

Van Buren District Library Board

Board Meeting
October 22, 2019
Lawrence Branch Library

Minutes

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

Present: Marianne Abbott, Sandra Hanson, Bruce Cutting, Denise Campagna, Wayne Rendell, Catherine Hulin, and Libby Godwin. Dan Hutchins, director; Molly Wunderlich, associate director; Anne Cox, branch manager

Absent: Betty Markel (excused)

Public Comment: None.

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

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

It was moved to approve for payment the October "due to" vouchers numbers 19-10-01 through 19-10-04 in the amount of \$2,793.69; and General Fund vouchers numbers 19-10-03 through 19-10-86 in the total amount of \$143,504.93; (Motion: Campagna; Second: Abbott; Motion: Carried).

Reports :

Molly Wunderlich reviewed the financial statements for the month end October 31, 2019. The Library has received 100% of budgeted revenues for 2019. The Library is expecting penal fines and the fourth Webster Trust payment in the fourth quarter. Ms. Wunderlich discussed possible budget amendments for the remainder of the year.

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

General Fund – Kellogg Community Credit Union - \$200,000.00 – Purchase of a Certificate of Deposit for six months at 1.98% interest, due on March 25, 2020. Interest to be paid at maturity.

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

Director's report

Dan Hutchins reviewed the written director's report.

The Library's professional development day will take place on Monday November 11, 2019 at the Allegan District Library. Mr. Hutchins will be attending the Public Library Association (PLA) conference in Nashville in February 2020. The Library has ordered a new copy machine for the Webster location. The cost per print will be less expensive for that machine.

The Library received a grant of \$45,000 from the Michigan Council for the Arts and Cultural Affairs for the refresh of the Webster Memorial Library facility. The Webster Trust agreed to move forward with the project, and pay for their share over five years in order to preserve the Trust's principle.

Anne Cox welcomed everyone to the Lawrence branch. Recently the Lawrence Branch hosted the Lawrence Farm and Art Trail that included 16 stops around the community. Patrons visited the Lawrence Branch to pick up a map, then were encouraged to visit the locations. Ms. Cox estimates that 50-60 people participated, and plans to make it an annual event.

Unfinished Business:

Mr. Hutchins presented three Circulation policies for second reading. The policies implement the Library's intention to become fine-free. The policy will not block patrons from using the Internet even if they owe money for lost items.

It was moved to approve the following three policies: Library Card Policy, CIRC-01; Loan, Renewal & Replacement Policy, CIRC-02; and Interlibrary Loan Policy, CIRC-03 (Motion: Campagna; Second: Hanson; Motion: Carried).

New Business:

Mr. Hutchins presented each board member with a Service Policy Handbook. The binder included all of the service policies, formatted in the same manner. The handbook includes a numbering system that allows for changes without reformatting the entire book. All of the service policies will be available on our website before the end of the year.

Mr. Hutchins presented a first reading of the meeting room policy. The policy does not limit groups that may use the room, but limits some behaviors that can take place in the meeting rooms. The policy includes a no solicitation clause, and a no canvassing clause.

Employee Changes:

It was moved to: hire Laura Puckett as Antwerp Sunshine Branch clerk at 18 hours per week; accept the resignation of Karah Bulley, Bangor branch page at 12 hours per week and Adrianna Fryman, Webster branch page at 15 hours per week; terminate Greg Allwine, Antwerp Sunshine Branch page at 12 hours per

week; change Cheryl Bull, Bloomingdale branch librarian from 25 to 26 hours per week, Jessica Schultz, Bloomingdale branch clerk from 20 to 22 hours per week, Melanie Lassin, Bloomingdale Branch from page to clerk at 16 hours per week, to grant a leave of absence request for Kim Carter, Bloomingdale branch clerk; (Motion: Abbott; Second: Godwin; Motion: Carried).

The next Library board meeting will take place on November 26, 2019 at the Webster Memorial Branch Library at 4:30 p.m.

Public Comment: None.

It was moved to adjourn at 5:42 p.m. (Motion: Hanson; Second: Campagna; Motion: Carried).

Respectfully Submitted,

Chairman

Secretary

Recorded by Molly Wunderlich