

**Van Buren District Library Board  
Board Meeting  
June 28, 2022  
Bangor Branch Library**

**Minutes**

Secretary Sandra Hanson called the regular board meeting to order at 4:36 p.m. at Bangor Branch Library.

Present: Sandra Hanson, Marianne Abbott, Denise Campagna, David Vliek, and Bruce Cutting,. Dan Hutchins, Director; Molly Wunderlich, Associate Director; Yvette Salomon-Hamilton, Bangor Branch Manager

Absent: Catherine Hulin (excused) Wayne Rendell (excused)

**Public Comment:** None

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

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

Chairperson Cutting arrived at 4:40 p.m.

It was moved to approve the June 2022 "due to" vouchers 22-06-01 through 22-06-04 in the amount of \$20,994.93 and General fund vouchers numbers 22-06-02 through 22-06-76 in the amount of \$240,282.76 (Motion: Markel; Second: Vliek; Motion: Carried).

**Financial Report:**

Molly Wunderlich reviewed the financial statements as of the end of May. Mr. Hutchins is waiting until after July 1<sup>st</sup> to renew a certificate of deposit in hopes of a better interest rate. The latest penal fine check is lower than expected. The Library did receive the delinquent tax payment from the county. Ms. Wunderlich presented the endowment fund activity through the end of May.

**Director's Report:**

Dan Hutchins explained that the camera installation project has been completed at all of the branches. The library may need to add an individual camera at select locations to obtain better coverage of some spots.

The Lawrence Friends signed a business agreement with the Library. The Van Buren Conservation District is pursuing a grant that would allow for battery recycling at five of our seven locations.

During a recent storm, there was some electrical damage at the Webster location. The elevator is not working because the motor is no longer working, and needs to be rebuilt. One of the air conditioning units is also out of commission. Other air conditioning units are compensating while the Library awaits repairs. The responsibility for repairs falls to the Webster Trust or its insurance.

Work on the 2023 budget has commenced. Inflation is a factor for several of the line items, and the Library will take higher utility and other costs into consideration. The 2021 annual report will be released soon.

Mr. Hutchins introduced Bangor Branch Librarian, Yvette Salomon-Hamilton. Ms. Salomon-Hamilton welcomed the board to Bangor. She explained that the summer reading program is going well, and recently the library had 89 visitors in a three hour period to do summer reading crafts. The library collaborates with a local youth camp, and many visitors come from the camp. The library staff will visit the camp for story times in July.

#### **Unfinished Business:**

Mr. Hutchins reported on updates to the repairs at the Bloomingdale municipal facility. Repairs are taking longer than expected, and may continue to be slow as crews are not available next week due to the July 4<sup>th</sup> holiday. The Library has been operating from the shared community room since April, and patrons are municipal staff are appreciative of the service that the library is able to provide.

#### **New Business:**

none

#### **Employee Changes:**

It was moved to hire Rosemary Coenson, Gobles branch clerk at level 13C for 14 hours per week; to hire Ann Burch, Lawrence branch clerk at level 13A for 14 hours per week; to change Laura Puckett from branch clerk at 29 hours per week to the new position of Districtwide PR Coordinator and Technology Instruction librarian at 40 hours per week; to change Elissa Zimmer to include Webster Branch Manager; to change Molly Wunderlich to include Antwerp Sunshine Branch Manager; to accept the resignation of

Cassie Johnson, Gobles Branch page; and the separation of Holly Eakes, Gobles branch clerk. (Motion: Markel; Second: Hanson; Motion: Carried).

**Public Comment:** None

The next meeting is scheduled for Tuesday July 26, 2022 at the Webster Memorial Branch Library, at 4:30 p.m. preceded by a financial council meeting at 3:30 p.m.

It was moved to adjourn at 5:22 p.m. (Motion: Hanson; Second: Campagna; Motion: Carried).

Respectfully Submitted,

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Chairman

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Secretary

Recorded by Molly Wunderlich