

Van Buren District Library

Board Meeting

Tuesday, April 25, 2023

Webster Memorial Library

4:30 p.m.

Chairperson Markel called the regular Board meeting to order at 4:33 P.M. at Webster Memorial Library.

Present: Betty Markel, Sandy Hanson, Bruce Cutting, Denise Campagna, David Vliek, and Wayne Rendell. Dan Hutchins, Executive Director; Franc Pach, Business Manager; Elissa Zimmer, District Program Coordinator/Webster Branch Manager.

Absent: Marianne Abbott, Catherine Hulin (excused).

Public Comment

None.

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

It was moved to approve the minutes of the March 28, 2023 meeting: (Motion: Campagna; Second: Cutting; Motion: Carried).

It was moved to approve the payment of the April "due to" vouchers 22-04-01 through 22-04-04 in the amount of \$6,115.57, and General Fund vouchers 23-04-03 through 23-04-72 in the amount of \$150,175.40 (Motion: Cutting; Second: Vliek; Motion: Carried).

Financial Update

Penal fines are greatly improving. Most of the property tax revenue has been collected for the year, with delinquent taxes expected in early June. The copier at the Antwerp Sunshine Library is starting to fail. Dan is investigating how many of the Library's aging copier fleet may need replacement, including bulk purchasing options. The last time most of the machines were replaced was in 2015.

Investment Report

General Fund: U.S Department of Treasury via Huntington Bank.

Purchased a Treasury bill April 12, 2023 for four months at 4.95% yield to maturity, with a .05% broker fee, for a net yield to maturity of 4.9%. \$246,073.22 invested, to mature at \$250,000.00 on August 8, 2023.

Further T-bill purchases were discussed. Since the April Board packet was prepared, VBDL purchased an additional four-month T-bill, which will mature at \$250,000. Each T-bill so far is currently earning about \$1,000 in interest per month. Business Manager Pach had suggested cashing in the Library's remaining CDs to re-invest the funds into higher yielding treasury bills. (Motion: Hanson; Second: Campagna; Motion: Carried).

Director's Report

Dan reviewed the law surrounding political and religious use of the Library's meeting rooms. The Library may not restrict political or religious expression within its meeting rooms and must allow equal access to all points of view. However, the Library may enact reasonable policies involving the time, place,

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and manner in which the rooms are used, such as available hours, noise regulations, and prohibiting solicitation.

Unfinished Business:

Update: Director Evaluation Surveys

Dan investigated director evaluations used by other public libraries, and discovered all libraries he conferred with used a process very similar to VBDL's. Dan will send samples from similarly sized libraries to the Board. Trustee Cutting mentioned that it's often difficult for the Board to determine the Director's performance, as the Board is not involved in the Library's day-to-day operations. Dan also mentioned he's looking into future care options for Webster Memorial Library.

Management Training Discussion

Luis Avila of Varnum Law conducted management training for the Library's management staff and Board earlier in the day. The Board was extremely happy with the training, and impressed with Luis in particular. The consensus was the training was well worth the time and expense. The managers all asked thoughtful questions, and Luis did a great job presenting.

New Business:

Employee Changes

Motion to no longer conduct Board votes regarding employee changes, and rather to include the list of all such changes, for informational purposes only, in the Director's Report: (Motion: Campagna; Second: Hanson; Motion: Carried).

Public Comment

None.

Next Meeting Date: Tuesday, May 25, 2023 at 4:30PM at the Bloomingdale Municipal Building, 109 East Kalamazoo St., Bloomingdale, MI 49026

It was moved to adorn at 5:35 PM: (Motion: Hanson; Second: Campagna; Motion: Carried).

Respectfully Submitted,

Chairperson

Secretary