

# Van Buren District Library Board

## Board Meeting August 23, 2022 Webster Memorial Library

### Minutes

Chairperson Bruce Cutting called the board meeting to order at **4:30** p.m. at Webster Memorial Library.

Present: Sandra Hanson, Bruce Cutting, Denise Campagna, Wayne Rendell, Betty Markel, and Catherine Hulin. Dan Hutchins, Director; Tracy Smola, Administrative Assistant.

Absent: David Vliek and Marianne Abbott (excused)

**Public Comment:** None

It was moved to approve the agenda, with the addition of the Exit Interview Committee report: (Motion: Campagna; Second: Markel; Motion: Carried).

It was moved to enter close session to discuss the exit interviews: (Motion: Markel; Second: Campagna; Motion: Carried). Roll call voting yes: Cutting, Hanson, Campagna, Markel, and Hulin. Voting no: Rendell.

It was moved to resume normal session at 6:02 p.m.: (Motion: Markel; Second: Hanson; Motion: Carried).

It was moved to approve the minutes of the July 26, 2022 meeting as mailed. (Motion: Markel; Second: Campagna; Motion: Carried).

It was moved to approve for payment the August 2022 “due to” vouchers 22-08-01 through 22-08-03 in the amount of \$2,825.27 and General fund vouchers numbers 22-08-04 through 22-08-66 in the amount of \$171,230.31: (Motion: Rendell; Second: Hulin; Motion: Carried).

### **Reports :**

Dan Hutchins reviewed the financial statements for July 2022. We have received the grant funding for the hotspots. Automation & Software is over because of the hotspot renewal and switching VBDL’s email service to a new platform. Capital Outlay is reflecting the payment for the new furniture at Antwerp. The “Miscellaneous” general ledger account number 995 contains charges that were misapplied due to the peculiarities of Amazon’s billing practices. Tracy has discovered a better way of reconciling Amazon’s invoices and these charges will be reapplied shortly.

**Investment Report:**

It was moved to approve the following investment:

General Fund – Purchase at Honor Credit Union Certificate of Deposit of - \$250,000 for 13 months at 1.5% interest, due on September 8, 2023. Interest to be paid quarterly. (Motion: Campagna; Second Hanson; Motion: Carried)

**Director's report:**

Staff Training Day will be held on October 10 this year. VBDL will be holding an off-site staff mixer at the Modern Well in Lawton on Friday, August 26. Dan brought everyone up to date on what has been happening at the Bloomingdale Branch. Additional testing will be conducted on Thursday, August 25.

**Unfinished Business:**

2023 staff wage increase options at different percentage points were discussed. Dan was instructed to perform further calculations incorporating a potential 2023 minimum wage increase to \$12.00 per hour. It was decided to table the wage increase decision until the next board meeting. It was further decided to conduct a tax levy hearing and vote at the next board meeting, and to delay the budget hearing until a later date.

**New Business:**

The proposed Classroom Card Policy & Agreement, and accompanying letter was presented. Trustee Campagna suggested the letter should be shortened for better readability by educators. Dan will implement the change.

**Employee Changes:**

It was moved to change Jessica Handlang, from Bangor Branch Clerk to Assistant Branch Manager at 20 hours per week at \$14.47, Hannah Jaco, from Page to Clerk 15 hours per week at \$11.71 per hour; to accept the resignations of Debbie Gargus Assistant Branch Manager, level 15C, 20 hours per week, Jessica Schultz, Bloomingdale Clerk, level 13F, 22 hours per week. (Motion: Markel; Second: Hanson; Motion: Carried).

The next Library board meeting will take place on September 27, 2022 at 4:30 p.m. at the Antwerp Sunshine Library, preceded by a hearing to set the 2022/2023 tax levy.

It was moved to adjourn at 7:47 p.m. (Motion: Hanson; Second: Campagna; Motion: Carried).

Respectfully Submitted,

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Chairman

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Secretary

Recorded by Tracy Smola