

# Van Buren District Library

Meeting

Tuesday, January 23, 2024

Webster Memorial Library

4:30 p.m.

## Meeting 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, and Wayne Rendell. Dan Hutchins, Executive Director; Franc Pach, Business Manager; Elissa Zimmer, District Program Coordinator/Webster Branch Manager.

**Absent:** Catherine Hulin (excused), Betty Markel (excused), Pam Dickerson (excused).

### **Public Comment:**

Representatives of the Village of Bloomingdale and Bloomingdale Township addressed the Board.

It was moved to approve the agenda as mailed, with the removal of 2024 Library Board Officer Elections: (Motion: Campagna; Second: Hanson; Motion: Carried).

It was moved to approve the minutes of the November 28, 2023 Meeting: (Motion: Cutting; Second: Vliek; Motion: Carried).

It was moved to approve the payment of the December 2023 “due to” vouchers 23-12-01 through 23-12-05 in the amount of \$9,505.09 and general fund vouchers 23-12-03 through 23-12-61 in the amount of \$169,091.33 and January 2024 “due to” vouchers 24-01-01 through 24-01-03 in the amount of \$5,781.75 and general fund vouchers 24-01-02 through 23-01-56 in the amount of \$167,742.16: (Motion: Hanson; Second: Campagna; Motion: Carried).

### **Reports:**

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

Overall the Library did very well fiscally in 2023. On the revenue side the library came in at 99.7% of the budgeted amount, after amendments, which increased the revenue budget as a whole. This is largely due to an increase in investment income, grants, and penal fine income. On the expense side, the library came in at 95% of the amended expense amount.

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

Business Manager Pach went over the investment report stating all library contingency funds, and much of the library’s cashflow, are now invested in Treasury bills, including the endowment fund. Treasury bills have highly competitive rates compared to certificates of deposit, and are far more flexible. Funds are being invested to maximize income

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and the library is investing as much as possible, laddering maturity dates.

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

Executive Director Dan Hutchins spoke of the retirement of long-time staff member, Lois Brigham, manager of the Covert Branch. Dan also spoke about the planned leadership transition at the Covert branch.

Dan updated the Board regarding a recent meeting he conducted between the Webster Trust, who own the Webster Memorial Library building, and Van Buren County Buildings & Grounds Department, to see if they might possibly take over facility maintenance duties at some point in the future.

Dan further mentioned he recently received the library's year end statistics for 2023. During Dan's tenure as VBDL's Executive Director, in spite of the COVID pandemic, event attendance has increased 120% from 18,351 people in 2017 to 40,431 in 2023. Total circulation increased 11%, from 287,518 in 2017 to 318,572 in 2023. In terms of circulation, this is bucking the trend as most libraries are seeing a slow, steady decrease in check-outs. Dan praised Library Services Associate Emily Leestma and District Program Coordinator/Webster Branch Manager Elissa Zimmer for their efforts to increase library use.

It was moved to provide mobile phone reimbursements in the amount of \$50/month to all VBDL branch managers: (Motion: Campagna; Second: Rendell; Voting "yes"- Rendell, Campagna, Cutting, Vliek, Hanson; voting "no"- no one; Absent: Hulin, Markel, Dickerson; Motion: Carried).

## **Unfinished Business:**

### **A. Bloomingdale Branch Financials**

Business Manager Pach went over the Bloomingdale invoices which were provided at previous meetings, and reported his findings after reviewing VBDL payments compared to the updated invoices. Franc's financial analysis of the statements provided by the Village of Bloomingdale is ongoing.

### **B. 2024 Board Meetings at the Branches**

Dan reviewed Board meeting dates to be conducted at the branches in 2024, and mentioned changing the location of the April 23 meeting, scheduled to take place at Antwerp Sunshine Library, to Webster Memorial Library to accommodate management training by the Library's labor attorney. The Board is invited to attend.

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## C. Webster Memorial Facility Update

Dan further discussed the maintenance options for the ongoing care of Webster Memorial Library, which include contracting with Van Buren County or hiring a library staff member to do the work. The possibility of a future update to the Webster work room was also discussed. Dan will pursue a quote from Library Design Associates.

## D. 2024 Millage Ballot Question

Dan updated the Board on the millage ballot question. He has been speaking with the library's Friends groups, and plans to attend future meetings of local units of government.

### New Business:

#### A. Possible addition of part-time positions to meet scheduling needs at the branches.

It was moved to approve the addition of two clerk positions:  
(Motion: Rendell; Second: Vliek; Motion: Carried).

### Public Comment

None.

Next meeting date, **Tuesday, February 27, 2024** at 4:30PM at **Webster Memorial Library in Decatur.**

It was moved to adjourn at 5:36 P.M.: (Motion: Hanson; Second: Cutting; Motion: Carried).

Respectfully Submitted,

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Chairperson

\_\_\_\_\_  
Secretary

Recorded by Franciszek Pach & Dan Hutchins

January 26, 2024