# Van Buren District Library

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

**Minutes**

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

**Present:** Wayne Rendell; David Vliek; Denise Campagna; Sandy Hanson; Bruce Cutting; Dan Hutchins, Executive Director; Chantelle Dowling, Business Manager; Sarah Skinner, Administrative Headquarters Manager.

**Absent:** Pam Dickerson (excused); Betty Markel (excused).

**Public Comment:**
None.

It was moved to accept the agenda with the following changes: Move New Business to the beginning of the agenda; Add additional New Business- Additional Compensation For Selected Staff: (Motion: Campagna; Second: Cutting; Motion: Carried).

It was moved to approve the minutes of the October 21, 2025 meeting: (Motion: Campagna; Second: Cutting; Motion: Carried).

It was moved to accept the Payment of the November 2025 "Due To" vouchers 25-11-01 through 25-11-04 in the amount of $7,668.02 and general fund vouchers 25-11-02 through 25-11-68 in the amount of $282,235.17: (Motion: Vliek; Second: Hanson; Motion: Carried).

**Reports**:

**A. Financial Update**
An update was given on the library's finances; the library is financially secure.

**B. Investment Report**
T-bill rates are still good. A T-Bill has been rolled over.

**C. Director's Report & Employee Changes**
An update was given regarding current situations, events, and staff changes at VBDL.

**Unfinished Business:**

**A. Millage Renewal 2025 Review**
The millage passed with high "yes" votes in all service communities. Voting rates for the overall service area were reviewed.

**B. Increased Staff Levels For The Branches**
Vacant clerk positions at the branches were filled. A second person was hired to fill gaps in Bloomingdale and possibly sub at other locations. A staff member from Webster will be available to sub after the first of the year.

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**New Business:**

**A. Branch Library Agreement Addendum**

The proposed addendum was reviewed by our attorney. This addendum is required in order for the Library District to legally contribute maintenance funds to the local units who provide branch library facilities. Dan's suggestion is a one-time catch-up payment in 2026 of no more than $15,000, followed by payments not to exceed $7,500 annually. The addendum requires the recipient governments to institute a record keeping procedure to ensure the funds are being spent or saved for permitted library purposes under the Library District's establishing law, Public Act 24 of 1989.

It was moved to adopt the Branch Library Addendum, allowing for the Library District to remit to local governments with which it has active Branch Library Agreements, and who also adopt the addendum, a one-time payment in 2026 of no more than $15,000, followed by payments not to exceed $7,500 annually, with the insertion of language to clarify how new subsection 3.X of the addendum will be added to current Branch Library Agreements which are in effect. Executive Director Hutchins is authorized to propose the Branch Library Addendum to the governing bodies of local governments with which it has existing Branch Library Agreements: (Motion: Campagna; Second: Rendell Motion: Carried, Voting "yes" – Rendell, Hanson, Cutting, Vliek, Campagna; Voting "no" – no one; Excused Dickerson, Markel; Motion: Carried).

**B. End of Year Budget Amendment**

It was moved to approve the budget amendments as presented: (Motion: Hanson; Second: Campagna; Motion: Carried, Voting "yes" – Rendell, Hanson, Cutting, Vliek, Campagna; Voting "no" – no one; Excused Dickerson, Markel; Motion: Carried).

**C. CIRC-01 Library Card Policy: Amendment for Non-resident Purchase Cards**

It was decided the sale of Non-resident Purchased Library Cards will cease immediately. Current Non-resident Purchased Library Card holders will be permitted to retain their purchased card memberships as long as they do not allow them to lapse, keeping their cards up-to-date, in good standing, and paid in full.

It was moved to adopt the proposed amendment to the Library Card Policy CIRC-01 ending the sale of Non-resident Purchased Library Cards effective immediately. Executive

Director Hutchins is instructed to reformat the policy for clarity: (Motion: Vliek; Second: Campagna; Motion: Carried, Voting "yes" – Rendell, Hanson, Cutting, Vliek, Campagna; Voting "no" – no one; Excused Dickerson, Markel; Motion: Carried).

**D. GOV-05 Contract Community Policy: New**

Executive Director Hutchins proposed a new policy which would establish a minimum annual fee to provide library services to contracting communities outside of VBDL's service area of not less than .3 mill of the contract community's total taxable value, plus that community's share of state aid to libraries funds and penal fines. After discussion, it was decided not to adopt the proposed policy, but rather to end the contract agreement to provide library service to Geneva Twp. at the conclusion of the current contract year, June 30, 2026.

Motion to end the contract for library services to Geneva Twp. at the end of the current contract year June 30, 2026: (Motion: Vliek; Second: Campagna; Motion: Carried, Voting "yes" – Rendell, Hanson, Cutting, Vliek, Campagna; Voting "no" – no one; Excused Dickerson, Markel; Motion: Carried).

**E. Adjustment of Open Hours For Webster Memorial & Covert Branch Libraries**

Motion to adjust Webster Memorial Library's hours from closing at 8:00 P.M. Monday through Thursday evenings to closing at 7:00 P.M. Monday through Thursday evenings, and to further adjust Covert Branch Library's Thursday afternoon closing time from 6:00 P.M. on Thursdays to 5:00 P.M. on Thursdays. The effective dates of these amended hours are left to the discretion of Executive Director Hutchins: (Motion: Hanson; Second: Campagna; Motion: Carried).

**F. Additional Paycheck For Laura Dorgelo**

In recognition of the additional work she took on to help disseminate informational materials beyond her assigned duties as Bloomingdale Branch Library's Manager, it was moved to provide Laura Dorgelo with an additional paycheck for 2025, with the Library District paying all applicable tax liabilities: (Motion: Rendell; Second: Cutting; Motion: Carried, Voting "yes" – Rendell, Hanson, Cutting, Vliek, Campagna; Voting "no" – no one; Excused Dickerson, Markel; Motion: Carried).

**Public Comment**

None.

Next meeting is scheduled for ***Tuesday, December 16, 2025 at 4:30 P.M. at Webster Memorial Branch Library in Decatur.***

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It was moved to adjourn at 6:42 P.M.: (Motion: Vliek; Second: Cutting; Motion: Carried).

Respectfully Submitted,

_____ _____

Chairman Secretary

Recorded by Sarah Skinner and Dan Hutchins.