

Van Buren District Library Board

Board Meeting March 27, 2018 Webster Memorial Library

Minutes

Chairperson Bruce Cutting called the meeting to order at 4:33 p.m. at the Bangor Branch 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; Bobbi Martindale, branch librarian;

Absent: no one

It was moved to approve the agenda as mailed with the addition under new business of "Webster LED upgrade proposal". (Motion: Rendell; Second: Markel; Motion: Carried).

It was moved to approve the minutes of the February 27, 2018 Board meeting, as mailed. (Motion: Hanson; Second: Hulin; Motion: Carried).

It was moved to approve for payment the March "Due to" vouchers number 18-03-01 through 18-02-04 in the amount of \$38,171.65; and General Fund vouchers numbers 18-03-03 through 18-03-77 in the amount of \$146,470.90. (Motion: Campagna; Second: Abbott; Motion: Carried).

Public Comment:

Bobbi Martindale, Bangor branch librarian, welcomed everyone to the Bangor Branch Library.

Reports :

Molly Wunderlich reviewed the February financial statements. She reported that the personal property tax reimbursement (PPT) check was received in February, and the library will exceed the budget for property tax revenue for 2018. Penal fines continue to be reduced for March as the county fixes the overpayment from last year. The original plan called for the repayment to end in March, and April penal fines may be back to normal.

Dan Hutchins reviewed the transition team notes and his written director's report. New book drops have been ordered for the Bangor and Gobles locations. The local municipalities have agreed to install them. Mr. Hutchins is working with Library Design to move forward with the plan for new carpet for the Bangor branch. He and Bobbi Martindale will pick out the type of carpet, staying within the City of Bangor's budget.

Responses to the request for proposal (RFP) for a maintenance plan for the Webster location are due on April 2, 2018. Mr. Hutchins will present them at the April board meeting.

Several libraries, including Dowagiac District Library, Paw Paw District Library, and Niles District Library, have agreed to share the cost of the online service, Tutor.com. The service is expected to launch this summer.

Mr. Hutchins reviewed the 2017 circulation statistics. Overall circulation, programming, and patron visits are higher than 2016.

On Thursday March 22, six staff members visited the Palisades Nuclear Plant for a tour of the facility. On Friday March 23, Mr. Hutchins toured the Van Buren County offices with Paul De Young, and was led on a tour of the courthouse by Judge DiStefano.

Investment Committee:

It was moved to approve the purchase of a \$250,000 certificate of deposit for six months at .40% interest due on September 5, 2018. Interest to be paid monthly. (Motion: Hanson; Second: Campagna; Motion: Carried).

Unfinished Business:

none

New Business:

With the guidance of the Webster Trust, Mr. Hutchins reports that he and Phil Vandergeest have been working with Indiana Michigan Power on a project to upgrade the lighting at the Webster building to LEDs. Indiana Michigan Power is offering a rebate for the upgrade, and there is a State of Michigan rebate for which the library will apply. The company estimates that the library will recoup the cost of the project within 8 months, although that estimate is optimistic.

It was moved to approve the project to upgrade Webster's lighting system to LEDs, and to apply for the additional rebate from the State of Michigan. (Motion: Hanson; Second: Markel; Voting "yes" –Godwin, Rendell, Hanson, Markel, Hulin, Campagna, Abbott, and Cutting; Voting "no" – no one; Absent: no one; Motion: Carried).

Employee Changes:

It was moved to hire Kayla Jellies as Antwerp Branch Librarian (Level 24B, \$20.99 per hour, 40 hours per week) effective April 2, 2018. It was moved to hire Laura Ballard as Antwerp Branch page (Level 10A, \$9.25 per hour, 12 hours per week) effective January 27, 2018. (Motion: Godwin; Second: Hulin; Motion: Carried).

The date of the next meeting was set for Tuesday, April 24, 2018 at 4:30 p.m., at the Webster Memorial Library in Decatur.

Denise Campagna encouraged everyone to attend a program about Amish Culture and History on Wednesday March 28th. The program had to be moved to the Lawrence High School auditorium because of expected high attendance.

It was moved to adjourn at 5:11 p.m. (Motion: Hulin; Second: Campagna; Motion: Carried).

Respectfully Submitted,

Chairman

Secretary

Recorded by Molly Wunderlich