

Van Buren District Library

Board Meeting

Tuesday, December 16, 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; Pam Dickerson; Dan Hutchins, Executive Director; Chantelle Dowling, Business Manager; Sarah Skinner, Administrative Headquarters Manager.

Absent: Betty Markel (excused).

Public Comment:

None.

It was moved to accept the agenda with the addition of New Business E. Staff Year End Additional Compensation and F. Additional Pay Check for Administrative Coordinator Tracy Smola: (Motion: Hanson; Second: Cutting; Motion: Carried).

It was moved to approve the minutes of the November 20, 2025 meeting correcting the second to the approval of the minutes motion: (Motion: Rendell; Second: Vliek; Motion: Carried).

It was moved to accept the Payment of the December 2025 "Due To" vouchers 25-12-01 through 25-12-02 in the amount of \$2,763.51 and general fund vouchers 25-12-01 through 25-12-43 in the amount of \$162,567.30: (Motion: Campagna; 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. The last T-bill of the year will mature on December 30, 2025.

C. Director's Report & Employee Changes

An update was given regarding current situations, events, and staff changes at VBDL.

Unfinished Business:

A. Cancellation of Purchased Library Cards & The Library Service Agreement with Geneva Township

Officials from both Texas and Geneva Townships have been in communication with Executive Director Hutchins regarding these changes.

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B. Branch Library Agreements Addendum

Executive Director Hutchins asked for clarification and direction from the Board regarding the proposed Branch Library Agreement Addendum which was approved by the Board at the November 20, 2025 meeting. The Board provided instructions to Executive Director Hutchins regarding the Addendum.

New Business:

A. Lawrence Branch HVAC Issues

Two of their boilers are not working at the branch, which makes for extremely cold days. Executive Director Hutchins closes the branch if branch staff do not believe the temperature will reach at least 60 degrees on any given day.

B. Exceptions to Staff Vacation Carryover Policy

It was moved to allow Executive Director Hutchins to suspend the staff vacation time accumulation cap as written in Personnel Policy "1.3.9 Vacation" when he deems it in the best interests of the Library District to do so: (Motion: Vliek; Second: Rendell; Motion: Carried).

C. 2026 Board Meeting Dates

It was moved to accept the 2026 Board Meeting Dates as presented, which will duplicate the 2025 Board meeting schedule, which was the fourth Tuesdays of most months except for the third Tuesday of May, the third Thursday of November, and the third Tuesday of December: (Motion: Hanson; Second: Cutting; Motion: Carried.)

D. 2026 Library Closed Dates

It was moved to accept the 2026 Library Closing Dates as presented. It was further moved to allow Executive Director Hutchins the authority to determine future closure dates for Board approved holidays, including granting Executive Director Hutchins the authority to add additional unpaid closed dates when those days are adjacent to Board approved Library District holidays, and appropriately align with any given year's calendar: (Motion: Vliek; Second: Cutting; Motion: Carried.)

E. Staff Compensation

It was moved to grant each staff member \$100 additional end of year compensation: (Motion: Rendell; Second: Vliek; Voting "Yes": Vliek, Campagna, Hanson, Cutting, Rendell; Voting "No": none Excused: Dickerson, Markel; Motion: Carried).

F. Additional Paycheck For Tracy Smola

In recognition of her contribution toward VBDL's national record

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setting mobile Internet hotspot lending program, it was moved to provide Tracy Smola with an additional paycheck for 2025, with the Library District paying all applicable tax liabilities: (Motion: Hanson; Second: Cutting; Voting “yes” – Rendell, Hanson, Cutting, Vliek, Campagna; Voting “no” – no one; Excused: Dickerson, Markel; Motion: Carried).

Public Comment

Jim Sebree, Treasurer of the Friends of Van Buren District Library, addressed the Library Board about recruiting new volunteers for the Friends Group.

The next meeting is scheduled for ***Tuesday, January 27 at 4:30 P.M. at Webster Memorial Library in Decatur.***

It was moved to adjourn at 6:17 P.M.: (Motion: Hanson; Second: Cutting; Motion: Carried).

Respectfully Submitted,

Chairman

Secretary

Recorded by Sarah Skinner.