

**Cass District Library  
Board of Trustees**

**Board Meeting  
February 21, 2018  
Minutes**

Treasurer Hank Yeomans called the meeting to order at 7:00 p.m. in the Silver Room at the Main Library followed by the Pledge of Allegiance.

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

**Agenda**

Sandra Asmus moved to approve the agenda, supported by Alison Yeo. Motion carried.

**Minutes**

Mary Anne Hoebeke moved to approve the January 17<sup>th</sup> Board minutes, supported by Sandra Asmus. Motion carried.

**Treasurer's Report**

Hank Yeomans submitted his report revenues include \$219,774 Net Millage, USF Grant of \$0, State Aid \$0, Copies/Fax etc. \$1,414, Penal Fines \$0, Other Income \$180. Total revenues are \$222,389.

Expenses include: Auditor Fee of \$0, Payroll \$258, Personnel costs are 75% of total expenses, Capital Improvements \$0. Total expenses are \$89,658.

Report will be filed for audit.

**Director's Report**

**Annual Audit**

Kruggel Lawton's representative spent one day on site and then time at his office working on our audit. He will present the audit at our March Board Meeting. He worked exclusively with Brandi; from my perspective, things went smoothly.

**Two Employees Victims of Unemployment Fraud**

Holly Nelson and Tim Wiggins had unemployment claims file in their names. Accounting Consultants helped counter the claims with the proper paperwork. No Money was ever awarded to the person impersonating Tim; however, the person impersonating Holly drew one payment prior to the claim being declared fraud. This happened because delays in processing the paperwork over the holidays.

**More Identity Theft**

The library's credit card also was used by an outside entity. We were exonerated of all bogus charges and the bank immediately closed the account. We were issued a new card. I am very careful with this card; it had never left my possession.

### **Health Insurance Renewal Time!**

I have just received information regarding our health insurance renewal. I will be working with Hank to compare the proposed options. We will need to make a decision regarding how we wish to comply with PA 152 (hard cap or 80/20 contribution plan). If we need that decision before the March Board meeting, I will call for an e-mail vote.

### **Michigan Notable Author Coming to Cass District**

We were selected to host a Michigan Notable Author presentation this year. We haven't had a MN event since 2009. Heather Shumaker, author of *Saving Arcadia: A Story of Conservation and Community in the Great Lakes* will join us on Sunday, June 17 for a 2:00 p.m. presentation. *Saving Arcadia* tells the story of a small group of determined townspeople who, with grit and determination, saved their treasured landscape and the endangered species calling it home. Anyone who values our natural resources will appreciate Heather's story and take heart that ordinary people can oppose a large corporation and win.

### **Unfinished Business**

#### **Local History**

- Mr. Layman continues restoration efforts in his workshop. He'll be back on site as soon as weather permits.

#### **Howard**

- No more ceiling leaks.

#### **District**

- I have met with the Paulson family to review plans for advancing our establishment of a small branch in their building at M60 and M40. They are still willing to be responsible for all that they offered in their original proposal (I'll attach a copy of that).  
I have created a budget sheet that shows our initial costs for maintaining the operation. If I don't have this done prior to sending the materials, I'll bring this piece to the meeting. If you feel we are ready to move ahead after reviewing the facts and figures, the next step will be to hire an attorney to create a contract.  
Jennifer is checking into getting estimates on the parking lot.

### **New Business**

#### **Edwardsburg**

- In addition to the leak that occurred last month on the west side of the building, we now have leaks occurring on the east side to the building-in the same locations that were problematic when the sky fell in 2014. Yes, we thought the gutter warmers and the insulation had solved our problems, but...Please take heart; however, the water intake is nowhere near 2014 proportions. Once again, Eric Leedy has come to our aid. He was able to convince someone to come and look at our problems! FM construction has been on site to assess the situation and will be forwarding a proposal soon. Perhaps I will have more information prior to our meeting.

Trouble at Edwardsburg increases! The basement is taking on water. Again, it's not reached the magnitude that it did several years ago. After Slatile completed the project (2011) to repair the problems that allowed water to flood the basement, the basement remained dry with the exception of minimal dampness in one corner on occasion. Today, there was much more than a minimally damp corner. I'm going to ask Eric if FM could deal with this also. If this type of work isn't in their realm, I'll ask Eric for suggestions of who we might call.

Adjournment 8:35 p.m.

Sandra Asmus moved, supported by Alison Yeo. Motion Carried.

**Submitted by Tim Wiggins**