Van Buren District Library Board

Board Meeting

February 25, 2020

# 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, Wayne Rendell, Denise Campagna, Catherine Hulin, and Betty Markel. Dan Hutchins, Director; Molly Wunderlich, Associate Director.

Absent: Libby Godwin (excused)

**Public Comment:** None.

Mr. Hutchins introduced Amy Druskovich, Local History Librarian, to give an update on changes to the Local History Department. Ms. Druskovich explained that changes that have been made to the Library’s collections based on the recommendations of Allen County Library’s Senior Manager of Special Collections**,** Curt Witcher, and Library of Michigan’s Special Collections Librarian, Tim Gleisner. The collection housed upstairs is now reclassified to follow Allen County Public Library’s classification system. Materials are listed in the Library’s catalog, and patrons can now find the materials on the shelf based on its Dewey Decimal number. Staff will continue to update the collection housed in the basement. Local History Department staff have also increased programming, including hosting a popular Ancestry.com class, which was well attended.

It was moved to approve the agenda as mailed, moving the report from Amy Druskovich, Local History Librarian, to the top of the agenda. (Motion: Rendell; Second: Markell; Motion: Carried).

It was moved to approve the minutes of the January Board meeting as mailed. (Motion: Markel; Second: Hulin; Motion: Carried).

It was moved to approve for payment the February 2020 “due to” vouchers numbers 20-02-01 through 20-02-03 in the amount of $2,144.96; and General Fund vouchers numbers 20-02-03 through 20-02-72 in the total amount of $190,016.08. (Motion: Campagna; Second: Rendell; Motion: Carried).

**Reports :**

Molly Wunderlich reviewed the financial statements for January 2020. The starting 2020 fund balance will be updated to reflect additional interest that was not previously recognized in 2019. The January statements reflect the first Webster Trust payment of the year, and a grant received from the State of Michigan towards the cost of the Webster renovation. The endowment fund reflects its annual expenditure towards materials.

Mr. Hutchins presented a report from Van Buren County showing the expected decline in tax revenues due to the closure of the Palisades Nuclear Power Plant. The largest decline in revenues is expected next year.

**Director’s report**

Dan Hutchins reviewed the written director’s report. Longtime Bangor Branch Librarian, Bobbi Martindale, will retire in April. Mr. Hutchins reports that Ms. Martindale has served the Bangor branch with wisdom and grace since 1988, and she will be greatly missed.

**Unfinished Business:**

Library staff and Webster Trust members met with Fishbeck and Library Design on February 17th to discuss the Webster renovation. The group agreed on several materials and colors for the renovation. Fishbeck has not presented an estimated schedule of construction yet. The group will meet again next month. The Webster Trust expressed interest in updating the Webster room, the Local History room, and the Rose Room, but that will be a separate project to coincide with the renovation of the community room.

Mr. Hutchins explained that he and board member Catherine Hulin, recently attended a Pine Grove Township meeting to discuss the opportunity to convert the old Family Dollar building located on State Street in Gobles into a library branch. Pine Grove Township is open to hearing ideas for the proposal. Fishbeck completed a preliminary assessment of the buildings condition and concluded that it is possible to convert the building into a library branch. Ms. Hulin expressed appreciation to the board for their support in this project.

Mr. Hutchins presented several opportunities for board training including Trustee training on Saturday March 21st at 10 a.m. at the Paw Paw District Library.

**New Business:**

Mr. Hutchins reviewed the year end statistics for 2019. Overall, circulation is not higher, but we are not losing ground either. The Library has seen increases in electronic checkouts and visits to the Library.

**Employee Changes:**

It was moved to: hire Hannah Jaco as Bangor Branch page; hire Erika Frazier as Bloomingdale Branch page; grant Kayla Jellies a leave of absence in June as Antwerp Sunshine Branch librarian.

**Public Comment:** None.

It was moved to adjourn at 5:37 p.m. (Motion: Hanson; Second: Campagna; Motion: Carried).

 Respectfully Submitted,

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Chairman Secretary

Recorded by Molly Wunderlich