

**Cass District Library
Board of Trustees**

**Board Meeting
August 15, 2018
Minutes**

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

The following trustees were present: Sandra Asmus, Alison Yeo, Patricia O'Connor, Mary Anne Hoebeke, Nancy Stoner (President) and Hank Yeomans (Treasurer). Also present were Director Jennifer Ray and Recorder Tim Wiggins. Absent was board member, Mary Dunn (Vice President). Guest, new board member Kay McAdam.

Agenda

Patricia O'Connor to approve the agenda, supported by Mary Anne Hoebeke. Motion carried.

Minutes

Mary Anne Hoebeke moved to approve the July 18th Board minutes, supported by Patricia O'Connor. Motion carried.

Treasurer's Report

Hank Yeomans submitted his report revenues include \$1,211,362 Net Millage, USF Grant of \$14,159, State Aid \$13,832, Copies/Fax etc. \$8,223, Penal Fines \$105,405, Other Income \$31,843. Total revenues are \$1,211,363. Expenses include: Auditor Fee of \$6,350, Payroll \$1,982, Personnel costs are 54% of total expenses, Capital Improvements \$0. Automation \$25,806. Total expenses are \$715,194. Report will be filed for audit.

Director's Report

Summer Reading Draws to a Close

Summer Reading Draws to a Close Over 500 patrons participated in summer reading activities. Instead of small prizes throughout the course of the program, we decided to award participants t-shirts at their final reporting. People seem to like this useful recognition of their accomplishments.

Kiddies Day at the Cass County Fair

Once again, Pam Boepple organized the Kiddies Day activities at the CCF. Approximately 300 children made their way through the Gregarek building to play games and assemble crafts. The Lions Club provided vision screening, and many organizations had representatives on duty promoting their services and distributing their "swag." Several Cass District Library employees manned craft tables, but Pam recruited volunteers from many service organizations.

Looking forward to Dr. Jim Henry's Presentation

Looking forward to Dr. Jim Henry's Presentation Employees look forward to attending the Trauma Informed Communities presentation Thursday, August 16. They send their appreciation to you for allowing the delayed opening of our libraries. Gaining a greater understanding of how trauma impacts families will help us view

people and situations from a new perspective. I believe the presentation will also inspire us to find materials and develop programs to help people become hopeful and resilient.

Mason/Union Friends Sponsor Art Contest

The Mason/Union Friends sponsored an art contest with prizes awarded in six grade level categories. This idea sprung from their desire to encourage creativity and to highlight the library as a source of inspiration for creative endeavors. They also wished to reach out and give back to the community that supports their fundraisers. They certainly achieved their goals! Twenty six people submitted artwork. All participants were recognized at an open house on Saturday, August 11. First, second, and third prize winners in each category received gift cards from Hobby Lobby, and all participants received an art-related book or supply. Artists and their families filled the township hall. Indeed, this activity appealed to people of all ages and drew positive attention to both the library and the Friends group. Hence, the Friends intend to make it an annual event.

Unfinished Business

Local History

- Mr. Layman has been back on site regularly. Completed windows are beautiful.
- I am working on a lower level cleanup!

Edwardsburg

- Kevin Waldschmidt from Shaum Electric visited the branch to verify that the heat cable in the gutter functions properly. I asked him about adding heat tape to the roof. I am attaching Shaum's quote for this work.
- Hank Yeomans moved, supported by Sandra Asmus to have Shaum Electric to install ice melt equipment at the Edwardsburg branch in the amount of \$4,500.00. Roll call vote:

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

Motion carried.
- Concrete Man (Mr. Ralph) repaired the crumbling area of the steps! He charged us nothing and said that the fix should last for quite some time.

Howard

- Skinner Construction (Niles) has assessed the damage to the shed and will be providing an estimate for repair. He suggested that I investigate the cost of replacing so that we can decide which would be the most cost effective. MMLLP will also have a hand in this decision!
Tabled until next month.

District

- Director search update: We have received 3 applications since our last meeting. I will bring copies for everyone tomorrow evening. We have passed the end date for submissions. After reviewing the recently received applications, you can give me direction for arranging interviews or re-posting. Jennifer will arrange for the board and applicants to meet and decide on a new director replacement. Dates for interviews will be scheduled soon.
- We welcome our new Board member, Kay McAdam. Representing Penn, Volinia, and Newberg townships, Kay completes our Board.
- All full-time staff will attend Dr. Jim Henry's Trauma Informed Communities presentation on Thursday, August 16. All of our facilities will open at 1:00 p.m. Thank you for permission to take part in this event.
- Thank you also for permission to open late on Thursday, August 30. All facilities will open at 11:00 a.m. following an extended all-staff meeting.

New Business

Local History

- Request for permission to sign a contract with Central Michigan University's Clarke Historical Library for the microfilming of the Cassopolis Vigilant years 1960-1978. We have these issues in large, bound volumes, and they are beginning to deteriorate. No other libraries have these issues in print or on microfilm, making preservation extremely important. I haven't received the contract yet, but have received an estimate for \$5,000 to be paid over the course of three years. They request an initial payment of 25% of the total, with the remainder payable as they complete portions of the project. Because of their workload and this project's time consuming nature, they anticipate completion in 2020.
- Mary Anne Hoebeke moved, supported by Sandra O'Connor to approve the contract for Central Michigan University's Clarke Historical Library to begin microfilming Cassopolis Vigilant years 1960-1978. Total contract \$5,000. Roll call vote:

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

Motion carried.

Adjournment 8:06 p.m.

Hank Yeomans moved, supported by Nancy Stoner. Motion Carried.

Submitted by Tim Wiggins