

Van Buren District Library Board

Board Meeting July 24, 2018 Webster Memorial Library

Minutes

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

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

Absent: Wayne Rendell (excused); Betty Markel (unexcused)

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

It was moved to approve the minutes of the June 26, 2018 Board meeting, as mailed. (Motion: Campagna; Second: Godwin; Motion: Carried).

Chairperson Cutting agreed to receive and file the minutes from the June 26, 2018 Finance Committee meeting.

It was moved to approve for payment the July "Due to" vouchers number 18-07-01 through 18-07-03 in the amount of \$3,188.03; and General Fund vouchers numbers 18-07-03 through 18-07-82 in the total amount of \$162,974.30. (Motion: Abbott; Second: Hanson; Motion: Carried).

Public Comment:

None

Reports :

Molly Wunderlich reviewed the financial statements through the end of June. She reports that at the halfway point through the year, the library has received 97.2% of its budgeted revenue. The endowment fund summary shows total contributions to date of \$270.

Dan Hutchins reviewed the written director's report. The 27 new patron computers have arrived, and are process of being installed. Bloomingdale Communications generously agreed to sponsor two thirds of the cost of the library's new online service, Tutor.com. The Library of Michigan issued plaques recognizing VBDL as the first library to organize as a district library under

Public Act 24 of 1989. All locations will receive a copy of the plaque. The lawsuit regarding New Covert Generating is currently being heard in front of the Michigan Tax Tribunal. A decision is expected in approximately 30 days, however the losing side will most likely appeal.

Mr. Hutchins discussed several recent summer events at the library. He explained the rationale behind the proposed increase to the 2019 budget for events and programs. He then pointed out several statistics from the Institute of Museum and Library Services that show circulation at public libraries has been decreasing in recent years, but attendance at events and programs show significant increases.

Investment Committee:

None

Unfinished Business:

None

New Business:

Mr. Hutchins presented the proposed 2019 budget to the board. It is unchanged from the budget presented to the finance committee in June. The budget includes one unfilled full time professional position, carried over from 2018. The budget also includes an increase of 28% for events and classes. A budget hearing will be held on August 28, 2018. The board will be asked to approve the 2019 budget at the August 28, 2018 board meeting.

Mr. Hutchins presented a draft of the “Bed Bug & Pest Control Policy.” Several public libraries have had to address situations of patrons returning materials containing bed bugs. A written policy will allow the library to hold patrons responsible for damages, and provide procedures for staff to contain an outbreak.

Employee Changes:

It was moved to promote Adrianna Fryman from Webster Memorial Library Page (Level 10A, \$9.25 per hour, 14 hours per week) to Webster Memorial Library clerk (Level 13A, \$10.40 per hour, 16 hours per week). (Motion: Hanson; Second: Godwin; Motion: Carried).

The date for the 2019 budget hearing was set for Tuesday August 28, 2018 at 4:30 p.m. The date of the next meeting was set for Tuesday, August 28 following the budget hearing at the Webster Memorial Library in Decatur.

It was moved to adjourn at 5:23 p.m. (Motion: Hanson; Second: Campagna; Motion: Carried).

Respectfully Submitted,

Chairman

Secretary

Recorded by Molly Wunderlich