

# Van Buren District Library

Board Meeting  
Tuesday, May 20, 2025  
Webster Memorial Library  
4:30 P.M.

Chairperson Rendell called the regular Board meeting to order at 4:31 P.M. at Webster Memorial Library.

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

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

## **Public Comment:**

None.

It was moved to approve the agenda as mailed: (Motion: Hanson; Second: Vliek; Motion: Carried).

It was moved to approve the minutes of the April 22, 2025 meeting: (Motion: Vliek; Second: Cutting; Motion: Carried).

It was moved to approve the payment of the May 2025 “due to” vouchers 25-05-01 through 25-05-03 in the amount of \$8,079.30, and general fund vouchers 25-05-02 through 25-05-82 in the amount of \$215,556.24: (Motion: Cutting; Second: Vliek; Motion: Carried).

## **Reports:**

### **A. Financial Update**

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

### **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.

## **Unfinished Business:**

### **A. Staff Compensation & Benefits**

Business Manager Dowling clarified IRS rules regarding 401(a) employee contribution adjustments. New full time staff members will be presented with the option to make minimum required contributions to library 457 plans rather than library sponsored 401(a) plans.

It was moved that, in consideration of the completion of their requisite qualification periods, Facilities Manager Kyle Christensen and Business Manager Chantelle Dowling will both be increased to their full compensation rate of \$27.50 hourly: (Motion: Cutting, Second:

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Dickerson, Voting "yes"- Cutting, Dickerson, Rendell, Vliek, Hanson;  
Voting "no" – no one; Excused – Markel, Campagna; Motion: Carried).

## New Business:

### A. 2026 Budget

Executive Director Hutchins and Business Manager Dowling are preparing multiple iterations of the 2026 budget.

The Board decided to conduct two Finance Committee meetings this year, one before the June and another before the July Library Board meetings.

### B. Addition of Business Manager Chantelle Dowling as a Signer for All VBDL Financial Accounts

It was moved to add Business Manager Chantelle Dowling as a signer for all 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: Hanson; Motion: Carried).

## Public Comment

None.

Next meeting is scheduled for, ***Tuesday, June 24, 2025 at 4:30 P.M. at the Bloomindale Municipal Complex located at 109 East Kalamazoo, Bloomington, MI, 49026. This will be preceded by a Finance Committee meeting at 3:30 P.M.***

It was moved to adjourn at 5:54 P.M.: (Motion: Hanson; Second: Cutting; Motion: Carried).

Respectfully Submitted,

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Chairman

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Secretary

Recorded by Elissa Zimmer