

# Van Buren District Library Board

## Board Meeting June 26, 2018 Webster Memorial Library

### Minutes

Chairperson Bruce Cutting called the meeting to order at 4:32 p.m. at the Webster Memorial Branch Library.

Present: Marianne Abbott, Sandra Hanson, Bruce Cutting, Wayne Rendell, Denise Campagna, Betty Markel, and Libby Godwin. Dan Hutchins, director; Molly Wunderlich, assistant director; Kayla Jellies, Antwerp Sunshine Branch Librarian

Absent: Catherine Hulin (excused)

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

It was moved to approve the minutes of the May 22, 2018 Board meeting, as mailed. (Motion: Hanson; Second: Godwin; Motion: Carried).

It was moved to approve for payment the June "Due to" vouchers number 18-06-01 through 18-06-04 in the amount of \$11,497.50; and General Fund vouchers numbers 18-06-03 through 18-06-79 in the corrected total amount of \$141,742.13. (Motion: Campagna; Second: Abbott; Motion: Carried).

#### **Public Comment:**

None

#### **Reports :**

Molly Wunderlich reviewed the May financial statements. The payment for delinquent taxes was received in May. We received one of two \$1,000 grants from our library cooperative, Southwest Michigan Library Cooperative. As of May 31<sup>st</sup>, the library is over budget in two areas, the capital outlay account and the tax repayment account.

Dan Hutchins explained that the transition team meeting covers the same information in the written director's report. The library received a quote for replacing 27 public computers at three locations. The public computers at these locations are from 2009 and 2010, and were slated to be replaced last year.

Mr. Hutchins met with the supervisors of the three Bangor area communities. It was a positive meeting, and the supervisors were impressed with the Bangor branch's performance in 2017. New carpet for the Bangor branch is tentatively scheduled to be installed on August 20<sup>th</sup>. The branch will be closed to the public for a week during the installation.

Dan Hutchins and Molly Wunderlich attended a meeting of the New Covert Generating Cost Sharing group on Monday June 18. There are two pre-trial issues to be heard on June 27<sup>th</sup> and the hearing is set for July. The cost sharing group will have a phone conference with the attorneys on June 28<sup>th</sup> for an update.

Mr. Hutchins met with the members of the Webster Trust. While, they do not plan to pursue the long term maintenance plan, Mr. Hutchins will continue to meet with them to discuss the building.

The finance committee met to discuss the 2019 budget. The budget includes an increase for events and classes. Although circulation at public libraries has been declining over recent years, attendance at events and programs increased. An increase will allow the library staff to continue to plan quality events for our patrons.

Mr. Hutchins introduced Kayla Jellies to the board. Ms. Jellies worked at the Antwerp Sunshine branch as a page while attending school. After obtaining her MLS degree, Ms. Jellies has worked as the director of the Lawton Public Library for the past three years. Ms. Jellies reports that the Antwerp Sunshine branch has 335 participants signed up for the summer reading program as of the third week of the program.

**Investment Committee:**

None

**Unfinished Business:**

**New Business:**

The finance committee voted to recommend that the full board accept the budget amendments for 2018 as presented. It was moved to adopt the attached 2018 expenditure budget amendments. (Motion: Rendell; Second: Campagna; Voting 'yes' – Markel, Cutting, Godwin, Abbott, Campagna, Rendell, Hanson; Voting 'no' – no one.

**Employee Changes:**

It was moved to hire Emily Vince as Lawrence Branch Page (Level 10A, \$9.25 per hour, 12 hours per week). (Motion: Hanson; Second: Abbot; Motion: Carried).

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

It was moved to adjourn at 5:27 p.m. (Motion: Cutting; Second: Campagna; Motion: Carried).

Respectfully Submitted,

\_\_\_\_\_  
Chairman

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Secretary

Recorded by Molly Wunderlich

# Van Buren District Library Board

## Finance Committee Meeting June 26, 2018

### Minutes

Committee Chairperson, Bruce Cutting, called the meeting to order at 3:30 p.m. at the Webster Memorial Branch Library.

Present: Bruce Cutting, Libby Godwin, Sandra Hanson and Wayne Rendell.  
Dan Hutchins, director; Molly Wunderlich, assistant director

Absent: no one

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

It was moved to approve the minutes of the June 20, 2017 finance committee meeting. (Motion: Rendell; Second : Cutting; Motion: Carried).

### **New Business:**

Mr. Hutchins reviewed the proposed 2019 revenue and expenditure budget. The overall budget is similar to the 2018 budget. Property tax revenue shows a 1.67% increase, but there is still uncertainty related to the New Covert Generating (NCG) power plant tax dispute.

The expenditure budget includes a 28% increase to events and classes, and a 3% increase to materials.

A draft of the budget will be presented to the full board for the July 2018 meeting. The budget hearing will be held in August.

There was discussion of the MERS Actuarial Report, dated December 31, 2017. The 2019 budget allows for a higher monthly payment, resulting in an estimated 100% funding ratio in 10 years.

It was moved to recommend that the library adopt the higher monthly payment for 2019. (Motion: Hanson; Second: Godwin; Motion: Carried).

It was moved to recommend the proposed 2019 budget to the full board. (Motion: Hanson; Second: Godwin; Motion: Carried).

There was discussion of capital needs for the remainder of 2018. Mr. Hutchins presented budget amendments to increase capital outlay. The budget amendments

also increase the amount budgeted for the tax repayment for the NCG case because the amount repaid to the county was higher than budgeted.

It was moved to recommend that the full board adopt the 2018 budget amendments as proposed. (Motion: Godwin; Second: Hanson; Motion: Carried).

The meeting adjourned at 4:07 p.m.

Respectfully Submitted,

\_\_\_\_\_ Chairman

\_\_\_\_\_ Secretary

Recorded by Molly Wunderlich