

**Van Buren District Library Board
Board Meeting
January 25, 2022
Webster Memorial Library**

Minutes

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

Present: Bruce Cutting, Sandra Hanson, 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 December Board meeting as mailed (Motion: Campagna; Second: Abbott; Motion: Carried).

It was moved to approve the supplemental December 2021 "due to" vouchers 21-12-58 through 21-12-61 in the amount of \$4,933.00 and General fund vouchers numbers 21-12-60 through 21-12-78 in the amount of \$70,572.09; and the January 2022 "due to" vouchers 22-01-01 through 22-01-04 in the amount of \$67,872.04 and General fund vouchers numbers 22-01-03 through 21-01-52 in the amount of \$128,945.26; (Motion: Rendell; Second: Hulin; Motion: Carried).

Financial Report:

Molly Wunderlich reviewed the financial report as of the end of December, and the unaudited financial figures for the year ended 2021. Total revenue for 2021 was \$2,267,220.65. Large expenditures for the year include the Webster renovation, paying off the unfunded pension liability, and grants to the local municipalities. The endowment fund did not have much activity this year, and interest remains low. Total penal fines for 2021 were \$138,096.81, which is less than the originally budgeted amount, but higher than 2020. Tax revenue for 2022 has begun to arrive from the municipalities.

Director's Report:

The CDC recently changed its guidelines for how long people must quarantine if they are exposed to or test positive for COVID-19. The library has updated its policy to meet the recommendations.

Districtwide programming coordinator, Elissa Zimmer, was accepted into the Michigan Library Association's 2022 Leadership Academy. She also received a stipend of \$900 towards the cost of attending. Ms. Zimmer is also on the planning committee for MLA's 2022 Spring Institute Conference. The annual Spring Institute Conference is aimed at children's service and programming.

Mr. Hutchins reported that the library plans to switch to a new email system. Although we had switched to an in-house solution a year ago, the current system has continued to have problems. We will switch to Google hosted email as soon as possible.

There was discussion of the Library's agreement with the Village of Bloomingdale and Bloomingdale Township. Cleaning costs are high compared to cleaning costs at other branches. Dan is working with both municipalities to clarify what the library's share of reasonable costs is, as stated in the agreement between the three entities.

Unfinished Business:

None

New Business:

Mr. Hutchins presented the first reading of the Philosophical Principals Policy. It is a written description of VBDL principals, and includes the ALA code of ethics.

Mr. Hutchins presented the first reading of the Reconsideration of Materials Policy. The types of materials that are not allowed in a public library are materials that are prurient materials, child pornography, and hate speech.

There was discussion of VBDL's contracted municipality, Geneva Township. The township pays \$1,000 per year for library service. In addition the library receives penal fines and the State Aid payment for residents for the township. This totals to approximately \$15,000 per year. Approximately 670 of library cardholders are from Geneva Township. There has not been an increase in the contractual amount since the district was formed in 1991.

Employee Changes:

It was moved to hire Michelle Kessen, Antwerp Sunshine Branch Clerk, level 13A, 15 hours per week; Olivia Schreuder, Antwerp Sunshine Branch Page, level 10A, 14 hours per week; to accept the resignation of Braylin Fulks, Gobles Branch Page, level 10C;

(Motion: Rendell; Second: Campagna; Motion: Carried).

Public Comment: None

The next meeting is scheduled for Tuesday February 22, 2022 at Webster Memorial Library at 4:30 p.m. It was moved to change the date of the March Board of Trustees meeting to Tuesday March 22, 2022 at the Webster Memorial Library at 4:30 p.m. (Motion: Hanson; Second: Vliek; Motion: Carried).

It was moved to adjourn at 5:50 p.m. (Motion: Hanson; Second: Campagna; Motion: Carried).

Respectfully Submitted,

Chairman

Secretary

Recorded by Molly Wunderlich