

Van Buren District Library Board

Board Meeting September 22, 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: Sandra Hanson, Bruce Cutting, Denise Campagna, Wayne Rendell, Betty Markel, and Marianne Abbott. Dan Hutchins, director; Molly Wunderlich, associate director;

Absent: Catherine Hulin (excused)

Public Comment: None.

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

It was moved to approve the minutes of the August 2020 Board meeting as mailed, (Motion: Campagna; Second: Markel; Motion: Carried).

It was moved to approve for payment the September "due to" vouchers numbers 20-09-01 through 20-09-04 in the amount of \$7,686.65; and General Fund vouchers numbers 20-09-02 through 20-08-68 in the total amount of \$142,191.07; (Motion: Rendell; Second: Abbott; Motion: Carried).

Reports:

Molly Wunderlich reviewed the financial statements for the month end August 31, 2020. The Library received the third payment of the year from the Webster Trust. Penal fines in August came in better than expected, although the September penal fines were not as high. Some expenditures, such as janitorial supplies will be over budget for the year, but others such as advertising will be lower. Overall, the library is in good fiscal shape through the end of the year.

Director's report

Dan Hutchins reviewed his written director's report. Kay McAdam has announced she is concluding her career, and her last day with the library will be December 31, 2020. Ms. McAdam will be very much missed by her colleagues and Mr. Hutchins spoke highly about her contributions to VBDL. Given Ms. McAdam's departure, the Library will post for full time Districtwide Program Coordinator this week. This position will be considered a key position in the management of the Library, and the Library will focus on finding the right person instead of filling it quickly.

Unfinished Business:

Mr. Hutchins gave an update to the Webster renovation project. He presented a breakdown of costs, and the contractors selected for each phase of the project. He also highlighted some areas outside of the scope of the project that may need to be completed in conjunction with the renovation. The Library has enough fund balance available to pay for the project until the Trust reimburses the Library for their share.

It was moved to authorize the director to proceed with the contracts with Brusse-Brady for construction, Library Design & Associates for carpet, Durbin & Sons for painting, and TPC for audio/visual. (Motion: Rendell; Second: Campagna; Voting “yes” – Rendell, Markel, Abbott, Campagna, Cutting, and Hanson; Voting “no” – no one; Absent: Hulin; Motion: Carried).

After discussion, it was moved by the board to recognize and appreciate the contribution of the Webster Trust, and to document the agreement reached between the Library and the Trust, which is as follows:

The Webster Memorial Trust and the Van Buren District Library have agreed to evenly split the final costs of the Webster Memorial fall 2020/winter 2021 renovation. Van Buren District Library will act as the fiscal agent throughout the project, paying all renovation expenses on behalf of the Library and the Webster Trust. At the conclusion of the project, Van Buren District Library will deduct \$45,000 in grant funds from the total project costs to determine the final renovation costs (final renovation costs = total project costs - \$45,000). The Webster Trust will reimburse the Van Buren District Library 50% of the final renovation costs, in quarterly installments over five years. Final renovation costs repayments will be made in addition to the regular quarterly payments VBDL receives from the Webster Trust. (Motion: Rendell; Second: Hanson; Motion: Carried).

New Business:

None

Employee Changes:

None

The next Library board meeting will take place on October 27, 2020 at the Lawrence Township Hall, 411 N. Paw Paw St., in Lawrence at 4:30 p.m.

Public Comment: None.

It was moved to adjourn at 5:10 p.m. (Motion: Hanson; Second: Campagna; Motion: Carried).

Respectfully Submitted,

Chairman

Secretary

Recorded by Molly Wunderlich