

# Van Buren District Library Board

## Board Meeting December 18, 2018 Webster Memorial Library

### Minutes

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

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

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

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

It was moved to approve the minutes of the November 27, 2018 Board meeting, as mailed. (Motion: Hanson; Second: Godwin; Motion: Carried).

It was moved to approve for payment the December "Due to" voucher number 18-12-01 through 18-12-02 in the amount of \$2,222.23; and General Fund vouchers numbers 18-12-02 through 18-12-48 in the total amount of \$130,418.33. (Motion: Campagna; Second: Abbott; Motion: Carried).

### **Public Comment:**

Joyce Beedie from Paw Paw requested that the minutes from the November 2018 Board meeting be corrected to show that Pamela Pender's title was Genealogy Librarian, not Local History Librarian. Joyce also read from a prepared statement.

### **Reports :**

Molly Wunderlich reviewed the financial statements through the end of November. Through the end of November, revenues exceeded expenditures by approximately \$375,000. Expenditures in December are usually higher than other months of the year. The endowment fund detail shows contributions of \$7,020.00 through the end of November.

Dan Hutchins reviewed the written director's report. Mr. Hutchins met with members of the Van Buren Regional Genealogical Society in December. He met with officials from the Village of Bloomingdale at the end of November. He

also attended a meeting of the Pine Grove Township. New windows were installed at the Gobles branch location in December.

Events around the library include a visit from the Secretary of State to the Bangor Branch. The Webster Library's Light Up the Library was well attended. The superintendent of Mattawan Consolidated Schools, Robin Buckler, is holding drop-in meetings for the public at the Antwerp Sunshine Branch location.

**Investment Committee:**

None

**Unfinished Business:**

After discussion, it was moved to allocate \$100,000 of anticipated 2018 revenue surplus to MERS towards decreasing the unfunded pension liability. (Motion: Cutting; Second: Rendell; Voting "yes" – Hanson, Godwin, Abbott, Rendell, Cutting; Abstaining – Campagna; Voting "no" – no one).

It was moved to approve the 2018 budget amendments as presented. (Motion: Rendell; Second: Hanson; Voting "yes" – Campagna, Hanson, Abbott, Godwin, Rendell, Cutting; Voting "no" – no one).

**New Business:**

Mr. Hutchins reviewed proposed changes to the Van Buren District Library by-laws. He presented the library's current by-laws, and the proposed updated by-laws. He is still researching current legal requirements for board member roles.

Mr. Hutchins presented the first reading of the public comment policy. Rather than the current practice of including the public comment policy in the by-laws, Mr. Hutchins recommends having two separate policies.

Mr. Hutchins presented an agreement with the Marcellus Township Wood Memorial Library for reciprocal borrowing privileges. It was moved to approve the agreement, and authorize the board chair and director to sign it. (Motion: Cutting; Second: Abbott; Motion: Carried).

**Employee Changes:**

It was moved to: accept the resignation of Janet Abshagen, Interlibrary Loan Assistant and Devin Sorenson, Bangor Branch Page; to change Sarah Bachman from 15 hours per week to 25 hours per week; to hire Karen Jensen as the Local History Clerk at 12 hours per week. (Motion: Hanson; Second: Rendell; Motion: Carried).

Mr. Hutchins reviewed two recent emails that he received complimenting library staff. One email complimented Lawrence branch librarian, Anne Cox, for hosting a popular Potawatomi Tribe History presentation. The other email commended the Webster library staff for providing a friendly staff and suitable place to complete his degree work.

The January 2019 board meeting will take place on January 22, 2019 at 4:30 p.m.

It was moved to adjourn at 5:17 p.m. (Motion: Hanson; Second: Campagna; Motion: Carried).

Respectfully Submitted,

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Chairman

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Secretary

Recorded by Molly Wunderlich