

# Van Buren District Library Board

Board Meeting  
May 26, 2020  
Online via Zoom

## Minutes

Chairperson Bruce Cutting called the board meeting to order at 4:33 p.m. via the online platform, Zoom.

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

Absent: Libby Godwin (excused); Catherine Hulin (excused)

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

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

It was moved to approve for payment the May 2020 “due to” vouchers numbers 20-05-01 through 20-05-02 in the amount of \$2,306.40; and General Fund vouchers numbers 20-05-02 through 20-05-61 in the total amount of \$116,763.03. (Motion: Hanson; Second: Abbott; Motion: Carried).

### **Financial report:**

Molly Wunderlich reviewed the financial statements through April 2020. The Library received the second payment from the Webster Trust for the year. Penal fines received in April and May were down significantly. The library is expecting to receive its budgeted amount of property taxes for the year. Some expenditures, such as book purchases, are paused during the pandemic, but will resume when vendors are able to ship materials again.

### **Investment report:**

It was moved to approve the following investment:

General Fund – PNC Bank - \$250,000.00 – Purchase of a Certificate of Deposit for 8 months at .45 % interest, due on December 29, 2020.  
Interest to be paid quarterly.

**Director’s report**

Dan Hutchins pointed out a summary of online library usage since March. Online usage, especially for the library’s Hoopla account, has increased dramatically. Mr. Hutchins explained that he is applying for any and all grants that are available to the library. The Library received a grant for \$5,000 from MI Humanities to help pay for salaries. The Library recently applied for CARES Act funding through a grant from the Library of Michigan for \$7,000 for personal protective equipment, and to pay for digital inclusion.

**Unfinished Business:**

The timeline for the renovation of the Webster building will be pushed back because of the pandemic. The architect estimates the project will still be completed by the end of the calendar year. The architect developed alternate plans that provide a better use of meeting room space. The Webster Trust has expressed interest in the plan, but is waiting to hear a cost estimate before agreeing to move forward.

Mr. Hutchins summarized the Library’s current status under executive orders 2020-69 and 2020-96. Guidance from the Library of Michigan indicates that executive order 2020-69 takes precedence, and the Library must remain closed and is not authorized to offer curbside service until at least June 13<sup>th</sup>. The Library is taking steps to be prepared to offer curbside service as soon as it is allowable.

Legally, the library must have a reopening plan that complies with OSHA requirements. The reopening policy that the Library Board approved at the April meeting includes most of these requirements, but not all of them. The Library attorney suggested that the policy be written to give the director authority to edit the plan as needed to comply with ever-changing legal directives. It was moved to give authority to the director to revise the reopening policy as needed. (Motion: Cutting; Second: Rendell; Motion: Carried).

After discussion, it was moved to continue to pay the staff until the next Library Board of Trustees Meeting on June 23, 2020. (Motion: Hanson; Second: Abbott; Voting “yes” – Campagna, Hanson, Markel, Abbott, Rendell, Cutting; Voting “no” – no one; Motion: Carried).

**New Business:**

None

**Public Comment:**

None

The next meeting is scheduled for Tuesday June 23, 2020. The Location is to be determined.

It was moved to adjourn at 5:17 p.m. (Motion: Hanson; Second: Campagna;  
Motion: Carried).

Respectfully Submitted,

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Chairman

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Secretary

Recorded by Molly Wunderlich