

**Cass District Library  
Board of Trustees Meeting  
Howard Branch, July 17, 2019, 7:00 p.m.  
Minutes**

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

**Present:** Trustees Sandra Asmus, Alison Yeo, Mary A. Hoebeke, Kay McAdam, Al Smouse, Patricia O'Connor (Vice President), Nancy Stoner (President). Director Barbara Gordon, Recorder Timothy Wiggins. Guest McKinzie Kistler

**Absent:** Trustee Hank Yeomans (Treasurer).

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

**Minutes:** Kay McAdam moved to approve the June 19<sup>th</sup> minutes with grammar correction. Sandra Asmus seconded the motion. Motion carried.

### **Public Comment**

### **Correspondence**

- Letter from Rachel Wilson, re: Marj Federowski  
Received a letter from the daughter of the late Marj Federowski. The family has some funds from her estate and has asked the Board for suggestions on how best to use the money in memory of all of her mother's legacy.

### **Director's Report:**

Director's Report  
July 2019

-Meet Up Eat Up!

This marks another year of participation in the state's summer food service program at Main and Mason Union branches. Next year I will work to move the group out of the Flagg room. Meeting room use is very high and it's increasingly difficult to accommodate the relatively small group in the middle of the day for 8 weeks. Mason Union serves bagged lunch outside which may be a better option for Main. It's a great opportunity to introduce the library to kids and families who may not be patrons so I do feel it is important for us to continue to be a host site.

-Related to programs, staff have been busy with a full schedule of events for summer reading. As usual, Pam will run Kiddies Day at the Fair. McKinzie worked with Stephanie to create a display for Underground Railroad Days July 12-14th. The annual book sale is at Main on July 31st and August 1st and 2nd. We are hoping for a great profit as this year's sale as it will be larger than previous years due to weeding across the system over the past several months.

-Summer Reading programs have been well attended but enrollment is down from previous years. The unofficial number for enrollments this year is 390, approximately 100 less than last year. But, patrons have responded positively to online tracking. Program attendance has been robust:

Galaxy T-shirts at all locations: 180 children & 80 adults

Birds of Prey at all locations: 129 children 95 adults

Llamas at CMU & CAS: 41 children & 31 adults

-Shirley attended a workshop and community forum on Saturday July 13th at Edwardsburg schools to discuss options related to safe and educational afterschool activities for kids and teens, particularly the approximate 30% of students in the district who are below standard achievement marks. Shirley was happy to offer the library as an eager and willing partner.

-McKinzie and I attend the Mason Union Friends meeting in July to introduce ourselves, meet the group, and learn more about their program offerings for the remainder of the year. The group has been generous with their donations, sponsoring a large summer program, paying for summer reading prizes, and recently purchasing a number of book ends and supports for the branch.

-Work is continuing for me on the collection. Almost all books at Main have been shifted which has been a large project. Brandi has begun inventory at Main, our first since 2008. Branch managers are now in charge of overseeing the rotation of books at their branches. This will occur every month based on lists I create. The goal is to rotate the vast majority of our collections to every branch, creating a 4 year cycle, with the intention of increasing circulation and maximizing the investment in our print collections.

-I will be assembling a small group of staff to begin work on the policy manual which is in need of updating. I will save revisions for one Board meeting instead of presenting updates continually over the next few months-unless that would be preferred.

## **Unfinished Business**

### **District**

- Library Strategies bid for strategic planning

The Board decided to check into other options and have tabled strategic planning for now.

### **New Business**

#### **Edwardsburg**

- Bid from Building Restoration, Inc.-basement water remediation

Discussion was held over the basement water problems at the Edwardsburg branch where one of the walls has deteriorated over time, allowing water to repeatedly enter the basement.

Mary Anne Hoebeke moved, supported by Patricia O'Connor to approve Building Restoration, Inc. to work on the basement water problems at the Edwardsburg branch for \$11,155.00.

AYES: Sandra Asmus, Alison Yeo, Kay McAdam, Mary Anne Hoebeke, Patricia O'Connor, Al Smouse, Nancy Stoner

NAYS: None

Hank Yeomans            Absent

Motion: Carried.

#### **Main**

- Bid from C&S Masonry-masonry repairs

Discussion was held over the outside masonry problems at the Main Library.

Kay McAdam moved, supported by Patricia O'Connor to have C&S Masonry effect repairs at the Main Library for \$11,600.00.

AYES: Sandra Asmus, Alison Yeo, Kay McAdam, Mary Anne Hoebeke, Patricia O'Connor, Al Smouse, Nancy Stoner

NAYS: None

Hank Yeomans            Absent

Motion: Carried.

- Bid from Midland Engineering-roof repairs

Discussion was held over roof repairs at the Main Library to repair damage from adverse weather and routine aging.

Alison Yeo moved, supported by Mary Anne Hoebeke to have Midland Engineering to effect roof repairs at the Main Library in the amount of \$16,500.00.

AYES: Sandra Asmus, Alison Yeo, Kay McAdam, Mary Anne Hoebeke, Patricia O'Connor, Al Smouse, Nancy Stoner

NAYS: None

Hank Yeomans            Absent

Motion: Carried.

Adjournment 7:44 p.m.  
Patricia O'Connor, moved.  
Nancy Stoner, supported.  
Motion carried.

**Respectfully submitted,  
Tim Wiggins**

**Summer Rotation:  
August – Mason/Union**