

Van Buren District Library

Board Meeting

Tuesday, February 28, 2023

Webster Memorial Library

4:30 p.m.

Minutes

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

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

Absent: David Vliek (excused).

Public Comment

None

It was moved to approve the agenda with the addition of Policy Committee, Collection Development Policy, and Pension & Deferred Compensation Policy to New Business: (Motion: Rendell; Second: Hanson; Motion: Carried).

It was moved to approve the minutes of the January 24, 2023 meeting as mailed: (Motion: Hanson; Second: Campagna; Motion: Carried).

It was moved to approve the February 2023 "due to" 23-02-01 through 22-02-05 in the amount of \$46,727.39, and General Fund voucher number 23-02-03 through 23-02-59 in the amount of \$218,246.12 (Motion: Campagna; Second: Hanson; Motion: Carried).

Financial Update

Nothing out of the ordinary as it is still early in the year. Tax revenue is moving along well. Longevity payments were paid out per policy, and the annual audit has been completed. There were questions regarding both the Webster Memorial and Branch utility bills, as they seemed high. These were payments for both December 2022 and January 2023.

Director's Report

VBDL's Technical Service's Coordinator, Hilari Sabo, is leaving us for a better opportunity. Her last day is March 2. Hilari has been with VBDL since 2008; she will be missed. Dan, Elissa, and Laura will be conducting interviews for her replacement beginning March 1st. VBDL's auditing firm, Kruggle Lawton, will be attending the next Board meeting to report the findings of the Library's 2022 audit.

Bangor tax captures were discussed, and these will be reviewed at a future meeting. Costs for a potential poll were also discussed. Dan and Franc spoke with the Van Buren County Equalization Officer, and 2023 taxable values will be increasing by 5%, the maximum amount allowed under law. The Van Buren District Library Friends will conduct a membership drive meeting this Saturday, March 4 at 9:30 AM, at Webster Memorial Library. All members of the Board are invited to attend.

Unfinished Business:

2023 Health Insurance Update

The transition to VBDL's new health insurance plan, Blue Care Network HMO has been

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somewhat bumpy. VBDL may consider making a change to a slightly better plan that does not require primary care physician referrals. Business Manager Franc Pach ran the numbers, and including raising the deductible reimbursement from 50% to 75%; the potential new plan would only cost \$4,000 a year more.

Legal Advice on Various Topics

Security camera footage has been requested twice since the last Board meeting. Dan sought legal advice, and while a policy isn't strictly necessary, the library's attorney advised that in every case the Library Director is the only person who may make the determination to share footage to ensure the release is compliant with the Library Privacy Act. Dan is investigating various options for training VBDL's managers, including having the Library's labor attorney deliver the instruction. Dan also discussed the attorney's advice regarding posting photos of library patrons to social media.

New Business

Policy Committee

The Board decided to form a Policy Committee to work with the Director. The Board Chair appointed trustees Campagna, Hanson, and Rendell to serve on the committee.

Proposed Amendment to VBDL's Computer/Internet Access, Use, & Safety Policy INF-02.

It was moved to strike the requirement that adults must produce photo identification in order for them to receive a guest pass to use Library Internet computers. (Motion: Rendell; Second: Abbott; Motion: Carried).

Collection Development Policy INF-01

It was moved to add a clause to the Collection Development Policy stating the library does not add self-published works to its collections. (Motion: Campagna, second: Hanson; Motion: Carried).

Pension & Deferred Compensation Policy

After discussion, it was decided the newly formed Policy Committee will work with Dan on rewriting the Pension & Deferred Compensation Policy.

Employee Changes

It was moved to promote Bangor branch page Margaret Weber from Branch Page, Level 10 \$12.00 per hour, 12 hours per week to Branch Clerk, Level 13B, \$12.98 per hour, 12 hours per week. (Motion: Rendell; Second: Abbott; Motion: Carried).

Public Comment

None.

Next Meeting Date, Tuesday, March 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

Board Secretary

Recorded by Franciszek Pach & Dan Hutchins