

# Van Buren District Library

Meeting

Tuesday, October 24, 2023

Bangor Branch Library

4:30 P.M.

## Meeting Minutes

Chairperson Markel called the regular Board meeting to order at 4:30 P.M. at the Bangor Branch Library.

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

**Absent:** Catherine Hulin (excused).

### **Public Comment:**

Renee Robbins, President of the Village of Bloomingdale, addressed the Library Board.

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

It was moved to approve the minutes of the September 26, 2023 Meeting: (Motion: Campagna; Second: Vlieg; Motion: Carried).

It was moved to approve the payment of the October "due to" vouchers 23-10-01 through 23-10-04 in the amount of \$5,403.41 and general fund vouchers 23-10-03 through 23-10-83 in the amount of \$157,450.76: (Motion: Campagna; Second: Hanson; Motion: Carried).

### **Reports:**

#### **A. Financial Update**

Financially, the Library is doing well. Revenue is nearly 6% above budgeted figures. Treasury bills and penal fines continue to do well. On the expense side of the things, we expect to spend less than projected. Currently, we are 3% lower than budgeted for expenses. The final payment for Worker's Compensation Insurance has been made for the year. That particular line item is over the projected amount due to the staff wage increase that occurred at the first of the year. The Capital Outlay line item is over budget, but the Board had approved the overage at previous meetings.

#### **B. Investment Report**

Business Manager Franc Pach mentioned the Treasury bills that matured were rolled over as the Library currently has enough cash on hand to cover operating costs. Mr. Pach also mentioned the Endowment Fund certificate of deposit funds have been transferred to Treasury bills as the interest rate is much more attractive. This will allow for more memorial purchases from accrued interest generated by the fund.

#### **C. Director's Report & Employee Changes**

Dan was asked to run for an open seat on the Michigan Library

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Association Board, and received very positive feedback regarding his candidacy at the recent Michigan Library Association conference. If Dan is elected to the open seat, he will attend quarterly MLA Board meetings, many virtual, and these duties will not detract from his day-to-day responsibilities as VBDL executive director. Bloomindale Communications offered to help purchase laptops for digital inclusion classes offered by the Library. John Egelhaaf, executive director of the Southwest Michigan Planning Commission, also contacted Dan and asked him to serve on a Broadband Equity Committee. The purpose of the committee is to attempt to obtain Federal and State funds to wire rural and economically disadvantaged areas of Berrien, Cass, and Van Buren Counties for broadband Internet. Dan also reported there will be a memorial service for the late Mary Webster on Sunday, October 29 at 3:00 P.M. at Lawrence United Methodist Church.

## Unfinished Business:

### A. Millage Renewal

A 2024 .4 Library millage increase ballot question was discussed. The Board will continue to discuss this at its next meeting.

### B. Closed Session: Written Legal Advice from Library Attorneys Anne Seuryneck and Scott Hogan of Foster Swift

It was moved to go into closed session to discuss written legal advice from Library attorneys Anne Seuryneck and Scott Hogan of Foster swift at 5:06 P.M.: (Motion: Campagna; Second: Hanson; Motion: Carried).

It was moved to return to open session at 5:43 P.M.: (Motion: Vliek; Second: Hanson; Motion: Carried).

## New Business:

### A. Policy Amendment: Mobile Internet Hotspot Lending Policy

It was moved to amend the Mobile Internet Hotspot Lending Policy as proposed: (Motion: Rendell; Second: Cutting; Motion: Carried).

### B. Digital Inclusion Laptop Purchase:

It was moved to purchase seven additional laptops, an additional tablet device, and accessories, with the Library's contribution not to exceed \$3,000: (Motion: Hanson; Second: Rendell; Motion: Carried).

## Public Comment:

None.

Next meeting date, Tuesday, November 28, 2023 at 4:30 P.M. at **Webster Memorial Library in Decatur.**

It was moved to adjourn at 5:50 P.M.: (Motion: Hanson; Second: Cutting; Motion: Carried).

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Respectfully Submitted,

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Chairperson

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Secretary

Recorded by Franciszek Pach & Dan Hutchins

October 26, 2023