

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

**Minutes**

Chairperson Bruce Cutting called the budget hearing to order at 4:33 p.m. at Webster Memorial Library. There was no public comment. At 4:35 p.m. it was moved to close the hearing and continue to the Board Meeting. (Motion: Rendell; Second: Campagna; Motion: Carried).

Chairperson Bruce Cutting called the regular board meeting to order at 4:35 p.m. at Webster Memorial Library

Present: Sandra Hanson, Bruce Cutting, Denise Campagna, Wayne Rendell, and Betty Markel. Dan Hutchins, Director; Molly Wunderlich, Associate Director;

Absent: Marianne Abbott (excused), David Vliek (excused), Catherine Hulin (excused)

**Public Comment:** None

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

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

It was moved to approve the August 2021 "due to" vouchers 21-08-01 through 21-08-04 in the amount of \$8,265.25 and General fund vouchers numbers 21-08-03 through 21-08-66 in the amount of \$155,785.26: Motion: Rendell; Second: Hanson; Motion: Carried).

**Financial Report:**

Molly Wunderlich reviewed the financial report as of the end of July. Revenues are at 99.9% of the amount budgeted for 2021. In July the library received the second State Aid payment and the third Webster Trust payment for 2021. August had many programming expenses as our staff is finishing up the summer reading program and planning fall programming. The library is not renewing two certificates of deposit that mature in August in order to use the funds for regular expenses, and to retire the Library's outstanding pension debt.

### **Director's Report:**

Dan Hutchins reviewed his written director's report. Staff Professional Development day will be on Monday October 11, 2021. Elissa Zimmer and Kayla Jellies will be planning the day to include a visit from the Library of Michigan library law specialist Clare Membiela.

The library tested a pre-employment public library skills test entitled "Bookmark HR" for our internal candidates who applied for the recent Bloomingdale position. The test was developed by the Kent District Library in order to make their hiring process more inclusive and less biased. Mr. Hutchins reported that VBDL intends to use the test for all future library leadership hires.

Denise Campagna reported that she recently attended a virtual trustees' training, and found it helpful. Dan Hutchins agreed to try to schedule a board training session with Shirley Bruursema of Kent District Library. The training will be limited to VBDL trustees only.

### **Unfinished Business:**

It was moved to approve the 2022 Budget Resolution and certify the 2021 tax levy, as presented. (Motion: Rendell; Second: Hanson; Voting "yes" – Rendell, Markel, Campagna, Cutting, and Hanson; Voting "no" – no one; Absent: Abbott, Hulin, Vliek; Motion: Carried).

Dan Hutchins updated the board about his discussions regarding the bathroom usage at the Gobles location. The library's attorney recommended contacting the Van Buren Cass District Health Department. The Health Department advised that the system is not unsanitary until it fails. Architect Gregg Yeomans of Fishbeck will attend one more meeting to discuss the feasibility of renovating the Family Dollar in Gobles into a library branch. Dan will schedule that meeting for early November. There was further discussion of potential branch library possibilities.

It was moved to authorize Dan Hutchins to pay off the library's MERS unfunded liability of \$193,725. (Motion: Markle; Second: Hanson; Voting "yes" – Rendell, Markel, Cutting, and Hanson; Voting "no" – no one; Abstain – Campagna; Absent: Abbott, Hulin, Vliek; Motion: Carried).

The migration to the new automation system, Apollo, has gone well. The issues with MeLCat seem to be resolved.

It was moved to approve the VBDL Donations & Gifts Policy & Procedure (INF-03). (Motion: Markel; Second: Campagna; Motion: Carried).

**New Business:**

Mr. Hutchins presented a Customer Service Policy (CUS-05) for a first reading. The goal of the policy is to ensure uniformity across all of our service locations.

It was moved to close all locations of the Van Buren District Library to the public on October 11, 2021 for staff training. (Motion: Campagna; Second: Hanson; Motion: Carried).

**Employee Changes:**

It was moved to change Cheryl Bull, Bloomingdale Branch Librarian from 30 hours per week to 20 hours per week; Amelia Gingerich, Lawrence Clerk to Lawrence Assistant Branch Librarian, level 15E; to accept the resignations of Linda Bjork-Ewin, Antwerp Sunshine Branch Library clerk, level 13D, 26 hours per week; Linda Reisch, Gobles Branch Library clerk, level 13C, 15 hours per week; (Motion: Markle; Second: Campagna; Motion: Carried).

**Public Comment:** None

It was moved to adjourn at 5:39 p.m. (Motion: Hanson; Second: Rendell; Motion: Carried).

Respectfully Submitted,

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Chairman

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Secretary

Recorded by Molly Wunderlich