

# Van Buren District Library

Board Meeting

Tuesday, April 22, 2025

Webster Memorial Library

4:30 P.M.

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

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

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

## **Public Comment:**

VBDL Staff members Christina Leftwich, Holly Watkins, and Patrice Jackson introduced themselves and thanked the Board and the Executive Director for their work.

It was moved to approve the agenda with the following changes: moving New Business to the top: (Motion: Campagna; Second: Hanson; Motion: Carried).

It was moved to approve the minutes of the March 25, 2025 meeting: (Motion: Hanson; Second: Vlieg; Motion: Carried).

It was moved to approve the payment of the April 2025 “due to” vouchers 25-04-01 through 25-04-05 in the amount of \$71,553.25, and general fund vouchers 25-04-03 through 25-04-72 in the amount of \$199,344.52: (Motion: Campagna; Second: Dickerson; Motion: Carried).

## **Reports:**

### **A. Financial Update**

An update was given on the library’s finances, which were unremarkable in March and in good standing for the first quarter of 2025. The sale of the delivery van is the only outlier for revenue. Board members appreciated the new Branch utilities spreadsheet provided in the packet and asked about some of the fluctuations in monthly utility costs, which Business Manager Dowling will look into.

### **B. Investment Report**

The library continues to invest in new treasury bills, laddering them appropriately.

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

An update was given regarding current situations and events at VBDL. It was moved to approve the mobile phone reimbursement of \$50 per month or \$600 per year for the PR & Technology Instruction Librarian Laura Dorgelo: (Motion: Campagna; Second: Hanson; Motion: Carried).

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## Unfinished Business:

### A. Staff Compensation & Benefits

Business Manager Dowling outlined the findings from the staff benefits survey and made recommendations for changes to the benefits offered to library staff in addition to the Personnel Policy. The Board asked questions and discussed the information Chantelle presented.

### B. Branch Maintenance Funds

An update was given and further discussion was had. The Board maintained that any decision regarding branch maintenance funds will remain tabled until several situations outside of the library's control are resolved, including the E-rate case pending before the U.S. Supreme Court, and a solution to compensate the Library of Michigan for the loss of federal grants from the Institute of Museum and Library Services.

### C. 5:00 PM Closing July 3, Covert & Webster Memorial Library

It was moved to close both Covert & Webster Memorial Library at 5:00 PM on July 3: (Motion: Rendell; Second: Campagna; Motion: Carried).

## New Business:

### A. Presentation of the 2024 Library Audit by Alex Schaeffer of Kruggel Lawton.

Mr. Schaeffer offered an unmodified opinion of the audit and fielded questions from the Board.

## Public Comment

None.

Next meeting is scheduled for, ***Tuesday, May 20, 2025 at 4:30PM at Antwerp Sunshine Branch located at 24823 Fron Avenue, Mattawan, MI 49071. Please note that due to the Memorial Day holiday this meeting is a week earlier than usual, falling on the third Tuesday of the month rather than the fourth.***

It was moved to adjourn at 6:03 P.M.: (Motion: Hanson; Second: Cutting; Motion: Carried).

Respectfully Submitted,

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Chairman

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Secretary

Recorded by Elissa Zimmer