

**Cass District Library
Board of Trustees Meeting
Mason/Union Branch, August 21, 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 Sandra Asmus, Alison Yeo, Mary A. Hoebeke, Kay McAdam, Patricia O'Connor (Vice President), Hank Yeomans (Treasurer), Nancy Stoner (President). Director Barbara Gordon, Recorder Timothy Wiggins. Guest McKinzie Kistler

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

Minutes: Alison Yeo moved to approve the July 17th minutes amended with Al Smouse added to votes. Kay McAdam seconded. Motion carried.

Correspondence

The Presbyterian Church sent a thank you and \$50 donation to the library for allowing them to host their trivia night fundraiser.

Director's Report:

August 2019

-The annual book sale at Main was well attended and our most successful to date, earning \$991.70 with attendance at 339 people. Brandi, Sue, McKinzie, and many volunteers put forth much effort transferring all the books from storage to the Flag Room. Better World Books took the remainder of the unsold inventory. With the profits, 2 new chairs were purchased to replace the worn and dated green wingback chairs. They nicely complement the chairs purchased a few months ago and really open up the floor space visually due to their smaller frame.

-Summer Reading: The district had 455 participants: 308 kids (353 last year), 47 teens (66 last year), and 100 adults. 66% of participants tracked reading online this year. Circulation for the month of July was up at all locations: Main +193, Edwardsburg +535(!), Howard +162, and Mason +180.

-Midland Engineering has begun work on the roof repairs at Main. The masonry at Main and the basement at Edwardsburg will be started next month.

-Pam Boepple organized another successful Kiddies Day at the Cass County Fair, attended by 260 people with 46 volunteers from the library and 9 other local organizations.

-The library was also present at United Way's annual Cass County School Supply Spectacular. Pam, Stephanie, and McKinzie helped to stuff backpacks prior to the event and McKinzie represented the library during the backpack pickup event, signing up students for library cards and sharing resources.

-In last year's September minutes, Jennifer reported that she was still waiting on a repair cost from Skinner Construction regarding the shed at Howard. During the transition of her retirement, that estimate was not received. The shed is still in need of repair if we chose to do so. Since it has been mostly cleaned out, however, we could also feasibly part ways with it. I recently received a phone call from the state police inquiring about whether we had been victim to a robbery as a concerned patron had called and filed a report.

-McKinzie photographed and shared on Facebook this image of Dale Layman and his grandson installing the newly restored front window at Local History. The posting received much positive feedback and great engagement. I am looking forward to sharing more intimate looks at our branches with the community.

-I attended the August meeting of the Mason/Union Friends group and shared some important information with them regarding their legal status and relationship with library. Our attorney has advised that the group must officially/legally incorporate as nonprofit with the state of Michigan so that we may enter into a more formal relationship as specified in a memorandum of understanding. The group has 4 events planned for the remainder of the year including an art contest, Bunco game night, annual book sale, and paid speaker presentation "Funny Signs in Michigan."

New Business

Local History

- D. Layman Construction bid for storm windows

Discussion was held over replacing the storm windows at Local History.

Kay McAdam moved, supported by Patricia O'Connor to approve Dale Layman to go ahead and replace the storm windows at the Local History. Roll Call Vote:

AYES: Sandra Asmus, Alison Yeo, Kay McAdam, Mary Anne Hoebeke, Patricia O'Connor, Al Smouse, Hank Yeomans, Nancy Stoner

NAYS: None

Motion: Carried.

District

- New logo

McKinzie Kistler gave several examples of logo options to the Board Members to choose from. After discussion it was decided to try a couple of options and bring them to the October meeting. Tabled until next month.

- Draft: RFP Space Needs Assessment

Barbara is working on language for an RFP proposal for space needs assessment at all of the library locations in the system. She will setup a meeting with the new County Administrator to discuss the relationship with the county and the library.

Adjournment 7:50 p.m.

Nancy Stoner, moved.

Patricia O'Connor, supported.

Motion carried.

Respectfully submitted,

Tim Wiggins