

Van Buren District Library Board

Board Meeting
October 27, 2020
Lawrence Township Hall

Minutes

Chairperson Bruce Cutting called the board meeting to order at 4:32 p.m. at the Lawrence Township Hall.

Present: Sandra Hanson, Bruce Cutting, Denise Campagna, Wayne Rendell, Betty Markel, Catherine Hulin, David Vliek, and Marianne Abbott. Dan Hutchins, director; Molly Wunderlich, associate director;

Absent: no one

Public Comment: None.

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

Mr. Cutting welcomed new board member, David Vliek.

It was moved to approve the minutes of the September 22, 2020 Board meeting as mailed, (Motion: Markel; Second: Abbott; Motion: Carried).

It was moved to approve for payment the October "due to" vouchers numbers 20-10-01 through 20-10-05 in the amount of \$6,427.23; and General Fund vouchers numbers 20-10-03 through 20-10-76 in the total amount of \$191,784.74; (Motion: Markel; Second: Campagna; Motion: Carried).

Reports:

Molly Wunderlich reviewed the financial statements for the third quarter ended, September 30, 2020. The Library has reached its expected revenue budget for the year. The expenditure budget includes an amount set aside for a tax repayment, although it is not likely that it will be needed for repayment this fiscal year. The Library will soon see a majority of the Webster renovation expenditures.

Director's report

Dan Hutchins reviewed his written director's report. The Bangor and Bloomingdale Branches have closed recently due to COVID concerns. The Bloomingdale Branch was professionally sanitized after a staff member tested positive for COVID-19. Bloomingdale Village and Township are keeping the building closed until after the election on November 3rd. They will then have the

building sanitized again, and the Library will be allowed to reopen. The Bangor Branch closed as a precaution and was able to reopen after a staff member who encountered a COVID-positive individual tested negative. The Library will continue its protocols, including operating at 25% capacity, time limits in the library, and no use of meeting rooms, for the foreseeable future. VBDL continues to be open to the public for regular service hours.

Mr. Hutchins introduced new board member, David Vliek. Mr. Vliek explained that he is a life-long resident of Decatur and is happy to be here. Mr. Vliek knew Libby Godwin, and is happy to step in.

Mr. Hutchins reported that health insurance costs for 2021 will increase by 4%, less than the 2021 budgeted increase of 10%. The Library of Michigan is offering virtual Trustee training in November. There is no cost for these trainings, and anyone may attend online.

The project to permanently install outdoor WiFi access points is nearing completion. Permanent WiFi access points have been installed in Lawrence, Antwerp, and Decatur. Bangor, Covert and Gobles will be installed by the end of this week. The Bloomingdale location will not have outdoor WiFi access points installed because the nearby Bloomingdale Communications building already has installed outdoor WiFi coverage.

Mr. Hutchins gave an update to the Webster renovation project. The Webster location will be closed starting Friday October 30th. The abatement of tiles in the old section of the library will begin on Monday, November 2nd. The library is expected to be closed for the first three weeks in November. After that, Webster Memorial Library will remain open for most of the rest of the renovation, until the remaining new carpet is installed at the end of the project.

New Business:

Mr. Hutchins presented recommended improvements to the Bangor and Bloomingdale branches. The Bloomingdale location requests to reduce the height of its shelves to improve accessibility for patrons, and to replace a broken file cabinet in addition to adding an extra file cabinet. The Bangor location requests to remove some shelving, and to install a study table with four chairs.

It was moved to approve both improvement projects at a total cost of \$8,894.00. (Motion: Markel; Second: Campagna. Voting “yes” – Hulin, Hanson, Markel, Abbott, Vliek, Rendell, Campagna, Cutting; Voting “no” – no one; Motion: Carried).

MERS of Michigan is requesting all of its entities to update their plan documents into a standardized format. The Library offers a defined benefit plan to full-time employees hired before March 2017, and a defined contribution plan to full-time employees hired after March 2017. The Library staff worked with

MERS staff to ensure that the addendums are correct, and do not change either plan.

It was moved to authorize director Hutchins to sign both MERS plan agreement addendums. (Motion: Hanson; Second: Markel. Voting “yes” – Hanson, Markel, Abbott, Campagna, Hulin, Vliek, Rendell, Cutting; Voting “no” – no one; Motion: Carried).

Employee Changes:
None

The next Library board meeting will take place on November 24, 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 5:03 p.m. (Motion: Hanson; Second: Campagna. Motion: Carried).

Respectfully Submitted,

Chairman

Secretary

Recorded by Molly Wunderlich