

Van Buren District Library Board

Board Meeting
April 28, 2020
Online via Zoom

Minutes

Chairperson Bruce Cutting called the board meeting to order at 4:30 p.m. via the online platform, Zoom.

Present: Marianne Abbott, Sandra Hanson, Bruce Cutting, Wayne Rendell, Denise Campagna, Libby Godwin, Catherine Hulin, and Betty Markel. Dan Hutchins, Director; Molly Wunderlich, Associate Director; Tracy Smola, Administrative Assistant.

Absent: no one

It was moved to approve the agenda as mailed, (Motion: Markel; Second: Campagna; Motion: Carried).

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

It was moved to approve for payment the March 2020 "due to" vouchers numbers 20-03-01 through 20-03-02 in the amount of \$23,209.56; and General Fund vouchers numbers 20-03-03 through 20-03-72 in the total amount of \$134,195.95. It was moved to approve for payment the April 2020 "due to" vouchers number 20-04-01 through 20-04-04 in the amount of \$47,616.68; and General Fund vouchers numbers 20-04-03 through 20-04-62 in the total amount of \$148,662.36. (Motion: Godwin; Second: Hulin; Motion: Carried).

Financial report:

Molly Wunderlich reviewed the financial statements through March 2020. Revenues that may be affected by the Coronavirus shutdown includes revenue from patron copies, the second State Aid payment of 2020, and penal fines. Several expenditures may be affected through the rest of the year, including an increase in janitorial supplies, and decreases in other areas such as programming and materials.

Investment report:

It was moved to approve the following investment:

General Fund – Kellogg Community Credit Union - \$201,977.16 – Purchase of a Certificate of Deposit for 6 months at .75 % interest, due on September 25, 2020. Interest to be paid at maturity.

Director's report

Dan Hutchins asked for questions regarding the written director's report. Mr. Hutchins will meet with Fishbeck regarding the Webster renovation project. Originally requests for bids for construction were to be sent out April 23rd. That will be pushed out until contractors can walk through and assess the building in order to develop a bid. The MCACA grant deadline for work to be complete was extended until December 31, 2020.

Catherine Hulin expressed appreciation for how well the library is doing during this time. Mr. Hutchins thanked many library staff members who have been producing online content for the benefit of VBDL's patrons including: Lawrence Branch Clerk Jeff Heaton, Antwerp Branch Clerk Kati Wright, Bloomingdale Branch Librarian Cheryl Bull, Lawrence Branch Librarian Anne Cox, VBDL Children's Librarian Emily Leestma, and VBDL PR and Outreach Coordinator Kay McAdam. Mr. Hutchins also highlighted some of the services the library is able to offer to patrons, including Hoopla and Ancestry.com remote access. Also Bloomingdale Communication approached the library about offering a boosted wifi signal from the parking lot of 5 locations. Bruce Cutting also commended library staff for keeping things going.

New Business:

Mr. Hutchins presented a notice from one of the library's attorneys, Anne Seurnyck with Foster Swift Collins & Smith PC. The billing rate for the library is increasing from \$200 per hour to \$210 effective May 1, 2020. It was moved to authorize Dan Hutchins to sign the agreement with Foster Swift Collins & Smith. (Motion: Campagna; Second: Hulin; Motion: Carried).

Employee Changes:

It was moved to: hire Jenny Phillips as Lawrence Branch clerk. (Motion: Markel; Second: Godwin; Motion: Carried).

Coronavirus Update:

Dan Hutchins highlighted supplies that the library is acquiring for an eventual reopening. He also presented a draft plan to reopen the library in phases. After discussion it was moved to continue to pay staff during the shutdown until June 1st. (Motion: Godwin; Second: Campagna; Voting "yes" – Campagna, Hanson, Markel, Abbott, Hulin, Godwin, Rendell, Cutting; Voting "no" – no one; Motion: Carried).

Mr. Hutchins explained the consensus around the State is there will be no in-person events and classes for the Summer Reading program this year. Library staff are working on developing a virtual library program. Mr. Cutting asked Mr. Hutchins to relay to the staff the board's appreciation for everything the staff is doing during the shutdown.

Public Comment: None.

The next meeting is scheduled for Tuesday May 26, 2020. It is tentatively scheduled to take place at the Webster Memorial Library, however a Zoom option is possible.

It was moved to adjourn at 5:19 p.m.

Respectfully Submitted,

Chairman

Secretary

Recorded by Molly Wunderlich