

Van Buren District Library Board

Board Meeting
November 26, 2019
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, Catherine Hulin, Betty Markel and Libby Godwin. Dan Hutchins, director; Molly Wunderlich, associate director;

Absent: no one

On behalf of the board, Mr. Cutting expressed sympathy to Ms. Markel for the recent loss of her daughter-in-law, Lauren.

Public Comment: None.

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

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

It was moved to approve for payment the November "due to" vouchers numbers 19-11-01 through 19-11-03 in the amount of \$2,694.51; and General Fund vouchers numbers 19-11-02 through 19-11-81 in the total amount of \$156,994.97; (Motion: Campagna; Second: Hanson; Motion: Carried).

Reports :

Molly Wunderlich reviewed the financial statements for the month end October 31, 2019. She detailed how proposed budget amendments will affect the remainder of the year. The Library received a donation from the Allan B. Copley estate for the endowment fund.

Investment Committee Report:

None

Director's report

Dan Hutchins reviewed the written director's report.

The Library's professional development day was successful albeit snowy. The tour of the Allegan District Library and the presentations by Kent District Library were well received.

The first meeting with the vendors involved in the Webster Memorial building renovation took place on November 6, 2019. The next meeting to narrow down the scope of the project is scheduled for December 9, 2019. Mr. Hutchins submitted the paperwork to receive the grant funds. Most of the money will be paid in January 2020, with a small amount held back until December 2020.

The second reading of the meeting room policy is presented without changes. It contains the wording that meetings are open and accessible. That may cause some groups to meet elsewhere, but the Library cannot guarantee privacy. Mr. Hutchins recently wrote a letter to the Covert Township Board of Trustees to share concerns about adequate parking spaces for the library if the building next door is sold.

The ribbon cutting for the Crossroads Exhibition on October 26, 2019 was well attended by local officials. Representative Fred Upton could not attend, but sent a letter congratulating the library on the exhibit.

Unfinished Business:

It was moved to approve the following policy: Meeting Room Policy, CUS-03: (Motion: Markel; Second: Godwin; Motion: Carried).

Mr. Hutchins reviewed the current draft of the Library's strategic plan for 2020-2024. Promoting literacy, improving accessibility, and facilities will be the focus on the next plan.

After discussion, it was moved to pay an additional 2019 pension payment of \$100,000 to MERS. (Motion: Rendell; Second: Godwin; Voting "yes" – Rendell, Markel, Abbott, Hulin, Godwin, Cutting, and Hanson; Voting "no" – no one; Abstain: Campagna; Motion: Carried).

New Business:

Ms. Wunderlich reviewed the proposed budget amendments for 2019. It was moved to approve the 2019 budget amendments as presented. (Motion: Hanson; Second: Abbot; Voting "yes" – Campagna, Hanson, Markel, Abbott, Hulin, Godwin, Rendell, Cutting; Voting "no" – no one; Motion: Carried).

It was moved to approve the PA 152 Resolution capping VBDL's share of health insurance premiums at 80%: (Motion: Markel; Second: Godwin; Voting "no" – no one Motion: Carried).

It was moved to approve a holiday gift of \$50.00 for each current staff member. (Motion: Campagna; Second: Markel; Voting "yes" – Hanson, Rendell, Campagna, Hulin, Abbott, Godwin, Cutting, Markel; Voting "no" – no one Motion: Carried).

Employee Changes:

It was moved to: hire Laine Reisch as Gobles Branch clerk at 15 hours per week; Jessica Handlang as Bangor Branch clerk at 15 hours per week; and Kristine Sorensen as Webster Memorial Branch page at 12 hours per week; change Yvette Salomon from Bangor Branch clerk to Bangor Branch assistant branch librarian at 20 hours per week;

Mr. Cutting shared the results of the director's annual evaluation. Many comments noted that Mr. Hutchins has been out and about in the community and at local events. Mr. Hutchins has been good for the library, and has handled things professionally over the past year. Mr. Hutchins thanked the board for their counsel and support.

The next Library board meeting will take place on December 17, 2019 at the Webster Memorial Branch Library at 4:30 p.m.

Public Comment: None.

It was moved to adjourn at 5:47 p.m. (Motion: Hanson; Second: Campagna; Motion: Carried).

Respectfully Submitted,

Chairman

Secretary

Recorded by Molly Wunderlich