

Van Buren District Library Board

Board Meeting
September 24, 2019
Antwerp Branch Library

Minutes

Chairperson Bruce Cutting called the budget hearing to order at 4:30 p.m. at the Antwerp Sunshine Branch Library. There was no public comment. At 4:32 p.m. it was moved to close the hearing and continue to the Board Meeting. (Motion: Campagna; Second: Hanson; Voting “yes” – Rendell, Markel, Abbott, Campagna, Godwin, Cutting, and Hanson; Voting “no” – no one; Absent: Hulin; Motion: Carried).

Chairperson Bruce Cutting called the board meeting to order at 4:32 p.m. at the Antwerp Sunshine Branch Library.

Present: Marianne Abbott, Sandra Hanson, Bruce Cutting, Denise Campagna, Wayne Rendell, Betty Markel, and Libby Godwin. Dan Hutchins, director; Molly Wunderlich, associate director; Kayla Jellies, branch manager

Absent: Catherine Hulin (excused)

Public Comment: None.

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

It was moved to approve the minutes of the July Board meeting as mailed, correcting the date listed to July 23, 2019 (Motion: Hanson; Second: Godwin; Motion: Carried).

It was moved to approve for payment the August “due to” vouchers numbers 19-08-01 through 19-08-04 in the amount of \$3,715.52; and General Fund vouchers numbers 19-08-03 through 19-08-79 in the total amount of \$200,270.57; (Motion: Rendell; Second: Markel; Motion: Carried).

It was moved to approve for payment the September “due to” vouchers numbers 19-09-01 through 19-09-02 in the amount of \$2,657.89; and General Fund vouchers numbers 19-09-02 through 19-09-65 in the total amount of \$134,600.44; (Motion: Campagna; Second: Hanson; Motion: Carried).

Mr. Cutting noted that the August 2019 board meeting did not take place because there was not a quorum of members.

Reports :

Molly Wunderlich reviewed the financial statements for the month end August 31, 2019. August revenues are typical for this time of year. As of the end of August, the library has received 99.4% of budgeted revenue for the year. Programming expenditures are typically higher in the summer. The library has the cash flow to see it through the end of the year.

Investment Committee Report: It was moved to approve the following investments:

General Fund – Honor Credit Union - \$252,446.75 – Renewal of a Certificate of Deposit for 18 months at 2.80 % interest, due on February 2, 2021. Interest to be paid at maturity.

PNC Bank - \$250,000.00 – Renewal of a Certificate of Deposit for 8 months at 1.83% interest, due on April 29, 2020. Interest to be paid at maturity.

First State Bank - \$200,000.00 – Renewal of a Certificate of Deposit for 6 months at .80% interest, due on March 4, 2020. Interest to be paid monthly.

Chemical Bank - \$257,807.96 – Renewal of a Certificate of Deposit for 11 months at 1.75% interest, due on August 1, 2019. Interest to be paid monthly.

(Motion: Abbott; Second: Godwin; Motion: Carried).

Director's report

Dan Hutchins reviewed the written director's report.

On Tuesday October 1, 2019 at 6:30 p.m. author Raymond Benson will be at the Lawton Community Center as the author visit for Van Buren Reads. All are welcome to attend.

On the advice of our agent, the Library will offer a self-funded health insurance plan beginning December 1, 2019 to contain our insurance costs. Although there is a change in how the plan is organized under the Affordable Care Act, the health insurance plan will function the same as it currently does. The plan premium will pay for out of pocket costs and fund a secondary insurance policy to cover large medical costs. This plan will keep insurance premiums flat for the upcoming year.

The library will not hear whether our capital improvement grant for the Webster Memorial Library will be funded by the Michigan Council for the Arts and Cultural Affairs until after the State of Michigan reaches a budget agreement for the fiscal year beginning October 1, 2019.

Mr. Hutchins presented three circulation policies to the board for a first review. The Library Card Policy spells out the Library's fine free initiative. The policy also creates a temporary card type to allow the library to extend borrowing privileges to patrons who may not have all of their documentation available to

obtain a permanent card. The policy also limits reciprocal library service to those who reside in a municipality with a dedicated property tax supporting their home library. This change will affect Keeler Township residents, near Decatur. If Texas Township signs an agreement with a library with which VBDL has a reciprocal agreement, that agreement would necessarily need to include a dedicated tax levy supporting that institution for Texas Township residents to be eligible for VBDL reciprocal privileges. As always, those who live outside of the Van Buren Library District are welcome to purchase a nonresident library card for an annual fee.

Unfinished Business:

It was moved to approve the 2020 Budget Resolution and Certify the 2019 Tax Levy, as presented. (Motion: Hanson; Second: Godwin; Voting “yes” – Rendell, Markel, Abbott, Campagna, Godwin, Cutting, and Hanson; Voting “no” – no one; Absent: Hulin; Motion: Carried).

The patron behavior policy was presented for a second reading. The policy does not change much in actuality, but enumerates many specific behaviors that are not acceptable. The policy does ban canvassing and solicitation within 25 feet of library buildings. It was moved to approve the amended Patron Behavior Policy CUS-01 as presented. (Motion: Campagna; Second: Markel; Motion: Carried).

New Business:

A revised Library Card Policy CIRC-01; Loan, Renewal & Replacement Policy CIRC-02; and Interlibrary Loan Policy CIRC-03 were presented for a first reading. Policy CIRC-01 adds the library card types of courtesy card and temporary card. It also requires reciprocal patrons to present a valid home library card in order to register for VBDL services. Policy CIRC-02 removes overdue fines. Policy CIRC-03 allows VBDL to restrict a patron’s use of interlibrary loan privileges if the library determines the patron is misusing the service.

Employee Changes:

It was moved to: accept the retirement of Jennifer Youker, Gobles Branch assistant branch librarian at 20 hours per week; change Yvette Salomon Bangor Branch clerk from 15 hours per week to 20 hours per week, Debbie Gargus Bangor branch clerk from 18 hours per week to 20 hours per week, Amelia Gingerich Lawrence branch clerk/graphic designer from 20 hours per week to 24 hours per week; change Emily Vince, Lawrence branch from page to clerk at 18 hours per week; Jeannine White Gobles branch from clerk to assistant branch librarian at 20 hours per week; hire Lauryn Crandall Lawrence branch page at 12 hours per week;

The next Library board meeting will take place on October 22, 2019 at the Lawrence Branch Library at 4:30 p.m.

Public Comment: None.

It was moved to adjourn at 5:27 p.m. (Motion: Hanson; Second: Abbott;
Motion: Carried).

Respectfully Submitted,

Chairman

Secretary

Recorded by Molly Wunderlich