

Van Buren District Library

Board Meeting

Tuesday, November 22, 2022

Webster Memorial Library

4:30 P.M.

Minutes

Vice-Chairperson Wayne Rendell called the regular Board meeting to order at 4:32 P.M at Webster Memorial Library.

Present: Sandy Hanson, Catherine Hulin, Denise Campagna, Wayne Rendell, David Vliek, and Marianne Abbott. Dan Hutchins, Director; Franc Pach, Business Manager.

Absent: Bruce Cutting (excused), Betty Markel (excused)

Public Comment

None.

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

It was moved to approve the minutes of the October 25, 2022 meeting as mailed: (Motion: Hanson; Second: Abbott; Motion: Carried).

It was moved to approve the payment of the October supplemental vouchers 22-10-58 through 22-10-79 in the amount of \$24,790.68: (Motion: Abbott; Second: Hulin; Motion: Carried).

It was moved to approve the payment of the November "due to" vouchers 22-11-01 through 22-11-04 in the amount of \$8,416.32 and the General Fund vouchers 22-11-02 though 22-11-52 in the amount of \$158,073.43: (Motion: Campagna; Second: Vliek; Motion: Carried).

Reports:

Financial Update:

Most GL accounts have been discussed at previous meetings. Penal fine collections, while still 15.5% off from last year with the receipt of the November payment, are slowly showing signs of improvement.

Director's Report:

Dan received a \$500 scholarship from the Michigan Library Association to attend the 2022/23 two-part "Think Space" conference of Michigan library directors. The first part will be held in Grand Rapids on December 8 & 9, 2022 and the second part will be held in Boyne City on May 11 & 12. This year's topic is intellectual freedom and First Amendment issues.

VBDL recently contracted with IT vendor WhoFi, which has a unique platform

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allowing the Library to track its facility wifi usage, both indoors and out, from one console rather than needing to check each access point individually. WhoFi also offers a more robust event calendar for the Library's website. Installation is underway.

VBDL recently received a grant for five additional laptops, which are being made available for in-house use by library patrons. This is in addition to a grant for six laptops VBDL received in late 2020.

Staff Training Day this year was a success. In all eight categories, the participants anonymously rated each at four or above, with one being "poor" and five being "outstanding."

Former VBDL director Ryan Wieber has accepted the position of Director of the Lincoln, Nebraska City Library. Lincoln has eight branches and serves 300,000 residents. Previously, Ryan was Director of the Kalamazoo Public Library, which has five branches and serves 124,000 people.

The annual Staff Christmas Party will be held at Webster Memorial on December 16, from 10:00 AM to 12:00 PM. Dan is purchasing a buffet breakfast for all who attend, and all Trustees of the Board are invited. If you would like to attend, please let Dan know no later than December 1 so he may order enough food.

Unfinished Business:

Personnel Committee:

After discussion, it was agreed VBDL's Personnel Policy is in need of an update. Dan will work with the Personnel Committee in 2023 to begin revisions.

Amended Library Director Employment Agreement:

At the October Board meeting in Lawrence, the Board voted to approve an in-lieu of payment equal to \$3,000 to Dan for his wife leaving VBDL's health plan. The Board also voted that his wife be allowed to rejoin VBDL's health coverage at a future time, should she no longer find herself employed. Dan was asked to update his employment agreement to reflect these changes and to bring the updated agreement to this meeting.

It was moved to approve Dan's updated employment agreement as presented: (Motion: Rendell; Second: Campagna; Voting "yes" – Rendell, Abbott, Hulin, Vliek, Campagna, Hanson; Voting "no" – no one; Absent: Cutting; Markel; Motion: Carried).

New Business:

PA 152 Employee Health Insurance Override Resolution & Corresponding Personnel Policies Updates:

It was decided to postpone any Personnel Policy updates until the Personnel Committee may meet to discuss revising the policy in 2023.

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It was moved to adopt the PA 152 Override Resolution: (Motion: Hanson; Second: Vliek; Voting “yes” – Rendell, Abbott, Hulin, Vliek, Campagna, Hanson; Voting “no” – no one; Absent: Cutting; Markel; Motion: Carried).

Potential Staff Holiday Bonus:

It was moved to pay each VBDL staff member a \$100 bonus for the holidays, with the Library paying employee FICA taxes: (Motion: Vliek; Second: Abbott; Voting “yes” – Rendell, Abbott, Hulin, Vliek, Campagna, Hanson; Voting “no” – no one; Absent: Cutting; Markel; Motion: Carried).

Approval of December 16 Partial Day Closing for Annual Staff Holiday Celebration:

This was approved at the December 21, 2021 meeting.

Employee Changes:

It was moved to hire Jennifer Marin, Bangor Branch Page, Level 10E, at \$11.44 per hour, 12 hours per week, effective November 9, 2022; the resignation of Lauren Harris, Bloomingdale Branch Page, Level 10C, \$10.77 per hour, 14 hours per week, effective November 30, 2022; and the separation of Bradley Pachuta, Bangor Branch Page, Level 10B, \$10.40 per hour, 12 hours per week, effective October 31, 2022: (Motion: Abbot; Second: Hulin; Motion carried).

Public Comment:

None.

Next Meeting Date: Tuesday, December 20, 2022 at Webster Memorial Library at 4:30PM.

It was moved to adjourn at 6:09 PM. (Motion: Hanson; Second: Rendell; Motion: Carried).

Respectfully Submitted,

Chairman

Secretary

Recorded by Franciszek Pach & Dan Hutchins