

# Van Buren District Library

Meeting

Tuesday, March 26, 2024

Webster Memorial Library

4:30 p.m.

Chairperson Markel called the regular Board meeting to order at 4:28 P.M. at the Webster Memorial Library.

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

## **Public Comment:**

None.

It was moved to approve the agenda with the following changes: closed session to consider a written legal opinion from the library's attorney, followed by unfinished business, followed by new business, followed by reports: (Motion: Campagna; Second: Hanson; Motion: Carried).

Motion to go into closed session at 4:31 PM: (Motion: Rendell; Second: Hulin; Motion: Carried).

Motion to resume meeting at 4:52 PM: (Motion: Campagna; Second: Rendell; Motion: Carried).

## **Unfinished Business:**

### **A. Bloomingdale Branch Update**

Motion for the library to continue paying the Village of Bloomingdale 60% shared utility costs and 44% shared cleaning costs provided the Village of Bloomingdale supplies the library with legible paper copies or scanned PDF files of the complete, original utility and cleaning vendor invoices to support each billing statement, to replace the damaged branch library shelving and display board at Van Buren District Library's expense, and to finish reconciling outstanding amounts with the Village of Bloomingdale: (Motion: Rendell; Second: Cutting; Voting "yes" – Hanson, Campagna, Vliek, Hulin, Dickerson, Cutting, Rendell, Markel; Voting "no" – no one; Absent: No one; Motion: Carried).

### **B. Webster Memorial Update**

Dan gave an update regarding his recent meeting with the Webster Trust regarding ongoing maintenance of Webster Memorial Library.

### **C. 2024 Millage Ballot Question**

The upcoming library millage ballot question was discussed. The library's informational flier has been mailed.

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## New Business:

### A. Annual Evaluation of the Executive Director

The Board was given a few different measurement options to choose from for the Executive Director's annual evaluation.

It was moved to approve the minutes of February 27, 2024 meeting:  
(Motion: Hanson; Second: Vliek; Motion: Carried).

It was moved to approve the payment of the March 2024 "due to" vouchers 24-03-01 through 24-03-04 in the amount of \$77,569.39, and general fund vouchers 24-03-03 through 24-03-70 in the amount of \$166,127.76: (Motion: Hulin; Second: Campagna; Motion: Carried).

## Reports:

### A. Financial Update

An update was given on the library's financial situation. The organization is in good standing year-to-date.

### B. Investment Report

Treasury bills continue to be rolled over as funding allows.

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

The Executive Director provided an update on current situations and happenings at VBDL.

## Public Comment:

None.

Next meeting date, ***Tuesday, April 23, 2024 at 4:30PM at Webster Memorial Library in Decatur, preceded by management training with VBDL labor attorney Luis Avila at 1:00PM.***

It was moved to adjourn at 5:41 P.M.: (Motion: Hanson; Second: Campagna; Motion: Carried).

Respectfully Submitted,

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Chairperson

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Secretary

Recorded by Franciszek Pach.

March 28, 2024