

Van Buren District Library

Board Meeting

Tuesday, December 20, 2022

Webster Memorial Library

4:30 P.M.

Minutes

Chairperson Bruce Cutting called the regular Board meeting to order at 4:35 P.M. at the Webster Memorial Library.

Present: Sandy Hanson, Bruce Cutting, Denise Campagna, Betty Markel, and Wayne Rendell. Dan Hutchins, Director; Franc Pach, Business Manager.

Absent: David Vliek (excused), Catherine Hulin (excused), and Marianne Abbott (excused).

Public Comment

None.

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

It was moved to approve the minutes of the November 22, 2022 meeting as mailed: (Motion: Campagna; Second: Markel; Motion: Carried).

It was moved to approve the December 2022 “due to” vouchers 22-12-01 through 22-12-03 in the amount of \$8,555.88 and the General Fund vouchers 22-12-02 through 22-12-85 in the amount of \$153,261.36 (Motion: Rendell; Second: Hanson; Motion: Carried).

Financial Update

Most GL accounts were discussed during previous meetings. The Library received a good amount of delinquent taxes in December, which will increase the Library’s property tax revenue GL 403 for the end of 2022.

Director’s Report

The Michigan minimum wage was discussed. It is currently set to increase to \$10.10 per hour in January 2023. However, a larger increase to the minimum wage is still being litigated and it could increase to \$12.00 per hour, or even go as high as \$13.03 per hour.

Dan also mentioned the Library will be conducting management training for all of its supervisors in 2023. He may ask the Board to close the Library for these trainings at a future time.

Unfinished Business

Amended Library Director Employment Agreement

The agreement was approved by the Board at the previous meeting. Dan was asked to bring a clean copy to this meeting for the Board Chair’s signature.

New Business

2022 Budget Amendments

It was moved to approve the 2022 Budget Amendments as presented: (Motion: Campagna; Second: Rendell; Voting “yes” – Cutting, Rendell, Markel,

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Campagna, Hanson; Voting “no” – no one; Absent: Vliek, Hulin, Abbott: Motion: Carried).

Addition Of VBDL Business Manager Franciszek “Franc” Pach As A Signer on All Library Financial Accounts

It was moved to approve the addition of VBDL Business Manager Franciszek “Franc” Pach as a signer on all Van Buren District Library financial accounts 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: Markel; Second: Hanson Motion: Carried).

Approval of 2023 Board Meeting Dates And 2023 Holiday And Staff Training Closings

Trustee Markel suggested closing the day before Thanksgiving 2023 at 5:00 PM rather than 6:00 PM. After discussion, it was decided to approve the 2023 Library Board Meeting Dates and Holiday and Staff Training Closings as presented, changing the closing time on Wednesday, November 22 to 5:00 PM rather than 6:00 PM: (Motion: Cutting; Second: Rendell; Motion: Carried).

Employee Changes

It was moved to hire Melanie Webb, Gobles Branch Clerk, Level 13C, at \$12.19 per hour, 19 hours per week, effective November 28, 2022; Christina Leftwich, Bloomingdale Branch Page, Level 10A, at \$10.27 per hour, 14 hours per week, effective December 1, 2022; Amanda White, Antwerp Branch Clerk, Level 14A, at \$12.15 per hour, 25 hours per week, effective December 5, 2022; and the resignation of Victoria Brindley, Gobles Branch Clerk, Level 13C, \$12.19 per hour, 15 hours per week, effective November 3, 2022. (Motion: Hanson; Second: Campagna; Motion: Carried).

Public Comment

None.

Next Meeting Date, Tuesday, January 24, 2022 at Webster Memorial Library at 4:30PM.

It was moved to adjourn at 5:02 PM (Motion: Hanson; Second: Rendell; Motion: Carried).

Chairman

Secretary

Recorded by Franciszek Pach & Dan Hutchins