

**Cass District Library  
Board of Trustees**

**Board Meeting  
June 20, 2018  
Minutes**

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

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

**Agenda**

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

**Minutes**

Mary Anne Hoebeke moved to approve the May 16<sup>th</sup> 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 \$0, Copies/Fax etc. \$5,639, Penal Fines \$0, Other Income \$29,099. Total revenues are \$1,079,992. Expenses include: Auditor Fee of \$6,350, Payroll \$1,453, Personnel costs are 55% of total expenses, Capital Improvements \$0. Automation \$25,806. Total expenses are \$532,176.

Report will be filed for audit.

**Director's Report**

**Libraries Rock in full swing!**

Summer Reading Club activities have begun. We have a great lineup of programs for children and families. So far, participation has been encouraging

**Libraries and Social Workers in Collaboration**

Niles District Library received an IMLS grant to investigate the value of libraries and social workers bonding to better serve patrons. Several libraries in the region are partners in this grant-including us! As a partner, we will have a social worker on site a few hours per week. We will also have phone and e-mail access to the social worker. I am pleased we were asked to be part of this venture.

**Problems and Solutions**

The maintenance and repair budget has taken a few hits this past month. At the main library, a major sewer line became clogged and the garage door malfunctioned. The air conditioners at Local History broke down. Edwardsburg's drinking fountains overflowed. All of these troubles have received attention.

### **Break In at the Howard Branch**

Someone broke into the shed at Howard (again); nothing was stolen (unfortunately). I say unfortunately because many scraps of building materials and miscellaneous brick-a-brack from days of yore languish there waiting to be triaged-undoubtedly, the great majority doomed for the dumpster. Our agents with MMLLP have suggested we get an estimate to repair; they will decide if it's worth fixing. In the meantime, I am going to get it cleaned out.

### **Meet Up and Eat Up**

This federal program provides free lunch for children 18 and under. In our state, the Michigan Department of Education administers the program with schools being the major providers. Schools serve the meals in their own facilities but also at gathering places in the community- parks, community centers, and libraries! The Main Library and Mason/Union have been serving sites for several years running. Both are sites again this summer. Constantine Schools serves the meals at Mason/Union and their cycle has already begun. Cassopolis Schools will serve the meals at the Main Library beginning July 7.

### **Reverse Family Vacation**

Terry, Holly, Jenna and I are taking a family vacation June 30-July 7. I call it a reverse family vacation because Terry and I will be in the back seat! We plan to visit Fallingwater and the 9-11 site in PA before heading to Washington, D.C. for the 4th of July celebration on the National Mall. We'll also take in monuments and museums and, of course, the Library of Congress. I have taken care to make sure all bases are covered. I'll be available by phone and via e-mail.

### **Unfinished Business**

#### **Local History**

- Mr. Layman will be back on site as of Tuesday, June 19 to commence window work. I am hoping to visit with him and his restoration architect in the very near regarding the interior work approved in April.
- I have consulted Mr. Layman regarding assistance with the restroom restorations. He is interested in assisting with this project and will be bringing a restoration architect on site to assess the situation and make suggestions. He and the architect have worked together on other projects, assisting each other as friends. I'm not expecting any big bill for the site visit or plan development.

#### **Edwardsburg**

- The e-mail vote on FM Construction's proposal for roof and cement work stalled in discussion. Please continue the discussion of their proposal and call for a vote to accept or reject. If you vote to reject their proposal, I will seek additional bids from roofing and concrete contractors. Board members decided to have Jennifer look into some more contractors and get further estimates.

#### **Main Library**

- FM has yet to provide an estimate for cement work at the main library. If I call another contractor for an estimate at Edwardsburg, I will request that they include the work at the main library.

#### **Mason/Union**

- Mason Township officials have heard nothing from Comcast and are considering the damaged cement something that they will deal with when they deal with the rest of the parking lot. Jan Dull indicated that the township harbored no ill feelings over the cement. We may, at some point in the future, be asked to contribute towards repairs of the parking lot.

**District**

- Director search update: we have received two applications via the Michigan Library Association employment listings. I will provide everyone copies of the applicants' documents. I have also been made aware of a search service called Library Possible. I will provide information about this service (provided by the Kent District Library) as an option for future reference if needed.
- L4029 forms that request our millage be levied have been filed with all townships, villages, and departments!

**New Business****District**

- The Library of Michigan has issued a 2017 edition of the *Michigan Public Library Trustee Manual*. I will have a copy for everyone.

Adjournment 7:56 p.m.

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

**Submitted by Tim Wiggins**