

# Van Buren District Library Board

## Board Meeting April 24, 2018 Webster Memorial Library

### Minutes

Chairperson Bruce Cutting called the meeting to order at 4:31 p.m. at the Webster Memorial Library.

Present: Marianne Abbott, Sandra Hanson, Bruce Cutting, Wayne Rendell, Denise Campagna, Betty Markel, Libby Godwin, and Catherine Hulin. Dan Hutchins, director; Molly Wunderlich, assistant director;

Absent: no one

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

It was moved to approve the minutes of the March 27, 2018 Board meeting, as mailed. (Motion: Markel; Second: Campagna; Motion: Carried).

It was moved to approve for payment the April "Due to" vouchers number 18-04-01 through 18-04-03 in the amount of \$7,772.84; and General Fund vouchers numbers 18-03-03 through 18-03-92 in the amount of \$163,395.83. (Motion: Rendell; Second: Abbott; Motion: Carried).

### **Public Comment:**

None

### **Reports :**

Molly Wunderlich reviewed the March financial statements. Property tax revenue to date has been higher than expected due to a higher amount received from Covert Township and the PPT reimbursement. Penal fines are lower than expected. The library's e-rate application for the year beginning July 1, 2018 was approved for an 80% discount on the cost of internet.

Dan Hutchins reviewed the most recent transition team meeting of April 13, 2018 and his written director's report. Mr. Hutchins reports that he attended the April 7, 2018 Friends board meeting. The Friends had several ideas for future programs. Kay McAdam is now working at the Webster location, and will

coordinate programming for Webster and the system. Patrons can now register for programs and events online through our website.

The LED lighting project at Webster is almost complete. Michigan Energy Business Solutions is waiting to install a few specialty bulbs. The company filed all of the paperwork with the State of Michigan for the rebate. Dan Hutchins, Molly Wunderlich, and Bobbi Martindale met with Library Design Associates to pick out carpet for the Bangor location. Mr. Hutchins will work with the City of Bangor on the project, and will schedule installation after the summer reading program is complete.

Six libraries have agreed to partner for the online service, Tutor.com. This brings the cost down significantly for smaller libraries. The Niles District Library asked VBDL to partner with them for a three-year LSTA grant to make a social work intern available at several southwest Michigan public library locations including the Covert branch. The grant was approved, and more information will be forthcoming.

Mr. Hutchins reported on recent successful programming. The Lawrence and Antwerp locations both hosted Amish culture programs. Both programs were very successful with 200 and 56 individuals attending respectively. Anne Cox, Lawrence Branch Librarian, then arranged for an Amish Meet and Greet program that hosted almost 300 attendees. Emily Leestma, Children's Librarian, and Kay McAdam attended one of the Mattawan Kindergarten round-ups, and registered several patrons for new library cards.

**Investment Committee:**

It was moved to approve the purchase of a \$250,000 certificate of deposit for seven months at 2.02% interest at Arbor Financial Community Credit Union, due November 27, 2018. Interest to be paid monthly. (Motion: Hanson; Second: Hulin; Motion: Carried).

It was moved to add Maureen Wunderlich as a signer on all Arbor Financial Community Credit Union accounts. (Motion: Campagna; Second: Godwin; Motion: Carried).

**Unfinished Business:**

None

**New Business:**

The library received three responses to the Request for Proposal for Webster Memorial Library's space use analysis and long term maintenance plan. Mr. Hutchins followed up with all three companies to ensure that the scope of the three proposals is similar. There was discussion of the three proposals and companies. Mr. Hutchins will find libraries that have completed similar remodel projects with these companies, and provide feedback to the VBDL Board in addition to the Webster Trust.

Information for the director's six-month evaluation was included in the April board packet. Written evaluations should be forwarded to board chairman Bruce Cutting for compilation before the May 2018 meeting.

**Employee Changes:**

It was moved to change Amelia Gingerich from Lawrence branch page to Lawrence Branch Clerk/VBDL Graphic Artist at level 13F, \$12.66 per hour for 20 hours per week, effective April 9, 2018. (Motion: Cutting; Second: Hanson; Motion: Carried).

The date of the next meeting was set for Tuesday, May 22, 2018 at 4:30 p.m., at the Webster Memorial Library in Decatur.

It was moved to adjourn at 5:17 p.m. (Motion: Hanson; Second: Abbott; Motion: Carried).

Respectfully Submitted,

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Chairman

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Secretary

Recorded by Molly Wunderlich