

Van Buren District Library Board

Board Meeting July 26, 2022 Webster Memorial Library

Minutes

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

Present: Marianne Abbott, Sandra Hanson, Bruce Cutting, Denise Campagna, Wayne Rendell, Catherine Hulin, and David Vliek. Dan Hutchins, Director; Tracy Smola, Administrative Assistant.

Absent: Betty Markel (excused)

Public Comment: None

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

It was moved to approve the minutes of the June 28, 2022 meeting as mailed. (Motion: Hanson; Second: Hulin; Motion: Carried).

It was moved to approve for payment the July 2022 "due to" vouchers 22-07-01 through 22-07-04 in the amount of \$15,464.14 and General fund vouchers numbers 22-07-03 through 22-07-76 in the amount of \$186,154.12. (Motion: Rendell; Second: Vliek; Motion: Carried).

Reports :

Dan Hutchins reviewed the financial statements for June 2022. Penal Fine revenue is coming in as a shortfall. The tax funds have come in above the anticipated projection.

Director's report:

Dan Hutchins reported that we need to remove Maureen Wunderlich as a signature of all financial institutions. Brenda Decker has been appointed as the new Branch Manager of the Antwerp location. We have been looking at a company called WhoFi to collect Wi-Fi statistics. They will be able to give us a break down of inside and outside usage. An update was given on the damage to the elevator and air conditioning unit at Webster.

Unfinished Business:

Supervisor Jim Lisowski and Village President Tom Barczak were in attendance this evening to give the board an update on the repairs to the Bloomingdale Library.

New Business:

It was moved that Maureen Wunderlich be removed as a signer on all bank accounts at all financial institutions associated with Van Buren District Library including but not limited to:

Advia Credit Union, Arbor Community Credit Union, Fifth Third Bank, First State Bank, Honor Credit Union, Huntington Bank, Kalamazoo County State Bank, Kellogg Community Credit Union, Lake Michigan Credit Union, and Mercantile Bank. (Motion: Vliek; Second: Hanson; Motion: Carried).

Discussion was had on doing an exit interview per the Employee Handbook. It was moved by the Board Chairman to authorize Sandy Hanson and Denise Campagna to conduct exit interviews with Kayla Jellies and Maureen Wunderlich. (Motion: Cutting; Second: Abbott; Motion: Carried).

Investment Report:

It was moved to approve the following investment:

General Fund – Purchase at Lake Michigan Credit Union Certificate of Deposit of - \$250,000 for 18 months at 1.29% interest, due on January 15, 2024. Interest to be paid quarterly. (Motion: Abbott; Second Vliek; Motion: Carried)

Employee Changes:

It was moved to hire Kuminko Farrell, Antwerp Branch Clerk at 15 hours per week, Kylee Fox, Antwerp Branch Clerk at 25 hours per week, Tonya Helmholdt, Antwerp Branch Clerk, at 25 hours per week, Rachel Blodgett, Gobles Branch Clerk at 18 hours per week, Staci Hassing, Gobles Branch Page at 14 hours per week, and change Brenda Decker from Assistant Branch Manager to Branch Manager, Michelle Kessen from Branch Clerk to Assistant Branch Manager; to accept the resignations of Maureen Wunderlich, Associate Director, level XX, 40 hours per week, Riley Jin, Antwerp Marketing Assistant/Clerk, level 14C, 25 hours per week.

The Finance Committee brought to the board the change in pay for Elissa Zimmer from level 24 D to Level XX starting July 30. (Motion: Vliek; Second Hanson; Voting “yes” – Abbott, Rendell, Cutting, Hulin, Hanson, Campagna, Vliek; Voting “no” – no one; - Motion: Carried)

The next Library board meeting will take place on August 23, 2022 at 4:30 p.m. at the Webster Memorial Library **with the Budget Hearing before.**

It was moved to adjourn at 6:24 p.m. (Motion: Hanson; Second: Cutting; Motion: Carried).

Respectfully Submitted,

Chairman
Recorded by Tracy Smola

Secretary