

**Van Buren District Library Board  
Board Meeting  
March 22, 2022  
Webster Memorial Library**

**Minutes**

Chairperson Bruce Cutting called the regular board meeting to order at 4:32 p.m. at Webster Memorial Library.

Present: Bruce Cutting, Sandra Hanson, Wayne Rendell, Marianne Abbott, Denise Campagna, and David Vliek. Dan Hutchins, Director; Molly Wunderlich, Associate Director; Kayla Jellies, Antwerp Sunshine Branch Librarian; Patrick Sage, Kruggel Lawton CPAs

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

**Public Comment:** None

It was moved to approve the agenda as mailed with the addition of Kayla Jellies, Antwerp Sunshine Branch Librarian at the beginning of the agenda followed by the 2021 audit report from Patrick Sage of Kruggel Lawton CPAs. (Motion: Campagna; Second: Hanson; Motion: Carried).

Dan Hutchins welcomed Kayla Jellies, Antwerp Sunshine Branch Librarian. Mr. Hutchins summarized the background of interactions with the Friends of the Antwerp Sunshine Branch Library. Ms. Jellies shared some details about the recent Friends' meeting, and their plans moving forward. The Friends book sale efforts are currently at a stand-still until the Library can formalize a written agreement with the Friends.

Patrick Sage, senior manager Kruggel Lawton CPAs presented the audit report for the year ended December 31, 2021. The audit report includes an unmodified or clean opinion. Mr. Sage pointed out that the library is in a strong financial position.

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

It was moved to approve the March 2022 "due to" vouchers 22-03-01 through 22-03-05 in the amount of \$19,742.54 and General fund vouchers numbers 22-03-03 through 22-03-59 in the amount of \$144,743.31 (Motion: Vliek; Second: Campagna; Motion: Carried).

### **Financial Report:**

Molly Wunderlich reviewed the financial report as of February 28, 2022. The Library received \$4,203.21 from the State of Michigan for personal property tax (PPT) reimbursement. The Library is still waiting for final property tax disbursements from some municipalities.

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

Elissa Zimmer, Districtwide Programming Coordinator, recently attended the Michigan Library Association's Spring Institute. Spring Institute is a conference aimed at library youth services. Elissa was part of the planning committee for this conference. Ms. Zimmer and Liz Breed of the Jackson District Library presented a session called "Managing Up." Emily Leestma, Webster Children's Librarian, recently completed a webinar series about diversity in library collections.

The Library now has 75 wireless hot spots in circulation among all of our locations. Approximately half of them are currently checked out.

The Library received a message through its general correspondence email with an offer from the Van Buren Regional Genealogical Society to donate a partial run of microfilm of the South Haven Tribune.

### **Unfinished Business:**

Dan Hutchins gave an update regarding the water damage at the Bloomingdale Municipal building. Mr. Hutchins met with officials from the Village of Bloomingdale and Bloomingdale Township on March 1<sup>st</sup>. The Village and Township hired VanDam & Kruizinga to investigate the damage and the potential of mold in the building. Initial reports determined that the drywall is damp, but the carpet was dry. The outside wall may need repair work. VanDam & Kruizinga will return to test for mold inside the drywall area.

### **New Business:**

Mr. Hutchins presented proposed changes to the employee dress code. This dress code elaborates acceptable attire and unacceptable attire. After discussion, it was moved to provisionally approve the dress code, with the suggested change of moving jeggings and other tightly fitting types of female pants to the list of acceptable attire, under certain circumstances. (Motion: Rendell; Second: Hanson; Motion: Carried).

It was moved to hire Cassie Johnson, Gobles Branch Page, level 10A, 14 hours per week; Auggie Henderson Lawrence Branch Page, level 10A, 10 hours per week; to change Jenny Shafer, Lawrence Branch clerk from 29 hours per week to 20 hours per

week; to accept the resignation of Nina Consolatti, Gobles Branch Clerk, level 13C;  
(Motion: Abbott; Second: Rendell; Motion: Carried).

It was moved to accept the 2021 audit report as presented in person by Patrick Sage with Kruggel Lawton CPAs. (Motion: Campagna; Second: Hanson; Motion: Carried).

**Public Comment:** None

The next meeting is scheduled for Tuesday April 26, 2022 at Webster Memorial Library at 4:30 p.m.

It was moved to adjourn at 5:43 p.m. (Motion: Hanson; Second: Abbott; Motion: Carried).

Respectfully Submitted,

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Chairman

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Secretary

Recorded by Molly Wunderlich