

# Van Buren District Library

Board Meeting

Tuesday, January 28, 2025

Webster Memorial Library

4:30 P.M.

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

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

**Absent:** David Vliek (excused).

## **Public Comment:**

Donna Spenner, Lawrence Township Supervisor and John Gritter, President of the Village of Lawrence, introduced themselves.

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

It was moved to approve the minutes of the November 26, 2024 with the inclusion of the motion and second for first item under "New Business C": (Motion: Campagna; Second: Hanson; Motion: Carried).

It was moved to approve the payment of the December 2024 "due to" vouchers 24-12-48 through 24-12-52 in the amount of \$11,305.93, and general fund vouchers 24-12-50 through 24-12-95 in the amount of \$114,741.55 and to approve the payment of the January 2025 "due to" vouchers 25-01-01 through 25-01-04 in the amount of \$97,131.19, and general fund vouchers 25-01-03 through 25-01-76 in the amount of \$204,286.48: (Motion: Cutting; Second: Campagna; Motion: Carried).

## **Reports:**

### **A. Financial Update**

An update was given on the library's finances they are in good standing. The library district's budget for 2024 was in line with projections.

### **B. Investment Report**

New treasury bills have been invested and are being laddered. Rates are slightly down from last year but still good.

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

An update was given on current situations and events at VBDL. The old delivery van was sold very quickly using Facebook Marketplace.

## **Unfinished Business:**

### **A. Branch Library Agreement with the Village of Bloomingdale and Bloomingdale Township**

Executive Director Hutchins outlined the major differences between the

# Van Buren District Library

Board Meeting

Tuesday, January 28, 2025

Webster Memorial Library

4:30 P.M.

standard Branch agreement and the Bloomingdale Branch agreement, noting what the library asked for, what the municipalities asked for, and how these changes reflect the branch's location within a municipal building.

It was moved to approve the Branch agreement with the Village of Bloomingdale and Bloomingdale Township: (Motion: Rendell, Second: Hanson, Voting "yes"- Rendell, Hanson, Markel, Cutting, Campagna, Dickerson; Voting "no" – no one; Motion: Carried).

## **New Business:**

### **A. 2025 Library Board Officer Elections**

Campagna nominated Rendell for Board Chair and Dickerson for Vice-chair, and Hanson as Secretary/Treasurer. (Motion to approve the aforementioned slate of officers; Motion: Campagna; Second: Cutting; Motion: Carried.)

### **B. 2025 Library Board Meeting Dates and Branch Locations**

It was moved to approve the 2025 Library Board Meeting Dates and Branch Locations: (Motion: Campagna; Second: Hanson; Motion: Carried).

### **C. Personnel Policy**

#### **1. Michigan Earned Sick Time Act**

It was moved to authorize Executive Director Hutchins to change Personnel Policy to be compliant with ESTA law; (Motion: Rendell; Second: Cutting; Motion: Carried).

#### **2. Reinstatement of Martin Luther King Day Holiday**

It was moved to reinstate Martin Luther King Day as a paid holiday; (Motion: Campagna; Second: Dickerson; Motion: Carried).

### **D. Annual Evaluation of the Executive Director**

Motion to use the same evaluation materials as 2024: (Motion: Rendell; Second: Hanson; Motion: Carried).

## **Public Comment**

Branch library maintenance needs were discussed.

Next meeting is scheduled for, ***Tuesday, February 25<sup>th</sup>, 2025 at 4:30PM at Webster Memorial Library in Decatur.***

It was moved to adjourn at 6:02 p.m.: (Motion: Hanson; Second: Campagna; Motion: Carried).

Respectfully Submitted,

**Van Buren District Library**

Board Meeting

Tuesday, January 28, 2025

Webster Memorial Library

4:30 P.M.

---

Chairman

---

Secretary

Recorded by Elissa Zimmer