

**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 4:32 p.m. at Webster Memorial Library

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

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

Public Comment: None

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

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

It was moved to approve the September 2021 "due to" vouchers 21-09-01 through 21-09-05 in the amount of \$7,373.35 and General fund vouchers numbers 21-09-03 through 21-09-69 in the amount of \$341,498.14: Motion: Rendell; Second: Abbott; Motion: Carried).

Financial Report:

Molly Wunderlich reviewed the financial report as of the end of August. Revenues are at 101% of the amount budgeted for 2021. September expenditures were high because of the payoff of the unfunded liability to MERS for the pension plan. The monthly cost of the pension plan going forward will be much lower, starting with the September payment.

Investment Committee Report:

It was moved to approve the following investment:
Endowment Fund: Renew and adding additional funds from the endowment savings account to create a new certificate of deposit totaling \$203,000, for 36 months at .5% interest, due September 25, 2024. (Motion: Hanson; Second Campagna; Motion: Carried)

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. Training usually lasts about two hours. Kent District Library Board Chair, Shirley Bruursema, will conduct the training.

The Library is working to enhance its customer service and workplace culture. Kent District Library's Director of Human Resources and Organizational Development, Brian Mortimore, will assist the Library in achieving its goals.

The Michigan Library Association is offering a new program called Think Space. Think Space will meet over two days in December, two days in May, and additionally will conduct check-in sessions. Think Space will focus on one specific issue of importance to Michigan library directors each year. This year's session will focus on equity, diversity, and inclusion. Dan Hutchins is registered to attend. Dan received a scholarship from the Library of Michigan in the amount of \$1,050 to defray the cost of tuition.

The request for funding to purchase and operate wireless hotspots was approved by the USAC. The Library will be reimbursed for the cost to purchase 210 hotspots, and the cost of service through June 30, 2022.

There was discussion about the Library's role in relation to the community and responding to current events. The consensus is that promoting literacy and providing access to information is the main role of the Library, and the Library should limit itself to only addressing those topics.

Unfinished Business:

The final meeting with the architect from Fishbeck and officials from the City of Gobles and Pine Grove Township is scheduled for early November. The federal government has allocated ten billion dollars for library infrastructure projects. Mr. Hutchins will investigate the possibility of these funds being available for a potential Gobles branch library project.

Staff Development Day is scheduled for Monday October 11, 2021. All locations will be closed to the public that day so that every staff member has the opportunity to attend.

The customer service policy was presented for a second reading. Two minor additions were added since the previous reading. It was moved to approve the Customer Service Policy (CUS-05) as presented. (Motion: Vliek; Second: Hanson; Motion: Carried).

New Business:

The Antwerp Sunshine Branch needs more staff workstations in their work room to accommodate expand their staff as Antwerp is the busiest branch in the system. Library Design Associates presented a plan to include removing, relocating, and replacing the existing staff office furniture, in order to create a workroom with five employee work stations. It was moved to approve the Library Design Associates plan for the Antwerp Sunshine Branch Library at a cost of \$26,718 as presented. (Motion: Rendell; Second: Campagna; Voting “yes” Abbott, Campagna, Rendell, Hanson, Vliek and Cutting; Voting “no” – no one; Motion: Carried.

If COVID health conditions allow, the Webster Branch plans to host a holiday staff party in December. It was moved to close all locations of the Van Buren District Library until 1 p.m. on Friday December 17, 2021. (Motion: Campagna; Second: Hanson; Motion: Carried).

Employee Changes:

It was moved to create a new position of Branch Clerk for Public Relations at 25 hours per week at the Antwerp Sunshine Branch Library; to accept the resignations of Kathleen Wright, Antwerp Sunshine Branch Library Clerk, level 13F, 26 hours per week; Victoria Jerz, Technical Processing Clerk, level 13C; Emily Vince, Lawrence Branch clerk, level 13C, Mariana Aguilar, Covert Branch Page, level 10A, 14 hours per week; to terminate Kali Schneider, Bangor Branch Clerk, level 13C; (Motion: Hanson; Second: Abbott; Motion: Carried).

Public Comment: None

It was moved to adjourn at 5:27 p.m. (Motion: Hanson; Second: Campagna; Motion: Carried).

Respectfully Submitted,

Chairman

Secretary

Recorded by Molly Wunderlich