

Van Buren District Library

Meeting

Tuesday, May 21, 2024

Webster Memorial Library

4:30 p.m.

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

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

Absent: Wayne Rendell (excused), Catherine Hulin (excused).

Public Comment:

None.

It was moved to approve the agenda with the following change: 2023 Audit Summary: Alex Schaeffer of Kruggel Lawton after approval of the minutes: (Motion: Campagna; Second: Vliek; Motion: Carried).

It was moved to approve the minutes for the April 23, 2024 meeting: (Motion: Hanson; Second: Vliek; Motion: Carried).

New Business:

A. 2023 Audit Summary: Alex Schaeffer of Kruggel Lawton

Alex Schaeffer CPA gave an overview of the library's 2023 audit and stated the management team did an outstanding job. Unmodified opinion for the year 2023 was given.

It was moved to approve the payment of the May 2024 "due to" vouchers 24-05-01 through 24-05-05 in the amount of \$14,206.44, and general fund vouchers 24-05-03 through 24-05-68 in the amount of \$171,846.77: (Motion: Cutting; Second: Campagna; Motion: Carried).

Reports:

A. Financial Update

An update was given regarding 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

An update was given regarding current situations and events at VBDL.

Unfinished Business:

A. Bloomingdale Branch Update

Positive communication has been occurring between the Village of Bloomingdale and the Library District.

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B. Webster Memorial Update: Ongoing Maintenance

VBDL has hired a new Facilities Manager and a plan is in place for a smooth transition.

C. Annual Evaluation of the Executive Director Update

Trustees of the Board were asked to return completed evaluations of the director to the chairperson within two weeks.

D. 2024 Millage Ballot Question

Results for the recent millage ballot question were discussed. The Library District is moving swiftly to enact items discussed related to the millage ballot question including a materials delivery program for the homebound.

New Business, Continued:

A. Purchase of Additional 210 Mobile Internet Hotpots with Service

(Motion: Hanson; Second: Campagna; Voting “yes”- Hanson, Campagna, Vliek, Cutting, Dickerson, Markel; Voting “no”- no one; Absent: Hulin, Rendell; Motion: Carried).

B. Increase of District Program Budget

It was moved to increase the library’s program budget by \$5,000 dollars for the 2024 budget year, with additional increases possible, pending additional information: (Motion: Vliek; Second: Hanson; Voting “yes”- Hanson, Campagna, Vliek, Cutting, Dickerson, Markel; Voting “no”- no one; Absent: Hulin, Rendell; Motion: Carried).

C. Full-time Positions For VBDL Branch Managers

It was moved to promote Bangor Branch Manager Yvette Salomon-Hamilton, Covert Interim Branch Manager Melanie Lassin, Gobles Branch Manager Barb Insidioso, and Lawrence Branch Manager Anne Cox to full-time status to include all commensurate benefits: (Motion: Cutting; Second: Campagna; Voting “yes”- Hanson, Campagna, Vliek, Cutting, Dickerson, Markel; Voting “no”- no one; Absent: Hulin, Rendell; Motion: Carried).

D. It was moved to promote District Program Coordinator/Webster Branch Manager Elissa Zimmer to Assistant Director: (Motion: Vliek; Second: Cutting; Voting “yes”- Hanson, Campagna, Vliek, Cutting, Dickerson, Markel; Voting “no”- no one; Absent: Hulin, Rendell; Motion: Carried).

Public Comment:

None.

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Next meeting is scheduled for ***Tuesday, June 25, 2024 at 4:30 P.M. at the Lawrence Branch Library.***

It was moved to adjourn at 5:45 P.M.: (Motion: Hanson; Second: Cutting; Motion: Carried).

Respectfully Submitted,

Chairperson

Secretary

Recorded by Franciszek Pach.