

**Cass District Library
Board of Trustees**

**Board Meeting
July 18, 2018
Minutes**

President Nancy Stoner called the meeting to order at 7:00 p.m. at the Howard Branch followed by the Pledge of Allegiance.

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

Agenda

Patricia O'Connor to approve the agenda, supported by Alison Yeo. Motion carried.

Minutes

Sandra Asmus moved to approve the June 20th Board minutes, supported by Hank Yeomans. Motion carried.

Treasurer's Report

Hank Yeomans submitted his report revenues include \$1,030,516 Net Millage, USF Grant of \$9,683, State Aid \$13,832, Copies/Fax etc. \$6,598, Penal Fines \$0, Other Income \$29,423. Total revenues are \$1,096,582. Expenses include: Auditor Fee of \$6,350, Payroll \$1,548, Personnel costs are 54% of total expenses, Capital Improvements \$0. Automation \$25,806. Total expenses are \$630,269.

Report will be filed for audit.

Director's Report

Libraries Rock

We have experienced great attendance at the programs held to date! The animal programs drew large crowds that packed our tiny branches! I'm hoping our music programs attract folks too.

Harry Potter Escape Room Extremely popular!

Sue Pickar and Stephanie Knepple have created quite an appealing activity. Close to 300 people have signed up to participate. If you have an opportunity to pop in to the main library and take a look at the room, you will be intrigued with the staging. Sue would be delighted to give you a tour of the set, and Stephanie would enjoy explaining the problem solving necessary to gain freedom. Want to do more than just look and listen? There's a few time slots available if you would like to invite friends and give it a go!

Collaboration with Niles District Library

I attended the first informational meeting regarding the grant funded program that will bring a social worker to our library for a few hours per week. I think this may turn out to be a rewarding venture. How many times have we wished we knew better how to help the person just released from jail with no phone, no money, no ride. How far should we go in querying the person we feel might be living in their vehicle? I could go on about the needs we encounter. Having a person to help us and our customers negotiate life's bumps and curves will be a blessing. Below is the book written by the librarians behind this movement referred to as Whole Person Librarianship.

Fingerprinting numbers on the rise!

Due to new requirements for child care workers to be printed, we have seen an increased number of appointments. We don't earn a great deal per print, but it adds up. We have printed nearly 1,900 people and have earned approximately \$5,700. I feel it's been a positive experience for the library. Not a fingerprinting day goes by that at least one client says, "I'm so glad you do this here."

Fewer breakdowns and problems this past month!

I'm happy to report that we haven't had any air conditioning, electrical, garage door, or plumbing troubles this past month!

Unfinished Business

Local History

- Mr. Layman has been back on site regularly. He's making progress on the main floor windows.

Edwardsburg

- The engineer for Bill's roofing has made a visit. He doesn't have any clear answers for our problems. He stated that it's very difficult to know (without being destructive) if the roofer installed the recommended footage of ice and water shield on the roof edges and if there is a layer of breathable material between the plywood and the shingles. He also stated we might wish to consider re-roofing. He was going on vacation. Upon his return, he and his boss would discuss and come back to us with suggestions. In the meantime, I am to make certain that the heat tape in the gutters functions. He felt installation of heat tape on the roof itself may be an option.
- Concrete Man stopped by and looked at the crumbling cement. He feels that it can be successfully repaired and said that he would do it for free when he is working on sidewalk repairs/replacements for the Village. I am unsure of when that will be; however, if I don't hear from him soon, I'll check back with him.

Main Library

- Concrete man didn't seem too interested in our problems at the main library so I have called another company to come take a look.

District

- Director search update: We have received another application. I will bring copies for everyone tomorrow evening. I also have had an inquiry from a fairly local person (Kalamazoo area) that I have known through the cooperative. He believes he will be submitting his application in the near future.

New Business

District

- Kay McAdam's application for the Board seat as the representative for Penn, Volinia, Newberg Townships (application attached). I received the application from the County. You are to recommend the action you would like them to take regarding appointment.

Patricia O'Connor moved, supported by Sandra Asmus to approve Kay McAdam's application to join the library board. Roll Call Vote:

Sandra Asmus	Yes
Alison Yeo	Yes
Mary Dunn	Absent
Patricia O'Connor	Yes
Mary Anne Hoebeke	Absent
Hank Yeomans	Yes
Nancy Stoner	Yes

Motion carried.

- Request for possible 12 day in-service on Thursday, August 16. Lewis Cass ISD and the Cass County Courts have arranged for a presentation on August 16 by Western Michigan University professor Dr. James Henry. Dr. Henry specializes in trauma assessment and treatment. We come in contact with many families who have experienced trauma. This presentation could help us recognize and cope with consequent behaviors. It's free to attend and will be held at the Dowagiac Middle School's performing arts center, 8:00 a.m. – 12:00. We would open all locations at 1:00 p.m. This would only happen if full-time employees show interest and enthusiasm for attending. I have yet to poll everyone as I wanted to bring it before you first.

Sandra Asmus moved, supported by Patricia O'Connor for the option to close for a ½ in-service August 16th and to open locations at 1 p.m.

Motion carried.

- Request to open late on Thursday, August 30. Our MERS representative has asked to present an update on our 457 and deferred benefit plan. This day works well for her. We will need extra time to allow for her presentation and move through our typical agenda. The meeting would convene at 8:00 a.m. with dismissal at 10:30, allowing all facilities to open at 11:00.

Alison Yeo moved, supported by Patricia O'Connor to open late Thursday, August 30 for staff in-service. Motion carried.

Adjournment 7:58 p.m.

Hank Yeomans moved, supported by Nancy Stoner. Motion Carried.

Submitted by Tim Wiggins