

**Van Buren District Library Board
Board Meeting
May 24, 2021
Webster Memorial Library**

Minutes

Chairperson Bruce Cutting called the board meeting to order at 4:34 p.m. at the Webster Memorial Library

Present: Marianne Abbott, Sandra Hanson, Bruce Cutting, Denise Campagna and David Vliek. Dan Hutchins, Director; Molly Wunderlich, Associate Director; Elissa Zimmer, VBDL Districtwide Program Coordinator;

Absent: Wayne Rendell (excused); Betty Markel (excused); Catherine Hulin (excused).

Public Comment: None

It was moved to approve the agenda as mailed with the change of moving VBDL Districtwide Program Coordinator, Elissa Zimmer to the top of the agenda. (Motion: Hanson; Second: Campagna; Motion: Carried).

Elissa Zimmer, VBDL Districtwide Program Coordinator, introduced herself to the board. She has over 10 years of library experience, including academic and public libraries. She also has experience as a page, clerk, and librarian. Here at VBDL, Ms. Zimmer has visited all of the branches and met with staff. She has also met with several school principals at schools throughout the district. Ms. Zimmer described the summer reading program for 2021. This summer, the district will have a program that is a hybrid of virtual programming and in-person events. Ms. Zimmer distributed the program game boards for the reading levels.

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

It was moved to approve the May 2021 "due to" vouchers 21-05-01 through 21-05-04 in the amount of \$8,986.62 and General fund vouchers numbers 21-05-03 through 21-05-84 in the amount of \$147,423.27. Motion: Vliek; Second: Hanson; Motion: Carried).

Reports :

Molly Wunderlich reviewed the financial statements for the end of April 2021. The library received the check from the county for delinquent taxes in May.

Penal fines revenue picked up in April, and was almost back to normal, although overall penal fine revenue for the year is down. Expenditures through April included Webster renovation costs to date.

Dan Hutchins reviewed his written director's report. Several staff members attended SMLC's human resources management training session "ABCs of Performance Management" with Brian Mortimore, Director of Human Resources and Organizational Development at Kent District Library. Mr. Hutchins found the session to be practical.

Mr. Hutchins received the tax valuation information from the county for next year. He is starting to work on the budget for 2022. Increases in property tax value throughout the rest of the county should make up for the losses due to the Palisades closure.

Unfinished Business:

Mr. Hutchins explained the library recently relaxed its rules regarding COVID-19 restrictions. Most locations are now at 50% capacity. In line with MDHHS and CDC guidelines, fully vaccinated staff members no longer have to wear a mask in the building or socially distance.

The Webster Memorial Library will be hosting an Open House to celebrate the completion of the renovation. The Open House will be Saturday June 5th from 11 a.m. until 2 p.m. There will not be a formal presentation or speech because of COVID-19. Ms. Wunderlich reviewed the renovation expenditures to date.

Mr. Hutchins gave an update regarding a potential new Gobles Branch building. Mr. Hutchins has spoken with City of Gobles mayor, Carol Johnson, and the Supervisor of Pine Grove Township, Don Smith. There will be two meetings on June 9th. The first meeting will discuss what an agreement between the municipalities and the library might look like. At the second meeting, Fishbeck architect, Gregg Yeomans, will present two concepts of a potential building to local stakeholders. Mr. Yeomans will take the feedback from the meeting and revise the final plans.

New Business:

The Library will transition to a new automation system on Monday, June 28th. The Library originally was going to switch during the pandemic, but decided not to make the change when the library was closed to the public.

Mr. Hutchins alerted the board to the fact that our Covert Branch building shares a parking lot with the building next door. Covert Township is considering selling that building. Mr. Hutchins has been in communication with the Covert Township officials regarding the library's parking needs.

Employee Changes:

It was moved to hire, Sarah Spira, Antwerp Sunshine Library page, level 10A, 15 hours per week; to change Kris Sorenson to Webster clerk, level 13C, 18 hours per week; to accept the resignation of Paloma Medina-Cano, Webster clerk, level 13C, 15 hours per week; (Motion: Abbott; Second: Campagna; Motion: Carried).

Public Comment: None

It was moved to adjourn at 5:29 p.m. (Motion: Hanson; Second: Vliek; Motion: Carried).

Respectfully Submitted,

Chairman

Secretary

Recorded by Molly Wunderlich