

Van Buren District Library Board

Board Meeting
December 19, 2017
Webster Memorial Library

Minutes

Chairperson Sandra Hanson called the meeting to order at 4:33 p.m. at the Webster Memorial Library.

Present: Marianne Abbott, Sandra Hanson, Libby Godwin, Bruce Cutting, Wayne Rendell, and Phillip Marshall. Dan Hutchins, director; Molly Wunderlich, assistant director; Kay McAdam, Antwerp Branch Librarian; Tracy Smola administrative assistant; and Denise Campagna

Absent: Catherine Hulin (excused) and Betty Markel (excused)

It was moved to approve the agenda as mailed with the addition of one item under new business regarding a change to the miscellaneous fees and fines schedule. (Motion: Rendell; Second: Abbott; Motion: Carried).

It was moved to approve the minutes of the November 28, 2017 Board meeting, as mailed. (Motion: Cutting; Second: Godwin; Motion: Carried).

It was moved to approve for payment the December "Due to" vouchers number 17-12-01 through 17-12-02 in the amount of \$3,157.03; and General Fund vouchers numbers 17-12-02 through 17-12-46 in the amount of \$112,236.31. (Motion: Rendell; Second: Abbott; Motion: Carried).

Public Comment : None.

Reports :

Molly Wunderlich reviewed the revenues and expenditures through the end of November. November penal fines were higher than expected, and the library exceeded the total budgeted revenue for penal fines this year. The extra payment to MERS was submitted in November.

The notes from the last transition meeting were distributed. Sandy Hanson commented that the meetings are a good communication tool. Dan Hutchins reported that the meetings will continue for now.

Hutchins thanked the board for hiring him. Dan has attended several meetings during his first three weeks as director, including a meeting with Entergy and local elected officials. Dan also met with the New Covert Generating cost sharing group, in addition to visiting each branch of the system. Hutchins reported that he intends to visit with a different branch each week going forward.

Investment Committee:

It was moved to add Danny Hutchins to all library financial accounts including the Merchant Bank of Michigan, First State Bank of Michigan, Honor Credit Union, and all other library financial institutions. (Motion: Rendell; Second: Cutting; Motion: Carried).

Unfinished Business: None

New Business:

It was moved to approve the holiday closure schedule. The library will be closed on Saturdays December 23 and 30 and Mondays December 25 and January 1st. (Motion: Godwin; Second: Abbott; Motion: Carried).

It was moved to approve the resolution recognizing Phillip Marshall's years of service to the Van Buren District Library and to the Board of Trustees (Motion: Rendell; Second: Cutting; Voting "yes" – Hanson, Rendell, Abbott, Godwin, Cutting; Abstaining - Marshall). Bruce Cutting thanked Phil for sharing his knowledge, and stated that Phil's historical perspective was helpful as a newer board member. Sandy Hanson also stated that Phil was helpful to her when she joined the board.

Dan Hutchins presented the library's current miscellaneous fees schedule, and a proposed miscellaneous fees schedule. He is proposing to reduce the cost of providing faxing service in recognition that faxing is used heavily by seniors and lower income patrons, and also so that the library's charges match up with what other local units charge. Dan will call for a vote at the January 2018 board meeting.

Employee Changes:

It was moved to change Molly Wunderlich from Interim Director to Assistant Director effective December 4, 2017, It was moved to accept the resignation of Ben Wisser, Lawrence Branch Page (Level 10A 8 hours per week). (Motion: Rendell; Second: Abbott; Motion: Carried).

It was moved to authorize a bonus of \$2,000 to be paid to Molly Wunderlich for her work as Interim Director (Motion: Cutting; Second: Rendell; Voting “yes” – Hanson, Rendell, Marshall, Abbott, Godwin, Cutting; Voting “no” – no one).

The date of the next meeting was set for Tuesday, January 23, 2017 at 4:30 p.m., at the Webster Memorial Library in Decatur. This meeting adjourned at 5:08 p.m.

Respectfully Submitted,

Chairman

Secretary

Recorded by Molly Wunderlich