

# Van Buren District Library

## Meeting

Tuesday, August 27, 2024

Webster Memorial Library

4:30 P.M.

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

**Present:** Wayne Rendell, Bruce Cutting, Sandy Hanson, David Vliek. Dan Hutchins, Executive Director; Elissa Zimmer, Assistant Director; Franc Pach, Business Manager.

**Absent:** : Betty Markel (excused), Pam Dickerson (excused), Denise Campagna (excused).

### Public Comment

None.

It was moved to approve the agenda with the following items added to New Business: Increase Limit for Assistant Director Zimmer's Credit Card, Distribution of Menstrual Products in Library Facilities, and Executive Director Compensation: (Motion: Hanson; Second: Vliek; Motion: Carried).

It was moved to approve of minutes of July 23, 2024 meeting: (Motion: Cutting; Second: Hanson; Motion: Carried).

It was moved to approve the payment of the August 2024 "due to" vouchers 24-08-01 through 24-08-05 in the amount of \$8,031.57 and general fund vouchers 24-08-03 through 24-08-77 in the amount of \$248,708.70: (Motion: Cutting; Second: Hanson; 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 continued to be rolled over as funding allows.

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

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

### Unfinished Business:

#### A. Transition Agreement for Webster Facility Manager

It was moved to give the Executive Director Hutchins permission to sign the transition agreement with Facilities Manager VanderGeest with no further changes to the agreement: (Motion: Rendell; Second: Vliek; Motion: Carried).

### New Business:

#### A. Annual Webster Memorial Library Maintenance Deductible

Further discussion to be had regarding future annual increases to the amount of the Webster Memorial Library maintenance deductible paid by the library to the Webster Memorial Trust.

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**B. Policy Amendment: Library Card Policy CIRC-01**

It was moved to approve the amended policy as presented: (Motion: Cutting; Second: Hanson; Motion: Carried).

**C. Addition of Assistant Director Elissa Zimmer As A Signer For All VBDL Financial Accounts**

It was moved to approve the addition of Assistant Director Elissa Zimmer as a signer on all the VBDL financial accounts including but not limited to: Advia Credit Union, Arbor Community Credit Union, Fifth Third Bank, First State Bank of Decatur, Honor Credit Union, Huntington Bank, Kalamazoo County State Bank, Kellogg Community Credit Union, Lake Michigan Credit Union, Mercantile Bank, PNC Bank, and Sturgis Bank: (Motion: Cutting; Second: Vliek; Motion: Carried).

**D. 2025 Proposed Library Closing Dates**

It was moved to approve the proposed dates as presented: (Motion: Rendell; Second: Cutting; Motion: Carried).

**E. Increase Credit Card Limit for Assistant Director Zimmer**

It was moved to approve increasing Assistant Director Elissa Zimmer's credit card limit to \$5,000: (Motion: Rendell; Second: Hanson; Motion: Carried).

**F. Distribution of Menstrual Products in Library Facilities**

The Board gave their consent for a trial distribution of these products with costs to be investigated.

**G. Executive Director Compensation**

The Board's Finance Committee asked Executive Director Hutchins for more information and agreed to meet for discussion prior to the September Library Board meeting for further discussion.

**Public Comment:**

None.

Next meeting is scheduled for, ***Tuesday, September 24, 2024 at 4:30PM at Covert Branch Library, 33680 M-140 Hwy, Covert, MI 49043. The meeting will begin with the library's Annual Budget Hearing.***

It was moved to adjourn at 6:15 P.M.: (Motion: Hanson; Second: Cutting; Motion: Carried).

Respectfully Submitted,

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Chairperson

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Secretary

Recorded by Franciszek Pach.