

**Van Buren District Library Board
Board Meeting
July 27, 2021
Webster Memorial Library**

Minutes

Chairperson Bruce Cutting called the board meeting to order at 4:45 p.m. at the Webster Memorial Library

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; Carol Johnson, Mayor of the City of Gobles

Absent: No one

Public Comment: None

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

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

It was moved to approve the July 2021 "due to" vouchers 21-07-01 through 21-07-05 in the amount of \$11,645.76 and General fund vouchers numbers 21-07-03 through 21-07-84 in the amount of \$240,859.53. Motion: Rendell; Second: Hulin; Motion: Carried).

Financial Report:

Molly Wunderlich reviewed the financial report as of the end of June. The Library has five certificates of deposit due in the next two months. There is sufficient cash flow for the remainder of the year. Penal fine revenue is improving, but uncertain for the remainder of the year. There are a few final Webster Renovation expenditures outstanding, and the summary of renovation expenditures includes last year and this year.

Investment Report:

It was moved to approve the following investment:

General Fund – Renew Kellogg Community Credit Union Certificate of Deposit of - \$250,000 for 12 months at .55% interest, due on June 24, 2022.

Interest to be deposited monthly. (Motion: Hanson; Second Hulin; Motion: Carried)

Director's Report:

Dan Hutchins reviewed his written director's report. There is a Federal program called Emergency Connectivity Funding or ECF. This grant program is designed to bring Internet connectivity to the underserved. The Library has applied for this funding to supply 30 circulating Internet hotspots per branch location. To be in compliance with the Children's Internet Protection Act (CIPA), the hotspots must be filtered. The Computer/Internet Access, Use & Safety Policy is updated to ensure that filtering includes cellular Internet hotspots.

The Local History Policy (INF-03) can be repealed because the collection development of the Local History room is included in the Library's collection development policy. The meeting room policy is being revised so that patrons younger than 18 years old can request the use of the small study room without an adult present. This is the first reading of the VBDL Donations & Gifts Policy & Procedure (INF-03). This policy adds some prohibitions on the type of donations the Library will accept. It also spells out that the Library will not accept donations with conditions attached.

The switch in automation systems from Verso to Apollo has gone well. The MeLCat issue appears to be fixed.

Unfinished Business:

Dan Hutchins welcomed the City of Gobles mayor, Carol Johnson, to discuss the current Library building in Gobles. The septic is old, and located under concrete within the floor of City Hall's board room. The city is not able to repair or replace the septic because it does not have land adjoining for a drain field. The City is requesting that only employees and patrons use the library's bathroom facility. Mr. Hutchins reviewed the current branch agreement regarding facilities. After discussion, it was moved to table this discussion and ask Dan Hutchins to do further investigation with our attorney to find out what our options are: (Motion: Markel; Second: Hanson; Motion: seven in favor, one opposed, Carried).

Mr. Hutchins reviewed a recent report from Fishbeck regarding the possibility of converting the donated building into a Library. The building has more structural costs than were originally anticipated. The report lists the median cost of converting the space at approximately \$1.6 million, however if the existing roof needs to be upgraded to comply with energy codes, there would be an additional cost. If the City and Township were to build new, it would cost about the same, albeit at a smaller square footage. The renovation cost does not include upgrading or repairing HVAC or the roof. Catherine Hulin offered to look into other space options. Fishbeck will present the renovation plan and

assessment at a meeting with the City of Gobles and Pine Grove Township officials.

New Business:

Policy (INF-03); approve the revised VBDL Computer/Internet Access, Use & Safety Policy (INF-02); and approve the revised VBDL Meeting Room Policy (CUS-03). (Motion: Markel; Second: Campagna; Motion: Carried).

There was discussion about the benefits of paying off the pension unfunded liability. Molly Wunderlich agreed to speak with MERS to find out how paying the liability off this year will affect the budget in 2022.

Employee Changes:

It was moved to hire Maria Violante, Antwerp Sunshine Branch page, level 10A, 12 hours per week; Allison Jodway, Antwerp Sunshine Branch page, level 10A, 12 hours per week; Mariana Aguilar, Covert Branch page, level 10A, 14 hours per week; and Makala Latham, Webster Memorial Branch page, level 10A, 10 hours per week; to accept the resignations of Lauryn Crandall, Lawrence Branch Library page, level 10C, 14 hours per week; Cheryl Bull, Bloomingdale Branch librarian, level 21, 30 hours per week; (Motion: Hulin; Second: Campagna; Motion: Carried).

Public Comment: None

It was moved to adjourn at 6:10 p.m. (Motion: Hanson; Second: Abbott; Motion: Carried).

Respectfully Submitted,

Chairman

Secretary

Recorded by Molly Wunderlich