

**Cass District Library
Board of Trustees Meeting
Silver Room, Main Library, December 19, 2018, 7 p.m.
Minutes**

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

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

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

Minutes: Kay McAdam moved to approve the November 28th minutes with corrections. Alison Yeo seconded the motion. Motion carried.

Treasurer's Report: Hank Yeomans reported year to date revenues as follows: millage \$1,030,817, USF Grants \$69,966, Copies/Fax \$13,427, State Aid \$27,931, Penal Fines \$105,405, and other income \$34,082. Total revenues are \$1,309,584. Total expenses \$1082,507.
Report will be filed for audit.

Director's Report:

Director's Report
December 17th, 2018

-Few applications were received for the Circulation Assistant position at Edwardsburg. It is a difficult time of year to conduct hiring. Shirley and I will be interviewing three candidates but will also continue to leave the application window open for another few weeks to allow for further publicity of the vacancy.

-The December 13th staff development day was a great success. I received much positive feedback on the quality of the speaker. The staff appreciated time to review proposed changes to the personnel policy. Staff had the opportunity to meet with the library's Aflac representative as well. A major topic of discussion was collection development and circulation statistics.

-The Youth Services Team has begun planning for summer reading. A number of changes will happen this year including introduction of an app, called Wandoo, to allow participants to log progress and complete challenges online or on their smart device. We will also be awarding prizes to the top readers. My goal is to see an increase in continued participation throughout the challenge and to revive circulation statistics for the summer months.

-April Hughes has made some positive improvements to the library website in hopes of simplifying navigation and updating dated features. Website statistics are markedly down, total sessions for Jan 1-Dec 11, 2018 = 46,942, compared to Jan 1-Dec 11, 2017 = 51,636. Further work on the website will continue. We are fortunate to be able to pull specific data on page views, clicks, and session length which is very helpful in determining how patrons are using the site. New improvements include:

- Famous quote removed
- Branch list links shows on all branch pages on the left side bar
- Removed separate block module of "Map to Locations" still images were broken
- Added a link to "Map to Locations" beneath the hours on each branch page
- Updated the Materials Suggestion Form

- Added a Materials Suggestion Form Link at the bottom of the page under General Knowledge and to the list of resources in Library Collections
- Added a block with links: Home, Contact Us, Materials Suggestion Form, and Request Programming that appears on all pages on the left side bar except the home landing page (this takes the place of where the Famous Quote was)
- Removed the Flickr photos links
- Added the October Board Minutes and the Budget Resolution links to the Library Board Minutes page

-Mason/Union's internet was installed and turned on as of today.

-Tom Harris was able to successfully address the cosmetic repairs to the ceiling at CED. He also installed fire alarms at CED and CHO.

-A new business credit card with Chemical Bank has been approved.

-The State Aid Report is in progress, its completion is a top priority.

-Mary Dunn's memorial service is scheduled for January 12th at the Main Branch from 3-6pm.

Collection	Total Circ 2017	Total Circ 2018
Adult Fiction DVD	25,939	24,367
Adult Fiction	11,602	11,067
Adult Non-Fiction	10,123	8,911
Juvenile Picture Books	9,557	8,911
Juvenile Fiction	5,924	6,137
Juvenile Fiction DVD	5,093	4,364
Adult Fiction-New Books	4,864	5,158
Juvenile Nonfiction	4,645	4,652
Large Print	4,056	4,387
Juvenile Fiction Easy	4,043	3,487
Mystery	3,569	3,232
Magazines	2,239	2,096
YA Fiction	2,132	2,218
Sci-Fi	1,213	1,121
Full Collections Total	109,331	103,247

*numbers slightly skewed as these reflect only the first 2 weeks of December. I will provide month to month comparisons at meetings moving forward.

Unfinished Business

New Business

District:

- **Budget Amendments for FY 2018**
Mary A. Hoebeke moved, supported by Patricia O'Connor to approve the budget amendments for the amended 2018 budget. Roll Call Vote:
Sandra Asmus Yes
Alison Yeo Yes
Kay McAdam Yes
Mary A. Hoebeke Yes
Patricia O'Connor Yes
Hank Yeomans Yes
Nancy Stoner Yes
Motion carried.
- **Personnel Policy updates**
Discussion was held over changes to the Personnel Policy. Full and part-time employees will receive 3 personal days to be used in the current year. A day off will be given to all employees for their birthday. Those full-time staff that have longevity will be given extra vacation time after certain years of work from their anniversary hire date.
Sandra Asmus moved, supported by Hank Yeomans to approve the updated changes to the Personnel Benefit Policy. Roll Call Vote:
Sandra Asmus Yes
Alison Yeo Yes
Kay McAdam Yes
Mary A. Hoebeke Yes
Patricia O'Connor Yes
Hank Yeomans Yes
Nancy Stoner Yes
Motion carried.
- **Money market account at Chemical Bank**
Barbara talked with Chemical Bank and they have a Money Market account that can be used to gain interest on money saved in the account. The money can be taken out and used at any time.
Patricia O'Connor moved, supported by Sandra Asmus to have Barbara open a Money Market account with Chemical Bank for \$300,000. Roll Call Vote:
Sandra Asmus Yes
Alison Yeo Yes
Kay McAdam Yes
Mary A. Hoebeke Yes
Patricia O'Connor Yes
Hank Yeomans Yes
Nancy Stoner Yes
Motion carried.

Main:

- Quotes for building cleaning services
Discussion was held over three quotes that have been received from new cleaning services for the Main Library.
Mary A. Hoebeke moved, supported by Patricia O'Connor to accept The Clean Team proposal for cleaning services at the main library for 2 day service at \$1,600 with Tom Harris filling in on other days. Roll Call Vote:
Sandra Asmus Yes
Alison Yeo Yes
Kay McAdam Yes
Mary A. Hoebeke Yes
Patricia O'Connor Yes
Hank Yeomans Yes
Nancy Stoner Yes
Motion carried.

Local History:

- Bid for plaster restoration
Received estimate for interior work at Local History from Dale Layman.

Adjournment 7:48 p.m.
Patricia O'Connor, moved.
Nancy Stoner, supported.
Motion carried.

**Respectfully submitted,
Tim Wiggins**