

Van Buren District Library

Board Meeting

Tuesday, March 28, 2023

Webster Memorial Library

4:30 P.M.

Minutes

Vice Chairperson Rendell called the regular Board meeting to order at 4:30 P.M. at Webster Memorial Library.

Present: Sandy Hanson, Bruce Cutting, Denise Campagna, David Vliek, Catherine Hulin, Marianne Abbott and Wayne Rendell. Dan Hutchins, Director; Franc Pach, Business Manager, Elissa Zimmer, Districtwide Program Coordinator.

Absent: Betty Markel (excused).

Public Comment

None.

It was moved to approve the agenda with the addition of Annual Evaluation of the Library Director under New Business, and moving the Annual Audit Report to the beginning of the meeting. (Motion: Hanson; Second: Campana; Motion: Carried).

Annual Audit Report: Alex Schaefer, Kruggel Lawton CPA

Alex Schaefer, Kruggel Lawton CPAs presented the audit report for the year ending December 31, 2022. Unmodified opinion for the year was given. Alex discussed the audit and went through the financials. Alex stated VBDL is in a good position financially. It was moved to approve the audit as presented (Motion: Cutting; Second: Campana. Voting “yes”: Rendell, Cutting, Abbott, Hulin, Vliek, Campagna, Hanson; Voting “no” – no one; Absent: Markel; Motion: Carried).

It was moved to approve the minutes of the February 28, 2023 meeting with the addition of the February voucher payments: (Motion: Hulin; Second: Abbott; Motion: Carried).

It was moved to approve the payment of the March “due to” vouchers 23-03-01 through 23-03-05 in the amount of \$67,600.68 and the General Fund vouchers 23-03-03 though 23-03-64 in the amount of \$168,828.18: (Motion: Campagna; Second: Hanson; Motion: Carried).

Financial Update

Penial fine revenues seem to be improving significantly in 2023. Revenue for February was normal for the month. 2022 tax revenue is now mostly received for the year. The Capital Outlay GL account has been mostly exhausted for the year by scheduled computer replacements. Annual Baker & Taylor book leases have been paid, which used about 40% of the book budget.

Director’s Report

Sue Youngblood from Bloomingdale branch has accepted the position of VBDL’s new Technical Services. Sue has been with VBDL since 2008 and holds a Master’s degree in Library and Information Science. Sue was recently granted a Level 1 permanent professional certificate by the Library of Michigan, which

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means she is eligible to serve as the director of a large library system in the State of Michigan, such as VBDL. District Program Coordinator Elissa Zimmer will now be joining us for many Library Board meetings going forward. VBDL has partnered with the Van Buren County Conservation District to offer battery recycling at five of its seven locations. This new service has proven to be extremely popular with the public. The Friends of the Van Buren District Library conducted its annual membership meeting on Saturday, March 4. The meeting was the most well attended in the past five or more years, with about 15 people present.

Unfinished Business:

Management Training Update

Dan and Elissa had researched various management instruction providers and decided to ask the Library's trusted labor counsel, Luis Avila of Varnum Law, to conduct the initial training. Luis will teach VBDL management staff "hard skills", with another organization to provide management "soft skills" training at some point in the future. Dan has asked the Library Board to attend this training as well. The Board decided to move the upcoming April 25, 2023 Board meeting from the Lawrence branch to Webster Memorial Library so this training might occur before the next Board meeting.

Legal Advice Update

The Bangor tax captures will be discussed at a future meeting.

Senior VBDL staff conducted research into how other public libraries navigate photo permissions for social media. Their findings were discussed.

Personnel Committee Update

Various HR issues and the staff grievance policy, as established in VBDL's Board-approved Personnel Policy, were discussed.

New Business:

Proposed Treasury Bill Purchases

Trustee Cutting addressed the Board regarding investing in Treasury bills. VBDL has traditionally purchased CDs, but in the current economic environment Treasury bills, or T-bills, are a much more attractive option. VBDL's Investment Policy allows for the purchase of T-bills and the Library plans to begin investing in these government back securities.

Annual Evaluation of the Library Director

The process for Dan's annual evaluation was discussed. The feeling among many on the Board is using a numeric score for this purpose isn't appropriate. Some of the Trustees feel a feedback-based approach would be better suited for Dan's evaluation. The Board asked Dan to obtain example director evaluation templates from other libraries for consideration.

Employee Changes

It was moved to promote Susan Youngblood from Bloomingdale Branch Clerk,

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level 15F, 23 hours per week at \$17.01 per hour, to Technical Services Coordinator, level 20B, 30 hours per week at \$19.14 per hour, effective March 13, 2023; to accept the resignation of Hilari Sabo as Technical Service Coordinator, level 20F, 30 hours per week at \$21.96 per hour, effective March 2, 2023; and the resignation of Jeanine White, Bangor Branch Assistant Manager, level 15F, 22 hours per week at \$17.01 per hour, effective March 31, 2023.
(Motion: Hanson Second: Abbott; Motion: Carried).

Public Comment

None .

Next Meeting Date: Tuesday, April 25, 2023 at 4:30PM Webster Memorial Library, 200 North Phelps Street, Decatur, MI 49045

It was moved to adjourn at 6:32 PM. (Motion: Hanson; Second: Vliek;
Motion: Carried).

Respectfully Submitted,

Chairperson

Secretary

Recorded by Franciszek Pach & Dan Hutchins