

**Cass District Library
Board of Trustees**

**Board Meeting
January 17, 2018
Minutes**

President Nancy Stoner 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 Dunn (Vice President), Patricia O'Connor, Mary Anne Hoebeke Nancy Stoner (President), and Hank Yeomans (Treasurer). Also present were Director Jennifer Ray and Recorder Tim Wiggins.

Agenda

Patricia O'Connor moved to approve the agenda, supported by Mary Dunn. Motion carried.

2017 Budget Hearing minutes

Alison Yeo moved, supported by Mary Anne Hoebeke to approve the 2017 Budget Hearing minutes. Motion carried.

Minutes

Hank Yeomans moved to approve the November 15th Board minutes, supported by Mary Anne Hoebeke. Motion carried.

Treasurer's Report

Hank Yeomans submitted his report revenues include \$1,012,928 Net Millage, USF Grant of \$29,876, State Aid \$24,437, Copies/Fax etc. \$13,485, Penal Fines \$125,317, Other Income \$26,121. Total revenues are \$1,269,057.

Expenses include: Auditor Fee of \$6,000, Payroll \$4,246, Personnel costs are 60% of total expenditures, Capital Improvements \$48,090. Total expenses are \$1,093,658.

Report will be filed for audit.

Director's Report

Mason/Union Friends Activities

Friends Bake Sale and Santa visit went well. I haven't heard how much the Friends earned. They'll report at their next meeting. Considering the size of the group, they do well for us.

Annual State Aid Report

I am in the throes of completing the Annual Report. It must be submitted by February 1st in order for us to receive our state aid. I am well on the way to having it done in good time. The Library of Michigan compiles the statistics and makes them available to all. It's a good way to compare our library to other libraries in Michigan of about the same size. It's also a great tool for comparing our library's collection, circulation, and service statistics from year to year.

Library Employees Fall Victim to Flu

Several employees have been stricken with a flu or norovirus. So far, I have been lucky and have been able to fill staffing gaps at branches and at the main library. I'm knocking on wood and washing my hands frequently!

No Movement on Board Seat

I have heard no more from Simeon Paulson concerning his interest in becoming a Board member. Perhaps as we discuss the future of a small branch in their building, I'll discover if he still has interest. IN the meantime, I'm still keeping my eye out for a person from the right township that I feel would make an excellent member of your team.

Unfinished Business

Local History

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

Howard

- FM Constructions has completed all work at Howard. The sidewalk did not buckle in the sub-zero temperatures!

District

- Paulson Proposal update: Holidays stalled the move forward on creating a small branch in Paulson's building. Now that the year is underway, I'll contact them to see when we might be able to continue to work on the proposal.

New Business

Howard

- Success at the front of the building, failure at the back. We have had a relatively minor leak in the ceiling in the corner where fiction materials are housed. I believe an ice dam caused the trouble. We raked the snow off of the roof and also used a few ice dam pucks. These measures helped; the leaking ceased. Luckily no materials were involved and the drips were easy to catch before they could do any harm. We had the building insulated especially to prevent damming. I will investigate other steps we might take to prevent this from happening again.

Edwardsburg

- We have also had a leak at the Edwardsburg Branch. A swath of carpeting became damp from the wall inward on the west side of the building. Then, we began to see damp spots on the wall above the photocopier and above the shelving on the west wall. However, no dripping has occurred, no materials have been involved. FM Construction has agreed to come and take a peek. It may be difficult to deduce the trouble or do anything about it until spring. Again, a relatively minor leak, but not something to ignore.

District

- Annual Review of the By-Laws
No changes made at this time.
- Annual Election of Officers
Mary Anne Hoebeke moved, supported by Sandra Asmus to keep the current slate of officers. Motion carried.

- Annual renewal of Reciprocal Agreement with Dowagiac District Library
Sandra Asmus moved, supported by Patricia O'Connor to continue the reciprocal agreement with Dowagiac District Library. Motion carried.

Adjournment 7:30 p.m.

Mary Dunn moved, supported by Nancy Stoner. Motion Carried.

Submitted by Tim Wiggins