was installed in Bangor on February 15, 2018.

We received 16 applications for the position of Antwerp Sunshine Branch Librarian. Final interviews are taking place the week of February 26<sup>th</sup>. The library is working with an automation consultant to help with better coordination of the Verso automation system with MeLCat.

Mr. Hutchins has attended four director welcome receptions, and has three remaining receptions scheduled. The director receptions coincide with a board meeting of the local municipality. Mr. Hutchins reports that it has been valuable to meet local community officials at these functions.

Mr. Hutchins reviewed the January circulation statistics distributed at the meeting. Total circulation for January 2018 is higher than January of last year.

**Investment Committee:**

It was moved to approve the renewal of a \$200,000 certificate of deposit for 13 months at .95% interest due on March 6, 2019. Interest to be paid at maturity. (Motion: Cutting; Second: Campagna; Motion: Carried).

It was moved to add Danny Hutchins and Maureen Wunderlich to the PNC Bank CD; Chemical Bank CD and flex account; and Fifth Third Bank money market account and CD; removal of former director, Ryan Wieber, and former assistant director, Debby Stassek, from PNC Bank CD, Chemical Bank CD and flex account, and Fifth Third Bank money market account and CD. (Motion: Rendell; Second: Abbott; Motion: Carried).

It was moved to add Danny Hutchins to Intuit/Quickbooks account, and removal of former director, Ryan Wieber, from Intuit/Quickbooks account. (Motion: Campagna; Second: Abbott; Motion: Carried).

It was moved to add library board chairperson, Bruce Cutting, to all library First State Bank accounts. (Motion: Hanson; Second: Rendell; Motion: Carried).

**Unfinished Business:**

none

**Employee Changes:**

It was moved to change Richard Hemenway from Substitute driver to driver (Level 17F, \$15.75 per hour, 8 hours per week) effective February 6, 2018. It was moved to hire David Vliek as substitute driver (Level 17B, \$13.73 per hour, as needed). (Motion: Campagna; Second: Hulin; Motion: Carried).

The date of the next meeting was set for Tuesday, March 27, 2018 at 4:30 p.m., at the Bangor Branch Library in Bangor.

It was moved to adjourn at 5:23 p.m. (Motion: Hanson; Second: Abbott; Motion: Carried).

Respectfully Submitted,

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Chairman

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Secretary

Recorded by Molly Wunderlich