

Van Buren District Library

Board Meeting

Tuesday, November 26, 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, Wayne Rendell, David Vliek, Bruce Cutting, Sandy Hanson. Dan Hutchins, Executive Director; Elissa Zimmer, Assistant Director.

Absent: Denise Campagna (excused), Pam Dickerson (excused).

Public Comment:

None.

It was moved to approve the agenda with the addition of engaging Express Employment Professionals to search for a new Business Manager, and Removing Franciszek Pach from all financial institutions under "New Business": (Motion: Rendell; Second: Hanson; Motion: Carried).

It was moved to approve the minutes of the October 29, 2024 meeting: (Motion: Hanson; Second: Cutting; Motion: Carried).

It was moved to approve the payment of the November 2024 "due to" vouchers 24-11-01 through 24-11-02 in the amount of \$31,621.71, and general fund vouchers 24-11-01 through 24-11-62 in the amount of \$187,393.28: (Motion: Cutting; Second: Vliek; Motion: Carried).

Reports:

A. Financial Update

A financial update was given on the library and it stands in a good place.

B. Investment Report

Treasury bills continue to be rolled over as funding allows. One will be cashed out to cover expenses and no new T-bills will be started until January 2025.

C. Director's Report & Employee Changes

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

Unfinished Business:

None.

New Business:

A. First Reading: Media by Mail Policy (INF-04)

The Board discussed the new Media by Mail Policy, including the on-the-ground possibilities of bags being delivered to home addresses and bag waterproofing. The Board will vote to adopt

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the policy at the next scheduled Board meeting after the managers review the procedure for Media by Mail. The Board recognized that this policy and the subsequent procedure will need to be tested to see if and what changes might need to be made.

B. Engaging Express Employment Professionals to search for a new Business Manager

Motion to discuss employment opportunity with an internal candidate and failing that, the Board authorized Executive Director Hutchins to contract with Express Employment Professionals to find a new Business Manager: (Motion: Vliek; Second: Hanson; Motion: Carried).

C. Removal of Franciszek Pach as a signer from all library financial institutions

Motion to remove Franciszek Pach as a signer from all library 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: Vliek; Second: Campagna; Voting "yes"- Hanson, Vliek, Cutting, Campagna, Markel; Voting "no" – no one; Motion: Carried).

Public Comment

None.

Next meeting is scheduled for, ***Tuesday, December 17, 2024 at 4:30PM at Webster Memorial Library in Decatur.***

It was moved to adjourn at 5:27 P.M. (Motion: Hanson; Second: Cutting; Motion: Carried).

Respectfully Submitted,

Chairperson

Secretary

Recorded by Elissa Zimmer