

Van Buren District Library Board

Board Meeting October 23, 2018 Webster Memorial Library

Minutes

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

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

Absent: Wayne Rendell (excused)

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

It was moved to approve the minutes of the September 25, 2018 Board meeting, as mailed. (Motion: Markel; Second: Godwin; Motion: Carried).

It was moved to approve for payment the October "Due to" voucher number 18-10-01 through 18-10-04 in the amount of \$5,119.26; and General Fund vouchers numbers 18-10-03 through 18-10-98 in the total amount of \$143,705.75. (Motion: Abbott; Second: Hulin; Motion: Carried).

Public Comment:

Public comment was given. The public expressed concern over a proposed agreement between the library and the Van Buren Regional Genealogical Society.

Reports :

Molly Wunderlich reviewed the financial statements through the end of September. There is enough in the money market account to pay expenses through the end of the year. Revenue for September is typical for this time of year. Total expenditures to date represent 70% of our budget.

Dan Hutchins reviewed the written director's report. The library is implementing a new payroll system offered through our current payroll service, Paychex. The added service will help with scheduling and paid time off accrual.

The library has begun the process of applying for e-rate. E-rate funds pay for 80% of our Internet costs. The library will also request e-rate for some eligible

equipment. The Michigan Legislature increased state aid to public library by 9% for fiscal year. The per capita payment will increase from .3640 in 2018 to .3969 for 2019.

The recent Van Buren Reads event with author William Kent Krueger was successful. Upcoming events include an author visit to Webster, the Southwest Michigan Writer's Conference at Niles District Library, and a Light Up the Library event on December 6th.

Investment Committee: It was moved to approve the following investment:

Endowment Fund – First State Bank - \$183,000.00 – Renewed two previous certificates of deposit and a contribution from the money market account to create a \$183,000 Certificate of Deposit for 36 months at 1.250 % interest, due on September 25, 2021. Interest to be paid at monthly.

(Motion: Hanson; Second: Cutting; Motion: Carried).

Unfinished Business:

The board discussed the proposed credit card policy. The library's auditor from the audit firm of Kruggel Lawton reviewed the policy, and did not have any suggested changes. Consensus from the board is that the policy should spell out credit limits, and enumerate controls. The board will review the revisions at the November meeting.

The board will consider the feasibility of an additional 2018 pension payment at the November meeting.

New Business:

A proposed redraft of the library's agreement with the Van Buren Regional Genealogical Society was included in the packet. The proposed agreement was presented to the Society at their meeting on October 22, 2018.

Mr. Hutchins presented amended circulation policies for review. The Library Card policy is revised to reflect updated patron types. Circulation policies 02-05 do not contain revisions, instead they are codifying current practices into the same written policy format.

Employee Changes:

It was moved to change Amy Druskovich from branch clerk to Local History Librarian/Technical Processing Assistant at level 17A, \$14.83 per hour; to change Elizabeth Hemingway from assistant branch librarian level 15D to level 15F at \$14.83 per hour; to hire Tessa Wheaton as Gobles branch page at level 10A at \$9.25 per hour; and to accept the resignation of Eli Gilbes, Gobles branch page. (Motion: Markel; Second: Godwin; Motion: Carried).

It was moved to adjourn at 5:25 p.m. (Motion: Campagna; Second: Hanson;
Motion: Carried).

Respectfully Submitted,

Chairman

Secretary

Recorded by Molly Wunderlich