

# Van Buren District Library

Board Meeting

Tuesday, December 17, 2024

Webster Memorial Library

4:30 P.M.

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

**Present:** Wayne Rendell, Denise Campagna, Pam Dickerson, David Vliek, Bruce Cutting, Sandy Hanson. Dan Hutchins, Executive Director; Elissa Zimmer, Assistant Director.

**Absent:** Betty Markel (excused).

## **Public Comment:**

None.

It was moved to approve the agenda as mailed with the amendment of moving Special Guests Village of Bloomingdale President Crawford and Bloomingdale Township Supervisor Ashbrook from “New Business” to the top of the agenda: (Motion: Campagna; Second: Hanson; Motion: Carried).

It was moved to approve the minutes of the November 26, 2024 meeting with the amendment of correcting the motion under “New Business C”: (Motion: Campagna; Second: Hanson; Motion: Carried).

It was moved to approve the payment of the December 2024 “due to” vouchers 24-12-01 through 24-12-02 in the amount of \$791.96, and general fund vouchers 24-12-02 through 24-12-47 in the amount of \$102,817.81: (Motion: Hanson; Second: Vliek; Motion: Carried).

## **Reports:**

### **A. Financial Update**

An update was given on the library’s finances they are in good standing.

### **B. Investment Report**

Treasury bills are all maturing by December 31. Library contingency funds and excess cashflow will be reinvested in early 2025.

### **C. Director’s Report & Employee Changes**

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

## **Unfinished Business:**

None.

## **New Business:**

### **A. Special Guests: Village of Bloomingdale President Justin Crawford and Bloomingdale Township Supervisory Matt Ashbrook**

Mr. Ashbrook introduced himself and read a statement of support for the library branch in Bloomingdale, and noted that

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he is personally invested in the library. Mr. Crawford spoke about how his family also uses the library and appreciates it. Executive Director Hutchins distributed a proposed, updated branch agreement that he, Mr. Ashbrook, and Mr. Crawford had together drafted. Executive Director Hutchins noted some of the changes in the agreement and that they reflected the branch's location in a room situated in a municipal building that also houses two local governments. The Library Board will review this agreement and revisit it at the January Board meeting. The Board warmly thanked Mr. Crawford and Mr. Ashbrook for taking time out their busy schedules to visit the Library Board, introduce themselves, and express such kind sentiments.

## **B. Opening of Sealed Bids for the 2017 Library Delivery Van Auction**

The Library received one bid which was below the established minimum. Motion to reject the only received bid: (Motion: Hanson; Second: Campagna; Motion: Carried).

Motion to grant Executive Director Hutchins the ability to sell the old delivery van via a method other than auction for no less than \$10,000: (Motion: Cutting; Second: Vliek; Motion: Carried.)

## **C. December Health Insurance Staff Deductible Adjustment & Final 2024 Budget Amendments**

Motion to authorize Executive Director Hutchins to issue budget-compliant HSA contributions to staff members covered by library health insurance who encountered an increased deductible amount when accessing healthcare in December 2024; Voting "yes"- Cutting, Vliek, Hanson; Voting "no" – Campagna; Motion: Carried).

Motion to accept the final 2024 Budget Amendments as presented: (Motion: Rendell; Second: Hanson; Voting "yes"- Cutting, Vliek, Hanson, Campagna; Voting "no" – no one; Motion: Carried).

### **Public Comment**

Mr. Ashbrook expressed appreciation for witnessing how the Library Board conducts their meetings.

Next meeting is scheduled for, ***Tuesday, January 28<sup>th</sup>, 2024 at 4:30PM at Webster Memorial Library in Decatur.***

It was moved to adjourn at 5:51 p.m.: (Motion: Hanson; Second: Campagna; Motion: Carried).

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Respectfully Submitted,

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Chairman

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Secretary

Recorded by Elissa Zimmer