

# Van Buren District Library

Board Meeting

Tuesday, January 24, 2023

Webster Memorial Library

4:30 P.M.

## Minutes

Chairperson Bruce Cutting called the regular Board meeting to order at 4:36 P.M. at the Webster Memorial Library.

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

Absent: Catherine Hulin (excused).

### **Public Comment**

None.

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

It was moved to approve the minutes of the December 20, 2022 meeting as mailed: (Motion: Hanson; Second: Markel; Motion: Carried).

It was moved to approve the December Supplemental vouchers in the amount of \$7,411.54 for the "Due to" accounts, and \$72,006.19 for the General Fund accounts, and the January Vouchers in the amount of \$47,663.98 for the "Due to" accounts, and \$158,443.89 for the General Fund accounts: (Motion: Rendell; Second: Vlieg; Motion: Carried).

### **Financial Update**

The 2022 budget was brought in line with amendments that were approved at the previous board meeting on December 20, 2022. Penal fines have continued their annual downward trend. Dan mentioned he would touch base with the local courts to ask about this.

### **Director's Report**

E-rate applications are in progress. Dan is hoping these funds will cover some of our basic maintenance and monitoring of our internal network connections, in addition to much of the cost of our firewall. Dan also discussed the tight labor market. There were no employee changes since the last meeting.

### **Unfinished Business:**

#### **2023 Health Insurance Deductible Payments**

It was moved the Library will pay 50% of staff health insurance deductibles, with a hard cap of \$2,000 per couple, and \$1,000 per individual for the 2022/2023 coverage year: (Motion: Campagna; Second: Rendell; Voting "yes" – Cutting, Rendell, Markel, Abbott, Vlieg, Campagna, and Hanson; Voting "no" – no one; Absent: Hulin; Motion: Carried).

### **New Business:**

#### **2023 Board Officers Election (Chair, Vice-chair, Secretary/Treasurer)**

Campagna nominated Markel for Board Chair, with Rendell to remain as

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Vice-chair, and Hanson to remain as Secretary/Treasurer: (Motion: Campagna; Second: Vliek; Motion: Carried. Abstaining: Markel).

## **Budget discussion**

The Branch Managers were recently asked to report the number of hours they regularly schedule their staff to VBDL Business Manager Franc Pach. Franc then compared the schedules to actual payroll data entered by Library staff. For 2023, the Salaries and Wages budget is going to be tight. Franc agreed to run additional calculations to see if VBDL will come in under budget, and how much flexibility within the budget the Library might have. Franc will report his findings at a subsequent meeting.

The impending renewal of the Library's 10-year supplemental .2 operating millage was discussed.

## **2022 Statistics**

The pandemic has changed the Library's offerings and the way people use the Library. In comparison to 2019, 2022 indoor computer use was down roughly 46%, but VBDL WIFI use has grown, resulting in a 150% increase. VBDL also circulated 1,776 cellular Internet hot spot devices in 2022. Although children's program participation numbers were down 51% in 2022 as compared to 2019, adult program participation was up 137%. Overall, the 2022 statistics are in line with our 2019 pre-pandemic numbers.

## **Public Comment**

None.

Next Meeting Date, Tuesday, February 28, 2023 at Webster Memorial Library, 4:30PM.

It was moved to adjourn at 5:56 PM: (Motion: Hanson; Second: Campagna Motion: Carried).

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Board Chair

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Board Secretary

Recorded by Franciszek Pach & Dan Hutchins