

**Van Buren District Library Board
Board Meeting
September 28, 2021
Webster Memorial Library**

Minutes

Chairperson Bruce Cutting called the regular board meeting to order at 4:36 p.m. at Webster Memorial Library

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

Absent: Betty Markel (excused),

Public Comment: None

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

It was moved to approve the minutes of the September Board meeting as mailed, with one correction to a typo on page two. (Motion: Campagna; Second: Abbott; Motion: Carried).

It was moved to approve the October 2021 “due to” vouchers 21-10-01 through 21-10-04 in the amount of \$7,100.77 and General fund vouchers numbers 21-10-03 through 21-10-74 in the amount of \$142,240.05. Motion: Rendell; Second: Hanson; Motion: Carried).

Financial Report:

Molly Wunderlich reviewed the financial report as of the end of September. TCF Bank is changing to Huntington Bank. We have a small money market account that will convert to a monthly certificate of deposit that will come due on the 8th of each month. We received the final payment from the Webster Trust for 2021 on October 27th and the first repayment for the Webster renovation.

Investment Committee Report:

It was moved to approve the following investment:

General Fund – Kellogg Community Credit Union - \$200,000.00 –
Renewed a Certificate of Deposit for 6 months at .60% interest, due on
March 27, 2022. Interest to be paid at maturity.

Kalamazoo County State Bank - \$200,000.00 – Renewed \$200,000 of a \$250,000 Certificate of Deposit for 6 months at .15% interest, due on March 31, 2022. Interest to be paid at maturity.

Arbor Community Credit Union - \$250,000.00 – Renewed a Certificate of Deposit for 12 months at .35% interest, due on September 27, 2022. Interest to be paid at maturity.

Director's Report:

Dan Hutchins reviewed his written director's report. Trustee training for the board is scheduled for November 13, 2021 at 10 a.m. at Webster Memorial Library. Staff Development Day took place on Monday October 11th at the Webster Memorial Library. Antwerp Sunshine Branch librarian, Kayla Jellies and Districtwide Programming Coordinator, Elissa Zimmer, planned the day. Employee feedback was positive.

Although funding to purchase wifi hotspots was approved by the e-rate program, the vendor does not have hotspots in stock. Library staff are working on developing the procedures and documentation needed so that the hotspots will be ready to process and lend when they arrive. The e-rate program covers expenses for the hotspot and service through June 30, 2022.

The library is investigating updating its camera security system. This includes replacing the cameras and DVRs for all locations. The library will update the camera system one location at a time, starting with the Lawrence Branch.

Unfinished Business:

none

New Business:

Mr. Hutchins presented our current unattended children policy (CUS-02) and a version of the unattended children policy from Harrison Township Library. The board discussed some of the issues that the library has faced in the past with young children in the library without a caregiver.

In past years, the director's evaluation took place in November. However the November 2020 director's evaluation was pushed to April 2021. After discussion, the consensus of the board is that the director's evaluations will take place in April in future years.

Employee Changes:

There was discussion of the library's pay structure in light of current economic trends. It was moved to hire: Renee Ward, Bangor Branch clerk at 18 hours per week, Violet Farrell, Webster Branch page at 10 hours per week, Holly Eakes, Gobles Branch clerk

at 15 hours per week, Riley Jin Antwerp Sunshine Branch clerk and PR assistant at 25 hours per week, Bradley Pachuta, Bangor Branch page at 10 hours per week, Joey Sutton, Lawrence Branch clerk at 15 hours per week; and change Melanie Lassin from Bloomingdale Branch clerk at 16 hours per week to Assistant Branch Librarian at 25 hours per week (Motion: Hanson; Second: Abbott: Motion: Carried).

Public Comment: None

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

Respectfully Submitted,

Chairman

Secretary

Recorded by Molly Wunderlich