

**Van Buren District Library Board
Board Meeting
April 26, 2022
Webster Memorial Library**

Minutes

Chairperson Bruce Cutting called the regular board meeting to order at 4:31 p.m. at Webster Memorial Library.

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

Absent: no one

Public Comment: None

It was moved to approve the agenda as mailed, Mr. Hutchins requested that the annual evaluation of the Library Director be in closed session. (Motion: Vliek; Second: Hanson; Motion: Carried).

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

It was moved to approve the April 2022 "due to" vouchers 22-04-01 through 22-04-05 in the amount of \$44,878.73 and General fund vouchers numbers 22-04-03 through 22-04-76 in the amount of \$179,069.23 (Motion: Rendell; Second: Hulin; Motion: Carried).

Financial Report:

Molly Wunderlich reported that the Library was approved for e-rate funds for Internet service in the amount of \$60,480.00. The Library's share of Internet service will be \$6,720.00 per year starting July 1, 2022. The Library also received a grant from LSTA to provide supplies for programming to make solar ovens. Ms. Wunderlich presented the financial report as of March 31, 2022. Total expenditures for the year are 25.4% of the budget.

Investment Committee Report:

It was moved to approve the following investments:

General Fund – Kellogg Community Credit Union - \$200,000.00 – Renewed a Certificate of Deposit for 12 months at .75% interest, due on March 28, 2023. Interest to be paid monthly.

General Fund – Kalamazoo State Bank - \$200,000.00 – Renewed a Certificate of Deposit for 18 months at .30% interest, due on October 1, 2023. Interest to be paid monthly.

Director’s Report:

Dan Hutchins reports that the Library continues to deploy more wifi hot spots. As more are used, the library is working through the process of determining which areas of the county do not have good cellular coverage or if any devices might be “flaky.” Overall patrons seem pleased with the service.

Mr. Hutchins reviewed the locations for board meetings for the remainder of the year. Circulation statistics are up dramatically across the district. The high usage seems to be from a combination of factors including the fact that we have a new ILS system that may be more accurate. Other libraries in our cooperative are reporting higher usage as well.

The Kalamazoo Public Library will extend its service to Texas Township for another year. Because of COVID closures, they were not able to offer mobile service during the pandemic.

Mr. Hutchins updated the board regarding issues with a board member from Friends of the Antwerp Sunshine Branch Library. The Library Board expressed its support and appreciation for Antwerp Sunshine Branch Library Manager, Kayla Jellies. There was further discussion and clarification that the library will not interact with the Friends group for the time being.

Unfinished Business:

The Bloomingdale Branch Library space remains closed to the public until repairs are complete. Branch library staff are operating limited service from the municipal building’s community room. Patrons can request books to be sent to the Bloomingdale Branch for pick up, can use internet, faxing, scanning and copying services. Mr. Hutchins reports that municipal officials are currently projecting that the library will be able to return to the branch in June.

Mr. Hutchins presented the final version of the dress code.

New Business:

It was moved to accept the resignation of Linzi Baruah, Antwerp Sunshine Branch Clerk, level 13A, 29 hours per week; (Motion: Campagna; Second: Rendell; Motion: Carried).

It was moved to enter closed session to discuss the director's evaluation at 5:14 p.m. (Motion: Markel; Second: Hanson; Motion: Carried).

It was moved to resume normal session at 5:37 p.m. (Motion: Hanson; Second: Vliek; Motion: Carried).

It was moved to approve Dan Hutchins's evaluation as presented. (Motion: Markel; Second: Hulin; Motion: Carried).

Public Comment: None

Dan Hutchins informed the board that the Library is budgeting for a new delivery van for 2023.

The next meeting is scheduled for Tuesday May 24, 2022 at the Covert Branch Library at 4:30 p.m.

It was moved to adjourn at 5:45 p.m. (Motion: Hanson; Second: Campagna; Motion: Carried).

Respectfully Submitted,

Chairman

Secretary

Recorded by Molly Wunderlich