

# Van Buren District Library Board

Board Meeting  
May 22, 2018  
Webster Memorial Library

## Minutes

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

Present: Marianne Abbott, Sandra Hanson, Bruce Cutting, Wayne Rendell, Denise Campagna, and Libby Godwin. Dan Hutchins, director; Molly Wunderlich, assistant director; Karen Makay, Van Buren County Treasurer

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

It was moved to approve the agenda as mailed with the exception of moving New Business: New Covert Generating Payment to before Public Comment. (Motion: Campagna; Second: Hanson; Motion: Carried).

It was moved to approve the minutes of the April 24, 2018 Board meeting, as mailed. (Motion: Hanson; Second: Hulin; Motion: Carried).

It was moved to approve for payment the May "Due to" vouchers number 18-05-01 through 18-05-03 in the amount of \$933.93; and General Fund vouchers numbers 18-05-03 through 18-05-87 in the amount of \$243,929.25. (Motion: Rendell; Second: Campagna; Motion: Carried).

### **New Business:**

Karen Makay provided a summary of the New Covert Generating lawsuit. Tax years 2010 and 2011 are settled. Van Buren Circuit Court ruled that the county must pay the tax refund by May 31, 2018 as determined by the Michigan Tax Tribunal. Future years are net yet settled. The next hearing before the Michigan Tax Tribunal is set for June 2018, and the Tribunal will hear an appeal for tax years 2012 and forward. An additional aspect of the case is pending at the State Court of Appeals.

### **Public Comment:**

None

**Reports :**

Molly Wunderlich reviewed the April financial statements. By the end of April, the library's revenue received for property taxes was higher than the projected budget due to the larger than expected PPT payment. In June, the library will receive delinquent taxes from the county. In April, the library received the second payment from the Webster Trust for 2018. The 2018 budget included a line item for tax repayment for the New Covert Generating lawsuit in the amount of \$82,000. The library's share of the current tax repayment is \$102,181.27. Penal fine revenue has stabilized, although the library may not meet its total budget due to the previous repayment.

Dan Hutchins reported that there was no transition team meeting in May. Mr. Hutchins reviewed his written director's report. He has been conducting employee evaluations. Four staff members attended the Rural Libraries Conference in April. Kay McAdam and Jeffrey Babbitt both presented on topics. Library Design Associates presented the library with an estimate for new carpet, within the City of Bangor's budget. The library is tentatively planning for an August installation after the Summer Reading Program is completed. New book return boxes arrived for the Bangor and Gobles branch libraries.

Mr. Hutchins reported that he has begun the 2019 budgeting process. He recommends forming the finance committee to meet to discuss the budget priorities. Chairperson, Bruce Cutting, established a finance committee of Wayne Rendell, Libby Godwin, Sandra Hanson, and Bruce Cutting. The newly formed finance committee agreed to meet on June 26, 2018 at 3:30 p.m.

In programming news, most of the events for the Summer Reading Program have been set. The online service, Tutor.com, is set to go live in a few weeks. Dan Hutchins, Lois Brigham, and Kay McAdam will attend training for the new social worker intern program that Niles District Library has started.

**Investment Committee:**

None

**Unfinished Business:**

Dan Hutchins discussed the results of his review of references for the three companies that responded to our request for proposal for the Webster Memorial Library long-term maintenance plan. Mr. Hutchins will discuss the results with the Webster Trust, and will report at the June meeting.

The rebate from the State of Michigan for the LED lighting project at the Webster Memorial Library was approved for approximately \$2,600. Because there were so many applications, the State prorated the amount approved for each location.

**New Business:**

Bruce Cutting discussed the results of the director’s six month evaluation. For the first six months of his employment Mr. Hutchins achieves the expectations set forth by the board.

**Employee Changes:**

It was moved to accept the resignation of Sierra Millword, Lawrence Branch page and termination of Melanie Havera, Webster Memorial Branch page. (Motion: Rendell; Second: Godwin; Motion: Carried).

The date of the next meeting was set for Tuesday, June 26, 2018 at 4:30 p.m., at the Webster Memorial Library in Decatur. The finance committee will meet on June 26, 2018 at 3:30 p.m.

It was moved to adjourn at 5:35 p.m. (Motion: Campagna; Second: Godwin; Motion: Carried).

Respectfully Submitted,

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Chairman

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Secretary

Recorded by Molly Wunderlich