

Van Buren District Library Board

Board Meeting November 27, 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, Wayne Rendell and Libby Godwin. Dan Hutchins, director; Molly Wunderlich, assistant director.

Absent: no one

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

It was moved to approve the minutes of the October 23, 2018 Board meeting, as mailed. (Motion: Campagna; Second: Hanson; Motion: Carried).

It was moved to approve for payment the November "Due to" voucher number 18-11-01 through 18-11-03 in the amount of \$2,389.02; and General Fund vouchers numbers 18-11-02 through 18-11-74 in the total amount of \$141,733.42. (Motion: Rendell; Second: Hulin; Motion: Carried).

Public Comment:

None

Reports :

Molly Wunderlich reviewed the financial statements through the end of October. She pointed out several areas that will require budget amendments at the December meeting.

Dan Hutchins reviewed the written director's report. Professional development day on November 12, 2018 went well. It will lead into a strategic planning day in February 2019. Bloomingdale Branch Librarian, Marianne Sipka, is currently enrolled in a four week online course to teach patrons to use technology.

Mr. Hutchins has been working with the City of Gobles to find ways to refresh the Gobles Branch. He has met with the City of Bangor, Bangor Township, and Arlington Township to discuss revising the branch agreement.

A decision for the New Covert Generating tax tribunal lawsuit is now expected to be handed down in January rather than December.

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

General Fund – Arbor Community Credit Union - \$252,940.86 – Renewed a certificate of deposit and interest for 9 months at 2.75% interest, due on August 27, 2019. Interest to be paid at maturity.

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

Unfinished Business:

After discussion, It was moved to adopt the Credit Card policy as written.

(Motion: Campagna; Second: Hulin; Motion: Carried).

The board reviewed the amended circulation policies. The library's automation vendor, Verso, will not be able to limit access to electronic databases until it completes future upgrades. The library board will formally approve the policies closer to when it is able to implement the changes.

New Business:

Mr. Hutchins reviewed likely budget amendments for 2018. He will request approval at the December meeting.

It was moved to approve the PA 152 Resolution capping VBDL's share of health insurance premiums at 80%: (Motion: Rendell; Second: Markel; Voting "yes" – Hanson, Rendell, Campagna, Hulin, Abbott, Godwin, Cutting, Markel; Voting "no" – no one).

The revised branch agreement with the City of Bangor, Bangor Township, and Arlington Township changes the contract to remain in perpetuity unless and until one of the entities requests to leave. It was moved to approve the branch agreement with the City of Bangor, Bangor Township, and Arlington Township. (Motion: Cutting; Second: Abbott; Voting "yes" – Campagna, Hanson, Hulin, Godwin, Markle, Rendell, Cutting; Voting "no" – no one).

It was moved to approve a holiday gift of \$50.00 for each current staff member. (Motion: Campagna; Second: Godwin; Motion: Carried).

Employee Changes:

It was moved to accept the resignation of Pamela Pender, Local History Librarian, and to change Molly Wunderlich from Assistant Director to Associate Director. (Motion: Markel; Second: Godwin; Motion: Carried).

At 5:35 p.m. it was moved to go into closed session to discuss the director’s annual evaluation. (Motion: Markel; Second: Hanson; Voting “yes” – Campagna, Hanson, Hulin, Godwin, Markel, Rendell, Cutting; Voting “no” – no one).

At 5:57 p.m. it was moved to return to open session. (Motion: Markel; Second: Godwin; Voting “yes” – Campagna, Hanson, Hulin, Godwin, Markel, Rendell, Cutting; Voting “no” – no one).

There was discussion of ways to improve the relationship with the Van Buren Regional Genealogical Society.

The December board meeting will take place one week early on December 18, 2018 at 4:30 p.m.

It was moved to adjourn at 6:20 p.m. (Motion: Cutting; Second: Hanson; Motion: Carried).

Respectfully Submitted,

Chairman

Secretary

Recorded by Molly Wunderlich