

**Cass District Library
Board of Trustees Meeting
Silver Room, Main Library, April 17, 2019, 7:00 p.m.
Minutes**

President Nancy Stoner called the meeting to order at 7:00 p.m. followed by the Pledge of Allegiance.

Present: Trustees Alison Yeo, Kay McAdam, Mary A. Hoebeke, Patricia O'Connor (Vice President), Hank Yeomans (Treasurer), Trustee Nancy Stoner (President). Director Barbara Gordon, Recorder Timothy Wiggins. Guest Laura Drake

Absent: Trustee Sandra Asmus

Agenda: Patricia O'Connor moved to approve the agenda, supported by Alison Yeo. Motion carried.

Minutes: Kay McAdam moved to approve the March 20th minutes with grammar corrections. Alison Yeo seconded the motion. Motion carried.

Treasurer's Report: Hank Yeomans reported year to date revenues as follows: millage \$612,525, USF Grants \$20,186, Copies/Fax \$4,131.00, State Aid \$0, Penal Fines \$0, Interest & Dividends \$1,767.49. Report will be filed for audit.

Director's Report:

Director's Report
April 2019

Supporting Information for New Business:

• For the upcoming 4 meetings, I propose the following four locations:

May 16th Local History
June 19th Edwardsburg
July 17th Howard
August 21st Mason Union

• In order to provide time for staff training on the computers to learn how to operate Wandoo for summer reading, I am requesting we open late the morning of May 23rd. I have also requested a visit from Mel Engagement Specialist Theresa Runyon from the Midwest Collaborative for Library Services. Earlier this year, Mel, the Michigan eLibrary, relaunched with new branding, a new website, and many new databases. Theresa visits public libraries and conducts free staff training on the contents of Mel, how to conduct searching, and how to better serve patrons. If she cannot attend on the 23rd, I request to open at 10 am. If she can, I request to open at 11am.

• The staff intranet is now live and was built with free, open source Google Sites. In order for staff to be able to access and download documents via the intranet, we need a shared cloud space. Google offers subscriptions to Team Drives, which is an easy and elegant solution to this issue. The price for 20 staff accounts to have access to Team Drives is \$12 per account per month, for an annual total of \$2,880. In order to offset this annual cost, this year we will not be renewing 2 databases, Global Road Warrior and Rocket languages which will save \$1,200. We can also apply grant funds from the COOP to offset the remaining portion of the expense.

Updates:

District:

- Over the last month I have done a copious amount of record clean up and arranged for a shredding company to visit Main on April 26th. The back storage room at Main is looking far more organized and I have been able to consolidate important files on library history.
- Brandi and I are both trained to begin using Positive Pay through Chemical Bank to manage our checks.
- After a successful Branch Manager's meeting last week, the schedule of programs and events for Summer Reading is nearly finalized. Every branch will have activities at least 1 day a week.

Local History:

- Dale has begun work on the rear windows. Frontier has removed old telephone wires which were anchored to the building and Indiana Michigan Power is removing and rerouting power lines to safely accommodate scaffolding.
- In my record cleanup, I found documents from 2011 related to the cost estimate for total building repairs from Maxwell & Associates. I reached out to the collaborating architect, Nelson Nave from Kalamazoo, and procured digital copies of many site and building drawings in addition to a narrative explanation of needed upgrades and repairs. I have shared this information with HBM Architects and am waiting for their proposal. Having drawings and the previous site study will certainly help expedite any further work and is a significant cost savings.
- Kim Koscielniak, Library of Michigan Law Librarian, will be visiting the branch on April 24th to survey our extensive collection of Michigan law books. She has already expressed interest in taking a majority of them back to the Library of Michigan where historic law texts are frequently studied and utilized. Since these books are hidden in our collections, in need of conservation, and do not have a local focus of Cass county, I believe it is in our best interest to deaccession them.

Unfinished Business

None

New Business

District:

- Summer meeting schedule
 May 16th Local History
 June 15th Edwardsburg
 July 17th Howard
 August 21st Mason/Union
- Late opening for May 23rd full staff meeting
 Mary Anne Hoebeke moved, supported by Patricia O'Connor to approve opening all locations at noon.
 Motion carried.
- Lamination services policy
 Hank Yeomans moved, supported by Mary Anne Hoebeke to approve the new Lamination policy. Roll Call vote:

Sandra Asmus	Absent
Alison Yeo	Yes
Kay McAdam	Yes
Mary Anne Hoebeke	Yes
Patricia O'Connor	Yes
Hank Yeomans	Yes
Nancy Stoner	Yes

 Motion carried.

- G suite quote for staff intranet
 Kay McAdam moved, supported by Mary Anne Hoebeke to approve the use of G Suites for e-mail and staff intranet. Roll Call vote:

Sandra Asmus	Absent
Alison Yeo	Yes
Kay McAdam	Yes
Mary Anne Hoebeke	Yes
Patricia O'Connor	Yes
Hank Yeomans	Yes
Nancy Stoner	Yes

Motion carried.
- Marketing & Program Coordinator job description
 Alison Yeo moved, supported by Kay McAdam to approve the Marketing & Program job description and salary scale. Roll Call vote:

Sandra Asmus	Absent
Alison Yeo	Yes
Kay McAdam	Yes
Mary Anne Hoebeke	Yes
Patricia O'Connor	Yes
Hank Yeomans	Yes
Nancy Stoner	Yes

Motion carried.

Adjournment 8:03 p.m.
 Patricia O'Connor, moved.
 Nancy Stoner, supported.
 Motion carried.

**Respectfully submitted,
 Tim Wiggins**