

# Van Buren District Library Board

Board Meeting  
January 28, 2020  
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, Wayne Rendell, Denise Campagna, Catherine Hulin, Betty Markel and Libby Godwin. Dan Hutchins, director; Molly Wunderlich, associate director.

Absent: no one

**Public Comment:** None.

It was moved to approve the agenda as mailed, noting the date of the next meeting is Tuesday February 25, 2020. (Motion: Markel; Second: Hanson; Motion: Carried).

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

It was moved to approve for payment the January 2020 "due to" vouchers numbers 20-01-01 through 20-01-03 in the amount of \$49,808.36; and General Fund vouchers numbers 20-01-03 through 20-01-92 in the total amount of \$155,533.65; and to approve for payment the December 2019 supplemental "due to" vouchers number 19-12-55 to 19-12-55 in the amount of \$4,515.87; and General Fund vouchers numbers 19-12-57 through 19-12-97 in the total amount of \$103,776.91. (Motion: Rendell; Second: Abbot; Motion: Carried).

### **Reports :**

Molly Wunderlich reviewed the financial statements for the year-end of 2019. The library is adding almost \$167,000 to its fund balance for 2019. 2019 revenue exceeded budgeted revenue by \$19,000. Penal fines came in at slightly over budget. Large expenditures included an extra payment on the Library's pension liability and grants to local municipalities. Total expenditures for 2019 were approximately \$148,000 less than the final budgeted amount. Ms. Wunderlich also reviewed penal fines and utility costs for 2019 and property tax receipts to date for 2020.

### **Director's report**

Dan Hutchins reviewed the written director's report. The Library will send two staff members to MLA's Leadership Academy this year. There are many professional development opportunities close to Kalamazoo in 2020.

The Library will receive the majority grant funds from the State of Michigan for the Webster Memorial renovation this week; with the remainder to be delivered at the end of 2020. The next construction meeting is scheduled for February 17, 2020. Mr. Hutchins presented a professional services agreement with Fishbeck for design and management services.

### **Unfinished Business:**

It was moved to authorize director, Dan Hutchins, to sign the professional services contract with Fishbeck for \$22,990. (Motion: Hulin; Second: Markel; Voting "yes" – Campagna, Hanson, Markel, Hulin Abbott, Godwin, Rendell, Cutting; Voting "no" – no one; Motion: Carried).

### **New Business:**

In accordance with the Library's updated by-laws, the board must vote for Board officers at the January meeting to begin serving at the February meeting. Denise Campagna nominated Bruce Cutting for chairperson, and Catherine Hulin supported. Catherine Hulin nominated Wayne Rendell for vice-chairperson, and Libby Godwin supported. Libby Godwin nominated Sandra Hanson for secretary/treasurer, and Wayne Rendell supported. Libby Godwin moved to close nominations. It was moved to approve the slate of officers through January 2021. (Motion: Markel; Second: Campagna; Voting "yes" – Campagna, Hanson, Markel, Hulin Abbott, Godwin, Rendell, Cutting; Voting "no" – no one; Motion: Carried).

Shirley Bruursema of the Kent District Library Board makes her available for board training and millage campaign consulting. Dan offered to **ask if she** might make herself available to visit VBDL for training. Dan will report her answer at the February 25 Library Board meeting.

Mr. Hutchins discussed the options for a new integrated library system (ILS). Mr. Hutchins recommends the library switch to Apollo, from the company Biblionix. The cost is \$14,950 annually plus a migration fee of \$8,888. It was moved to switch the Library's ILS system to Apollo. (Motion: Godwin; Second: Markel; Voting "yes" – Campagna, Hanson, Markel, Hulin Abbott, Godwin, Rendell, Cutting; Voting "no" – no one; Motion: Carried).

Catherine Hulin reported that the City of Gobles voted to accept ownership of the former Family Dollar building located on State Street in Gobles. The city commission accepted the gift of the building with the intention of moving the Gobles library branch into it. The building is approximately 20 years old, and

shares a parking lot with other businesses including the Village Market. Mr. Hutchins explained the first step will be to complete a preliminary assessment of the building to find out if it is able to accommodate a branch library. After discussion, it was moved to do a preliminary assessment of the Gobles building at an estimated cost of \$2,000 to \$3,000.

**Public Comment:** None.

It was moved to adjourn at 5:45 p.m. (Motion: Hanson; Second: Campagna; Motion: Carried).

Respectfully Submitted,

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Chairman

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Secretary

Recorded by Molly Wunderlich