

## **Van Buren District Library Board**

**Board Meeting  
February 26, 2019  
Webster Memorial Library**

### **Minutes**

Chairperson Bruce Cutting called the board meeting to order at 4:33 p.m. at the Webster Memorial Branch Library.

Present: Marianne Abbott, Sandra Hanson, Bruce Cutting, Denise Campagna, Wayne Rendell, Catherine Hulin, Betty Markel and Libby Godwin. Dan Hutchins, director; Molly Wunderlich, associate director; Tracy Smola, administrative assistant; Patrick Sage, audit manager

Absent: none

It was moved to approve the agenda as mailed with the changes of: moving auditor, Patrick Sage, to the top of the agenda, adding the establishment of holiday closings, and establishment of 2019 meeting dates and times. (Motion: Hanson; Second: Rendell; Motion: Carried).

Patrick Sage, audit manager with Kruggel Lawton reviewed the 2018 audit report. He reported they did not need to make any audit adjustments to the statements, and encountered no issues during the audit. The report presents an unmodified, "clean" opinion. It was moved to accept the audit report as presented. (Motion: Campagna; Second: Markel; Motion: Carried).

It was moved to approve the establishment of 2019 meeting dates as the 4<sup>th</sup> Tuesday of the month at 4:30 p.m. It was moved to approve the 2019 list of holiday closings. (Motion: Rendell; Second: Hulin; Motion: Carried).

It was moved to approve the minutes of the December Board meeting as mailed. It was moved to correct the minutes of the November 2018 Board meeting, to reflect that the title of Pam Pender was genealogy librarian. (Motion: Hanson; Second: Godwin; Motion: Carried).

It was moved to keep the same officers for 2019 as the previous year: Bruce Cutting, Board chair & Wayne Rendell, Vice-chair. (Motion: Rendell; Second: Hanson; Motion: Carried).

It was moved to approve for payment the December supplemental "due to" vouchers number 18-12-49 through 18-12-51 in the amount of \$1,083.52; and

General Fund vouchers numbers 18-12-51 through 18-12-80 in the total amount of \$172,363.73; the January “due to” vouchers number 19-01-01 through 19-01-03 in the amount of \$8,064.26; and General Fund vouchers numbers 19-01-03 through 19-01-74 in the amount of \$82,225.49; the February “due to” vouchers numbers 19-02-01 through 19-02-04 in the amount of \$58,627.44; and General Fund vouchers numbers 19-02-03 through 19-02-83 in the amount of \$241,982.62. (Motion: Markel; Second: Abbott; Motion: Carried).

**Public Comment:** None.

**Reports :**

Molly Wunderlich reviewed the financial statements for the month end December 31, 2018, year end 2018, and month end January 31, 2019. The Library added \$142,360.46 to fund balance in 2018. A majority of that amount came from an unexpectedly large personal property tax reimbursement and lower than budgeted salary costs. The January 2019 financial statements show significant property tax receipts to date, and penal fines have returned to normal levels.

Dan Hutchins reviewed the written director's report. Mr. Hutchins and Sandy Hanson attended the board meeting of the Van Buren Regional Genealogical Society on February 25, 2019. It was a short meeting, and Mr. Hutchins read a prepared statement explaining that the library's goal all along was to organize and classify both the Library's and the Genealogical Society's collections. Mr. Hutchins and Ms. Hanson did not stay for the following programming meeting. Although no formal communication has been made, every indication is that the Genealogical Society does not intend to continue to house its collection at Webster Memorial Library. If there is a separation, the Library will make every effort to determine what reasonably belongs to the Society, and set those items aside.

Mr. Hutchins contacted this the State of Michigan Department of Treasury, and the library is not slated to receive a personal property tax (PPT) reimbursement check in 2019. The Department of Treasury reported that it was receiving incorrect property valuations from the school districts, necessitating a change to obtaining property valuation information from local equalization authorities instead. Changes to the personal property valuation of New Covert Generating and Palisades Nuclear Plan will most likely result in changes to their commercial values. The library will likely not receive PPT reimbursements in the future. The positive news is that overall property valuation is rising.

**Investment Committee:**

It was moved to add associate director, Maureen (Molly) Wunderlich, to Arbor Financial CD and Associated Arbor Financial Accounts. (Motion: Markel; Second: Godwin; Motion: Carried).

**Unfinished Business:**

The board reviewed proposed changes to the Board Bylaws. By law, the board must have a secretary. A treasurer is not legally required, but it is recommended. After discussion, it was decided to vote on those officers at the next meeting.

It was moved to approve the public comment policy. (Motion: Markel; Second: Campagna; Motion: Carried).

**New Business:**

There was discussion of offering the online service Tutor.com to students attending schools in the Library's service area who do not qualify for a VBDL library card. Although the intent of the proposal was to help students, it was decided that residents of the Library's legal service area must remain the Library's priority.

**Employee Changes:**

It was moved to: hire Paloma Medina, Webster Clerk at 15 hours per week; Victoria Jerz, technical processing clerk at 15 hours per week; Amber Blauer, interlibrary loan assistant at 29 hours per week; accept the resignation of Adrianna Fryman, clerk at 15 hours per week, Louise Davis, Gobles clerk at 19 hours per week. (Motion: Markel; Second: Godwin; Motion: Carried).

The next Library board meeting will take place on March 26, 2019 at 4:30 p.m. at Webster memorial Library in Decatur.

It was moved to adjourn at 6:04 p.m. (Motion: Markel; Second: Godwin; Motion: Carried).

Respectfully Submitted,

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Chairman

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Secretary

Recorded by Molly Wunderlich