

# Van Buren District Library Board

Board Meeting  
January 27, 2021  
Via Zoom

## Minutes

Chairperson Bruce Cutting called the board meeting to order at 4:30 p.m. Via Zoom

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

Absent: None

**Public Comment:** None

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

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

It was moved to approve for payment the December 2020 supplemental “due to” vouchers numbers 20-12-51 through 20-12-54 in the amount of \$3,072.30; and General fund vouchers numbers 20-12-53 through 20-12-87 in the amount of \$222,417.44; and to approve the January 2021 “due to” vouchers 21-01-01 through 21-01-04 in the amount of \$11,085.64 and General fund vouchers numbers 21-01-03 through 21-01-54 in the amount of \$129,657.27: Motion: Campagna; Second: Abbott; Motion: Carried).

### **Reports :**

Molly Wunderlich reviewed the unaudited financial statements for the year end of 2020. The library added \$117,633 to its fund balance for 2020. Large expenditure for 2020 included an extra payment for the Library’s pension liability, and the expenditures for the beginning of the Webster renovation. Ms. Wunderlich also reviewed penal fines and property tax receipts to date for 2021.

The Library received the first quarterly payment from the Webster Trust for 2021. Interviews for the new Districtwide Programming Coordinator began this week. The Library expects to make a decision sometime next week, and get

the new person started as soon as early March. The board packet contained information on upcoming training sessions for trustees to attend if interested. Audit fieldwork is scheduled to begin February 15.

**Unfinished Business:**

The Village of Bloomingdale and Bloomingdale Township requested an updated branch agreement with the Library. They requested that the Library pay 60% of shared expenses. The Library’s attorney drafted an updated agreement. The agreement is similar to our current agreement, but calls for the Library to pay the higher percentage of shared expenses. The agreement also spells out access to shared areas of the building.

The renovation at the Webster location is moving along. Ms. Wunderlich signed the change order agreement today for the added items to the project. Brussee/Brady is now projecting March 29 for the end date of their portion of construction.

Ms. Wunderlich gave an update on the current MDHHS order in place for COVID. Meetings at non-residential venues are limited to no more than 10 participants from no more than 2 households. For now the Library will continue to offer its hybrid curbside service.

**New Business:**

After discussion, it was moved for the contribution of \$5,000 to the six municipalities that host a library facility. (Motion: Markel; Second Campagna; Voting “yes” Hanson, Abbott, Campagna, Cutting, Vliek, Rendell, Markel, Hulin; Voting “no” – no one; Motion: Carried).

The Library’s by-laws call for the nomination of officers at the January meeting to begin serving in February. It was moved to keep the current slate of officers, Bruce Cutting as chair, Wayne Rendell as vice-chair, and Sandra Hanson as secretary/treasurer. (Motion: Rendell; Second Markel; Motion: Carried).

**Investment Report:**

It was moved to approve the following investment:

General Fund – Renew PNC Certificate of Deposit of - \$250,000 for 8 months at .10% interest, due on August 29, 2021. Interest to be paid by check monthly. (Motion: Campagna; Second Hulin; Motion: Carried)

**Employee Changes:**

It was moved to accept the change of Lauren Harris, Bangor Branch Page to Bloomingdale Branch Page, at 12 hours per week, hire Eric Gonzalez, Covert Branch Page at 14 hours per week Karah Bulley, Bangor Branch Page at 12 hours per week, Leave of Absence: Dan Hutchins, Library Director from November 2, 2020 - February 11, 2021 and accept the resignation of Ava Gonzalez, Covert Branch Page at 14 hours per week. (Motion: Abbott; Second: Hulin; Motion: Carried).

Ms. Wunderlich went over the circulation stats for 2020. We are working on including on-line stats into the circulation report going forward.

Kayla Jellies, Antwerp Branch Manager, has been doing an excellent job coordinating the online programming until the position is filled. She is also doing well in her new role as public relations coordinator for the Library.

The next Library board meeting will take place on February 23, 2021 at 4:30 p.m. via zoom.

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

Respectfully Submitted,

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Chairman

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Secretary

Recorded by Tracy Smola