

Van Buren District Library Board

**Board Meeting
March 23, 2021
Lawrence Township Hall**

Minutes

Chairperson Bruce Cutting called the board meeting to order at 4:30 p.m. at the Lawrence Township Hall

Present: Marianne Abbott, Sandra Hanson, Bruce Cutting, Wayne Rendell, and David Vliek. Dan Hutchins, Director; Molly Wunderlich, Associate Director; Kayla Jellies, Antwerp Branch Librarian, and Patrick Sage, Kruggel Lawton;

Absent: Catherine Hulin (excused), Betty Markel (excused), Denise Campagna (excused)

Public Comment: None

It was moved to approve the agenda as mailed moving Kayla Jellies and Patrick Sage to the top of the agenda: (Motion: Rendell; Second: Hanson; Motion: Carried).

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

It was moved to approve for payment the February 2021 supplemental “due to” vouchers numbers 21-02-42 through 21-02-44 in the amount of \$7,081.58; and General fund vouchers numbers 21-02-44 through 21-02-70 in the amount of \$113,385.44; and to approve the March 2021 “due to” vouchers 21-03-01 through 21-03-05 in the amount of \$65,759.94 and General fund vouchers numbers 21-03-03 through 21-03-60 in the amount of \$156,023.96: Motion: Abbott; Second: Hanson; Motion: Carried).

Reports :

Kayla Jellies, Antwerp Branch Librarian introduced herself. She is also responsible for the district’s public relations and marketing activities. She has been coordinating the Library’s digital offerings since January. Ms. Jellies reports that the digital creations have been a team effort. Several staff members create the videos, and she edits, schedules, and posts the videos. As public relations and marketing coordinator, Kayla will be responsible for the website, social media, and other marketing. Ms. Jellies thanked the board for their support.

Patrick Sage, senior manager with Kruggel Lawton introduced himself to the board. Mr. Sage explained that the audit process was smooth, and there were no issues in terms of work flow. Because of COVID, the team was only out for one day of fieldwork, but the Library works with audit team throughout the year. Mr. Sage reviewed the audit report, and explained that the opinion on page one is an unmodified, or clean, opinion of the Library's financial statements.

Molly Wunderlich reviewed the financial statements for the end of February 2021. The Library's cash reserves are high right now, but soon we will have some large expenditures relating to the Webster renovation. Expenditures for the year to date match up with what is expected. The Library pays for its leased books once per year. That is a large upfront expenditure, but the total will even out in the budget over the course of the year.

Dan Hutchins presented his director's report. Thursday March 25, library staff will be meeting with officials from the City of Gobles, Pine Grove Township, as well as Gregg Yeomans from Fishbeck. This is the beginning of the process to find out if the Dollar General building can be converted into a new Library Branch in Gobles.

The organization that published Dr. Seuss's works has decided to stop publishing six of his titles. In order to prevent theft, the Library is no longer allowing those titles to be loaned out on Inter-Library loan, through MeLCat. The titles are still available for VBDL patrons to request and borrow.

Mr. Hutchins recently visited the newly built Hartford Public Library, and met with director Stephanie Daniels. Ms. Daniels shared the name of the company that they used to furnish the circulation desk.

Unfinished Business:

The Library is still operating at 25% capacity, and all of the branches are currently open. Many VBDL staff members have been able to secure the COVID vaccine, and the Library hopes to soon be in a position where it will not have to close because of an exposure. There was discussion of protecting the public as well as staff. Mr. Rendell recommended continuing to follow guidelines from the Library of Michigan and the CDC. One recent change the Library has made has been to reduce the quarantine of returned materials from 72 hours to 24 hours.

The Webster renovation has reached its final stages. The contractor, Brussee/Brady, will complete its final projects and punch list during the week of April 5th. The Webster Branch will close to the public from April 12 to April 21st for carpet, painting, and moving the shelves. Because the workroom has already been done, staff will still be able to report to work to process materials.

New Business:

It was moved to accept the draft audit report as presented. (Motion: Rendell; Second Vliek; Motion: Carried).

In addition to his previous discussion regarding the potential of a new library branch building in Gobles, Mr. Hutchins expressed that he knows how important it is to the Library for this to happen. He will do everything he can on the library's behalf to make the project happen. The City of Gobles and Pine Grove Townships must come to an agreement between themselves on how the venture could be financed and managed.

After discussion, it was moved to award extended compensation of \$5,000 to Molly Wunderlich for her work as interim director. (Motion: Abbot; Second Rendell; Voting "yes" Abbott, Rendell, Hanson, Vliek and Cutting; Voting "no" – no one; Motion: Carried).

Employee Changes:

It was moved to accept the resignation of Karah Bulley, Bangor Branch Page, level 10C, 12 hours per week. (Motion: Abbott; Second: Hanson: Motion: Carried).

It was moved to adjourn at 5:43p.m. (Motion: Hanson; Second: Vliek; Motion: Carried).

Respectfully Submitted,

Chairman

Secretary

Recorded by Molly Wunderlich