

# Van Buren District Library

Meeting

Tuesday, July 23, 2024  
Webster Memorial Library  
4:30 P.M.

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

**Present:** Betty Markel, Bruce Cutting, Pam Dickerson, Sandy Hanson, and David Vliek. Dan Hutchins, Executive Director; Elissa Zimmer, Assistant Director.

**Absent:** Denise Campagna (excused), Wayne Rendell (excused).

**Public Comment:**

None.

It was moved to approve the agenda with the following change: Discussion of retirement agreement for Facilities Manager Philip Vandergeest: (Motion: Hanson; Second: Cutting; Motion: Carried).

It was moved to approve the minutes of June 25, 2024 meeting: (Motion: Vliek; Second: Cutting; Motion: Carried).

It was moved to approve the payment of the July 2024 “due to” vouchers 24-07-01 through 24-07-05 in the amount of \$13,412.86, and general fund vouchers 24-07-03 through 24-06-68 in the amount of \$247,155.29: (Motion: Hanson; Second: Vliek; Motion: Carried).

**Reports:**

**A. Financial Update**

An update was given on the library’s financial situation and the organization is in good standing year to date.

**B. Director’s Report**

An update was given on current situations and events at VBDL. After over 14 years of service to the library, VBDL Board trustee Catherine Hulin announced her resignation from the Board last month. All on the Board praised Catherine, expressed their gratitude for her years of service, and further stated how much she will personally be missed.

VBDL has explored several avenues to find a replacement Board member for Gobles.

The 2023 Annual Report is now live on the VBDL website and is currently being printed.

**Unfinished Business:**

**A. 2024 Proposed Amended Budget Including Wage Adjustments**

It was moved to approve the 2024 Proposed Amended Budget including wage adjustments to begin pay period beginning August 3<sup>rd</sup>, 2024 at the recommendation of the Finance

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

## **B. 2025 Proposed Annual Budget**

The Board gave direction to Executive Director Hutchins to proceed with the presented 2025 Proposed Annual Budget for the September Budget Hearing.

### **New Business:**

#### **A. 2023 MERS Actuarial Report**

Executive Director Hutchins presented relevant information from the 2023 MERS Actuarial Report and it is in good shape.

#### **B. 2025 Budget Hearing & August 27, 2024 Library Board Meeting**

The Board decided to move the 2025 Budget Hearing to September. The Board may skip the August Board meeting dependent on quorum and if there are pressing agenda items.

#### **C. Webster Facilities Manager Philip Vandergeest Retirement**

Webster Facilities Manager Philip Vandergeest has requested to retire before the end of calendar year 2024 but asked that his and his wife’s insurance coverage be paid by the library through the end of the year. The Board gave clearance to Executive Director Hutchins to investigate this package with a retirement date of October 1<sup>st</sup>, 2024.

### **Public Comment**

None.

Next meeting is tentatively scheduled for ***Tuesday, August 27th, 2024 at 4:30 P.M. at Webster Memorial Library***

It was moved to adjourn at 5:22 P.M.: (Motion: Hanson; Second: Cutting; Motion: Carried).

Respectfully Submitted,

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Chairperson

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Secretary

Recorded by Elissa Zimmer & Dan Hutchins.

July 25, 2024