

Van Buren District Library

Meeting

Tuesday, May 23, 2023

Bloomington Municipal Building

4:30 p.m.

Chairperson Markel called the regular Board meeting to order at 4:30 PM at the Bloomington Municipal Building.

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

Absent: Wayne Rendell, Catherine Hulin (excused).

Public Comment

None.

It was moved to hear from our guest, Janeen Horton of Bloomington Communications before proceeding with the remainder of the agenda: (Motion: Vliek; Second: Hanson; Motion: Carried).

Guest: Janeen Horton of Bloomington Communications

Van Buren District Library will be partnering with Bloomington Communications on digital inclusion activities. Digital inclusion includes: technological literacy, equality of access to the Internet and online resources, and equality of access to equipment that allows the community to access the Internet and its utilities. Participation in digital literacy activities is one of the criteria Bloomington Communications must meet to receive state and federal grants to assist its efforts in wiring Van Buren County for broadband Internet. By partnering together, the Library is helping get Van Buren County wired for Internet, and Bloomington Communications is helping the Library to sponsor more digital education and access.

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

It was moved to approve the minutes of the of the April 25, 2023 Meeting: (Motion: Hanson; Second: Vliek; Motion: Carried).

It was moved to approve the payment of the May "due to" vouchers 23-05-01 through 23-05-04 in the amount of \$11,514.13, and General Fund vouchers 23-05-02 through 23-04-66 in the amount of \$162,704.55: (Motion: Hanson; Second: Cutting; Motion: Carried).

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Financial Update

The revenues and expenditures were not out of the ordinary for the month. Dan noted property tax revenues will increase 4.71% next year. Dan and Franc have started work on the 2024 budget.

Investment Report:

At Trustee Cutting's suggestion, most available Library funds have been moved from CDs to Treasury bills as T-bills are paying much better rates. Currently, the Library has \$1,750,000 invested in Treasury bills. Each \$250,000 invested in T-bills yields about \$1,000 per month.

Director's Report & Employee Changes:

Long-time VBDL Trustee of the Board Marianne Abbott is moving from the Village of Bloomington to North Carolina. This is Marianne's final Board meeting. Marianne has served on the Board for 19 years. Marianne stated she has enjoyed her entire time on the Library Board. Long-time VBDL staff member Laura Puckett recently received her Master's degree in Information and Library Science and was promoted from Associate Librarian to full Librarian. All on staff are extremely proud of Laura. Dan will be taking some personal days in the first half of June. VBDL is partnering with fellow Van Buren County libraries and the 36th District Court to provide assistance to County residents in using the Michigan Legal Help website. All VBDL staff will be trained in the use of the site via a grant obtained by the Court. Elissa discussed upcoming book walks to be funded by Bronson Health Care Group. The Van Buren Intermediate School District may be funding a future book walk. Lawrence is going to be the location of the first book walk. Dan used these examples, along with the Bloomington Communications partnership, to demonstrate the value of community relationships.

Unfinished Business:

Update: Director Evaluation Surveys

After consideration, the Board choose to use the Capital Area District Library director evaluation form as the template by which to evaluate Dan, with some modifications. The Board will use the score system for their notes only, with the scores not to be shared. The individual trustees will use the scores to help them generate feedback, with the feedback to be shared with Dan. Further, Dan will share the staff evaluation form with his direct reports for the purpose of generating feedback for his own professional development.

It was moved to adopt the Capital Area District Library director evaluation system with the agreed upon modifications: (Motion: Cutting; Second: Vliek; Motion: Carried).

Management Training:

Dan was asked if he received feedback from the Library District's managers regarding the recent management training. Dan responded the training was universally lauded. Staff especially appreciated the opportunity to ask questions of the Library's labor counsel, Luis Avila of Varnum Law.

New Business:

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Guest: Pam Dickerson, resident, Village of Bloomington

Dan introduced Pam Dickerson, who was recommended by County Commissioner Dick Godfrey to fill the position Marianne Abbott will be vacating. Pam has lived in the Bloomington area for over 30 years. Pam and her family own a local residential construction business. Pam stated her grandmother served on the Webster Memorial Library Board for 40 years.

Addition of Board Chair Betty Markel as an authorized signer on all VBDL financial accounts including but not limited to:

Advia Credit Union, Arbor Community Credit Union, Chemical Bank, Fifth Third Bank, First State Bank, Honor Credit Union, Huntington Bank, Kalamazoo County State Bank, Kellogg Community Credit Union, Lake Michigan Credit Union, Mercantile Bank, PNC Bank, and Sturgis Bank: (Motion: Vlieg; Second: Hanson Motion: Carried).

2024 Millage Renewal

VBDL's .2 supplemental millage, passed in November 2015, will expire soon. The last collection will occur in November 2024. Asking for a renewal in a special election to occur in May of 2024 was discussed. The possibility of asking the voters for additional funding was also discussed. Dan and Franc are currently working on calculations. Motion to keep evaluating a 2024 millage ballot question: (Motion: Cutting; Second: Campana; Motion: Carried).

Proposed Purchase of New Branch Copiers

Motion to purchase new copiers for the Antwerp, Bangor, Gobles, and Lawrence branches at a cost of \$4,200.13 each, for a total of \$16,800.52: (Motion: Hanson; Second: Campana; Motion: Carried).

First Reading: Mobile Hotspot Lending Policy CIRC-04

Dan stated the addition of this policy to the Library's service policies would further demonstrate compliance with the Federal Child Internet Protection Act, or CIPA. Trustee Cutting commented that the policy was very straightforward.

Public Comment

None.

Next Meeting Date: Tuesday, June 25, 2023 at 4:30 PM at the Antwerp Sunshine Library, 24823 Front Avenue, Mattawan, MI 49071.

It was moved to adjourn at 5:47 PM: (Motion: Hanson; Second: Cutting; Motion: Carried).

Respectfully Submitted,

Van Buren District Library
Meeting
Tuesday, May 23, 2023
Bloomingdale Municipal Building
4:30 p.m.

Chairperson

Secretary

Recorded by Franciszek Pach & Dan Hutchins