

Van Buren District Library Board
2023 District Library Budget Hearing & Board Meeting
September 27, 2022
Antwerp Sunshine Library

Minutes

Chairperson Bruce Cutting called the budget hearing to order at 4:30 p.m. at the Antwerp Sunshine Library. There was no public comment.

It was moved to approve the 2023 Budget Resolution and certify the 2022 tax levy, as presented. (Motion: Rendell; Second: Hanson; Voting “yes” – Abbott, Vliek, Rendell, Markel, Campagna, Cutting, and Hanson; Voting “no” – no one; Absent: Hulin; Motion: Carried).

At 4:35 p.m. it was moved to close the hearing and continue to the regular Board meeting (Motion: Rendell; Second Hanson; Motion: Carried).

Chairperson Bruce Cutting called the regular Board meeting to order at **4:36** p.m. at the Antwerp Sunshine Library.

Present: Sandra Hanson, Bruce Cutting, Denise Campagna, Wayne Rendell, David Vliek, Betty Markel, and Marianne Abbott. Dan Hutchins, Director; Tracy Smola, Administrative Assistant; Franc Pach, Business Manager.

Absent: Catherine Hulin (excused)

Public Comment: None

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

It was moved to approve the minutes of the August 23, 2022 meeting as mailed. (Motion: Markel; Second: Rendell; Motion: Carried).

It was moved to approve for payment the September 2022 “due to” vouchers 22-09-01 through 22-09-04 in the amount of \$14,046.18 and General Fund vouchers numbers 22-09-03 through 22-09-59 in the amount of \$135,134.79: (Motion: Abbott ; Second: Campagna; Motion: Carried).

Financial Report:

Dan Hutchins reviewed the revenues as of the end of August 2022.

Both State Aid payments have been received. Copying and fax receipts are up over estimates. **675.2 Memorial, Gifts, & Grants is up dramatically** compared to budget because of the Emergency Communication Funds grants VBDL received for the cellular Internet hotspots. The public enjoys this new program and it is being heavily used.

On the expenditure side, **714.0 Severance** is high due to the departure of the former assistant director. **934.0 Vehicle Maintenance** is slightly above budget due

to new tires for the delivery van. **936.0 Automation and Software** is over budget because of VBDL's migration to Gmail service.

Director's Report:

Elisa and Laura are attending this year's Michigan Library Association Conference in Port Huron. Elissa and a colleague from another library will also be conducting a presentation. The Friends of VBDL have added several new members, in addition to conducting a recent book sale, which raised \$1,464 for the group. Last spring, VBDL's staff participated in a walking challenge. If any team beat Dan in the number of miles walked, Dan agreed to dye his hair the color of the winning team's choosing. Dan lost, and as a result dyed his hair green. The Bloomingdale branch is open again. Branch Manager Cheryl Bull reports the community is happy the branch has reopened.

Unfinished Business:

Staff wages for 2023 were discussed. The 2023 budget incorporates a proposed \$12 minimum wage, in addition to a 6% cost of living increase for all staff. Dan also prepared scenarios that included the \$12 minimum wage plus 4% and 5% cost of living increases. The current staff step chart was also discussed. For the 2023 budget, the Board asked Dan to move funds from **981 Vehicle Replacement** to **970 Capital Outlay** so they may vote on this change at a future meeting. Dan mentioned the Library's current health insurance provider would be ending VBDL's coverage at the end of the current term. Blue Cross Blue Shield is likely going to be contracted as VBDL's replacement provider. Dan believes the move will be cost-neutral, or close to it.

New Business:

Dan introduced recently promoted and hired staff members to the Board: Brenda Decker, the Antwerp Sunshine Branch Manager, Laura Puckett, VBDL's PR & Technology Instruction Librarian, and Franciszek "Franc" Pach, VBDL's Finance, Benefits, & Business Manager. In recognition of her contribution to VBDL, the Board agreed to Dan's request to promote Administrative Assistant Tracy Smola to the position of Administrative Coordinator, along with increasing her salary. Motion: Campagna; Second; Markel. Voting "yes" – Cutting, Rendell, Abbott, Vliek, Markel, Campagna, and Hanson: Voting "no" – no one; Absent: Hulin; Motion: Carried).

The concept of several Board Trustees informally consulting with Dan regarding HR issues was discussed. Some ideas put forward were to convene an occasional conference call, or to possibly meet regularly in Dan's office. Dan asked the Trustees to think it over until the next meeting, and to email or call him if interested.

The proposed **Classroom Card Policy & Agreement** was read for a second time. Dan asked for the policy to be approved. Motion: Markel; Second: Rendell. Motion: Carried.

Dan asked for permission to close the Library District for Staff Training Day on Monday, October 10. Motion: Markel; Second: Rendell Motion: Carried.

Employee Changes:

It was moved to hire Ariana French-Fernandez, Antwerp Branch Clerk at 15 hours per week at \$11.26 per hour, Patrice Jackson, Covert Branch Clerk at 20 hours per week at 11.26 per hour, Victoria Brindley, Gobles Branch Clerk, at 15 hours per week at \$12.19 per hour, Margaret Weber, Bangor Branch Page at 12 hours per week at \$10.27 per hour, Holly Watkins, Bloomingdale Branch Clerk at 18 hours per week at \$11.71 per hour, and Franciszek “Franc” Pach, Finance, Benefits & Business Coordinator at 40 hours per week at \$25.21 per hour; to accept the resignations of Farah Abdul-Hagg 20 hours per week at \$13.17 per hour, and Rosemary Coenson 14 hours per week at \$12.19 per hour. (Motion: Hanson; Second: Markel; Motion: Carried).

The next Library board meeting will take place on October 25, 2022 at 4:30 p.m. **at the Lawrence Branch Library.**

It was moved to adjourn at 6:15 p.m. (Motion: Hanson; Second: Cutting; Motion: Carried).

Respectfully Submitted,

Chairman
Recorded by Tracy Smola & Franciszek Pach.

Secretary