

Van Buren District Library Board

Board Meeting June 23, 2020 Covert Branch Library

Minutes

Chairperson Bruce Cutting called the board meeting to order at 4:40 p.m. at the Covert Branch Library.

Present: Marianne Abbott, Sandra Hanson, Bruce Cutting, Wayne Rendell, Denise Campagna, and Catherine Hulin. Dan Hutchins, Director; Molly Wunderlich, Associate Director;

Absent: Libby Godwin (excused); Betty Markel (excused)

Public Comment:

None

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

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

It was moved to approve for payment the June 2020 "due to" vouchers numbers 20-06-01 through 20-06-04 in the amount of \$10,162.67; and General Fund vouchers numbers 20-06-03 through 20-06-55 in the total amount of \$151,932.44. (Motion: Campagna; Second: Hulin; Motion: Carried).

Financial report:

Molly Wunderlich reviewed the financial statements for the month end May 31, 2020. The library received its last large outstanding property tax payment in May, and delinquent taxes from the county in June. Property tax revenue will exceed the library's budgeted amount for 2020. The library received a grant of \$5,000 from Michigan Humanities to go towards salaries during the COVID pandemic. Penal fines were up slightly in June over the May amount.

Director's report:

Dan Hutchins reviewed his written director's report. The library opened for curbside service on June 11, 2020. The library will reopen to the public for limited service on June 29th. Buildings will be limited to 25% capacity, while patrons are asked to wear masks and limit their time to 30 minutes in the building.

The Webster renovation project has been slowed somewhat by the pandemic. The architect that has been working with the library is no longer with the company, but a new one was assigned. Mr. Hutchins presented the plans for moving the small conference room, adding a study room, and opening up the current small conference room.

Unfinished Business:

After discussion, it was moved to approve authorization for Dan Hutchins to sign the contract for additional renovation services with Fishbeck. (Motion: Rendell; Second: Hanson; Voting “yes” – Campagna, Hanson, Hulin, Abbott, Rendell, Cutting; Voting “no” – no one; Motion: Carried).

New Business:

Mr. Hutchins presented the December 31, 2019 audit report from the library’s auditors, Kruggel Lawton CPA. Mr. Cutting noted that the report shows that the library is in a strong financial position. It was moved to accept the December 31, 2019 audit report. (Motion: Cutting; Second: Rendell; Motion: Carried).

Several staff members have expressed their overwhelming appreciation that the board continued to pay staff during the shutdown and did not lay any staff off.

Public Comment:

None

The next meeting is scheduled for Tuesday July 28, 2020 at the Antwerp Sunshine Branch Library.

It was moved to adjourn at 5:30 p.m. (Motion: Hanson; Second: Campagna; Motion: Carried).

Respectfully Submitted,

Chairman

Secretary

Recorded by Molly Wunderlich