

**Cass District Library
Board of Trustees Meeting
Silver Room, Main Library, January 16, 2019, 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, Nancy Stoner (President), Hank Yeomans (Treasurer), Recorder Timothy Wiggins. Guest Robert Benjamin (Cass County Board of Commissioners Liaison).

Absent: Patricia O'Connor (Vice President), and Director Barbara Gordon.

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

Minutes: Mary Anne Hoebeke moved to approve the December 19th minutes. Hank Yeomans seconded the motion. Motion carried.

Public Comment: Robert Benjamin is our new liaison between the Library Board and the Cass County Board of Commissioners.

Treasurer's Report: Hank Yeomans reported year to date revenues as follows: millage \$85,802, USF Grants \$5,830, Copies/Fax \$936, State Aid \$0, Penal Fines \$0. Report will be filed for audit.

Director's Report:

Please excuse the informality of the email. I wanted to provide you as much information as possible for tonight and I am not as prepared as usual, as I am checking in from home. We were released from the hospital this afternoon. I cannot drive for a week or so, but hope to check in at the Main branch in person soon.

-In regards to the quote for MobileCirc: I believe this is a necessary purchase in order for us to begin to better maintain and organize our collections and records. It will allow for very easy inventory to be done, even at branch locations. There are powerful features that will enable us to conduct more outreach outside of the library, meaning we can sign patrons up for new accounts and events while attending community events (or events at school).

-I met with Dale Layman to thoroughly review his proposal. It does include refinishing of the hardwood floors, all walls, and ceiling. Insulation around the windows will be added where it can but otherwise, there is currently not enough physical space between the brick and lath for insulation. We will need to purchase new light fixtures and Dale did include a estimate for that expense at \$4,144. That figure may or may not be enough. Related to this, we also need to purchase commercial grade fixtures for the main floor bathroom. Those expenses have not been included. In order to select items which honor the appropriate historical time period, we may wish to consider hiring a licensed commercial designer to help us select and source what we need for fixtures. Items that should be investigated before work begins are ensuring that the foundation has not further settled (Jon believes the building is still sinking) and a fire suppression system. I have a company coming to the branch for an estimate on a suppression system next week. We will also need to hire movers to empty the main floor space and will need to rent a temporary storage facility to house books and furnishings for the duration of the renovation. When considering the moving expenses, fixtures, professional fees of a firm/designer, and other possible repairs and upgrades, the total project cost certainly increases. I do believe I can have more detailed financial costs for the February meeting. I still feel this approach is best and that Dale's price is reasonable.

-There has been an ongoing security issue at the Mason branch. The township staff are aware and involved as is local law enforcement. A male patron has been loitering all day outside the library in his vehicle, sometimes acting suspiciously. He intentionally parks too close to Holly's car and has made her quite uncomfortable when she has been closing the branch by herself in the evenings. For the next few weeks, Tim has graciously agreed to head to Mason in the evenings. Part-time Main employee Steve Kaszar has also offered to help and even switch his Monday and Tuesday evening shifts to Mason permanently. I do strongly feel that having a second employee at Mason, Monday-Thursday in the evening is a much safer arrangement. I will keep you all posted on the issue. It is my hope that Tim's presence over the next two weeks will force the issue to resolve itself.

Unfinished Business

Local History:

- Bid for plaster restoration
Received estimate for interior work at Local History from Dale Layman.
Board members would like more information about what General Conditions means in the estimate given.
Tabled item until next month.

New Business

District:

- SirsiDynix MobileCirc quote
MobileCirc will add expanded functionality to the Horizon Automation Library System the library uses.
Kay McAdam moved, supported by Sandra Asmus to approve the purchase of SirsiDynix MobileCirc product.
Roll Call Vote:
Sandra Asmus Yes
Alison Yeo Yes
Kay McAdam Yes
Mary A. Hoebeke Yes
Patricia O'Connor Absent
Hank Yeomans Yes
Nancy Stoner Yes
Motion carried.

Adjournment 7:36 p.m.
Nancy Stoner, moved.
Kay McAdam, supported.
Motion carried.

**Respectfully submitted,
Tim Wiggins**