

**Cass District Library
Board of Trustees Meeting
Silver Room, Main Library, March 20, 2019, 6:30 p.m.
Minutes**

Vice President Patricia O'Connor called the meeting to order at 6:30 p.m. followed by the Pledge of Allegiance.

Present: Trustees Sandra Asmus, Alison Yeo, Kay McAdam, Mary A. Hoebeke, Patricia O'Connor (Vice President), Hank Yeomans (Treasurer), Director Barbara Gordon, Recorder Timothy Wiggins. Guests Patrick Sage, CPA, Brandi Roberts.

Absent: Trustee Nancy Stoner (President).

Agenda: Mary Anne Hoebeke moved to approve the agenda, supported by Hank Yeomans with the addition of Kalamazoo Mechanical Quote under New Business. Motion carried.

Minutes: Mary Anne Hoebeke moved to approve the February 20th minutes. Hank Yeomans seconded the motion. Motion carried.

Auditors Report: Patrick Sage of Kruggel Lawton CPA presented the Cass District Library's 2018 audit to the board. Total assets at the close of 2018 were \$2,972,567. Patrick Sage reported that the library continues to be in good financial shape. The audit is on file with the library and copies have been sent to the County offices, and Accounting Consultants. The audit has also been submitted to the State of Michigan.

Correspondence: The Library received a donation of an Alice Lewis painting in memory of former Trustee Beatrice Larson from Lloyd Larson Jr.

Treasurer's Report: Hank Yeomans reported year to date revenues as follows: millage \$324,498, USF Grants \$6,649, Copies/Fax \$1,034.00, State Aid \$0, Penal Fines \$0, Interest & Dividends \$545.85.

Report will be filed for audit.

Director's Report:
Director's Report
March 2019

Howard Branch:

-Toni Reynold's retirement party is tomorrow from 4-6pm. We will have cake and refreshments. I purchased a small engraved crystal paperweight as a thank you for her many years of dedicated service.
-We have been soliciting applications for a part-time circulation assistant at the branch. A 2 week advertisement was placed in various Leader Publication newspapers. April Hughes and I interviewed 3 candidates this morning. We hope to make a decision as soon as possible. Depending on scheduling possibilities, it would be beneficial to have this person take on an evening shift or two at Main, particularly on Tuesday and Thursday evenings. This would allow Steve Kaszar to continue to be at Mason in the evenings and Stephanie Knepple would have assistance closing Main on Thursdays.

Mason Union:

-Holly and Clarise have done an excellent job reorganizing the space and opening up tight corners of the branch. The Friends group will be donating funds for an SRP program. The branch should enjoy a robust and successful book sale this year as the collection was weeded.

Edwardsburg:

-The Village is embarking on a visioning project, from the Chamber's website:

"Recently the Edwardsburg Chamber of Commerce, the Village of Edwardsburg and Ontwa Township partnered to apply for the Sustainable Built Environment Initiative {SBEI} project headed by Michigan State University School of Planning, Design and Construction (SPDC). The objectives of the SBEI are to work with communities to develop sustainable planning and design ideas for some of the issues Edwardsburg faces and offer some suggestions for place-making, aesthetic improvement, and help in developing a future vision for the community. To that end, three visioning sessions are held to get input from community members regarding what issues they see and what the community would like to see."

The first session was held in February and the library was deemed the second most vital community asset (behind the school system). I will plan to attend the next sessions.

-Shirley Hartley will begin attending the local Chamber meetings and also presented to the Edwardsburg Lions this month about the branch and important services offered by the library across the district.

Local History:

-I have been in contact with HBM Architects in Cleveland, Ohio about the branch renovations. This firm is currently handling the renovation and expansion project at the Dowagiac District Library. They are willing to give advice on fire suppression and help with the selection and procurement of fixtures. They are also willing to take on a more involved roll in the final stages of the project in terms of coordination of contractors and ensuring work is done to code and documented via drawings. They will have a few proposal options for Board consideration next month.

Main:

-Sue and Stephanie have reorganized the Children's collection and the entire space is much more inviting and easier to navigate. Sue is also working on shifting collections in the stacks to accommodate the growing DVD collection.

-Due to a lack of profit, the vending machines have been removed. I have not found another company able to replace them. Staff feel like the products (lack of variety) in the machines were to blame for the poor performance.

District:

-After back and forth discussions with New York Life, the only way for the library to receive its money from Mary Dunn's estate is to open a new bank account with NYL. The funds will be directly dispersed into the account and the account can be closed thereafter. As mentioned last month, the paperwork is complex and tedious. I will continue to provide updates as they come.

-I am currently devising a job description for a new, full-time position at Main. To begin, I have asked other similar sized libraries in the state for examples of their job descriptions and salary information for a communications/marketing/graphic design position. This new employee would also be expected to work an evening shift at Main to help with desk coverage. I would like to have a draft for Board approval next month and details on how this will affect the budget.

-I have reached out to the Midwest Collaborative for Library Services about strategic planning. With Cassopolis embarking on a new master plan, I feel strongly it is important for the library to ensure it's moving in tandem with local developments. I will have proposals for Board consideration by summer.

-I would like to begin to add video games to the collection for circulation.

-For a summer staff development activity, I received suggestions about a Cass District Library night at Four Winds Field for a South Bend Cubs game. The library could purchase tickets at a group rate of \$12-\$14 person. If the library agreed to purchase 2 tickets per staff member that would cost \$264-\$308, assuming all 22 staff members attended (I think that is unlikely). There are 2 Saturday evening games as possibilities in August. It would be nice to celebrate the end of SRP which can be a strain on staff

Unfinished Business

None

New Business

District:

- Mitinet quote

Discussion was held over fixing catalog records for the system.

Kay McAdam moved, supported by Alison Yeo to approve the quote for Mitinet services for database cleanup of \$2,100 and yearly subscription cost of \$2,880 for a total cost of \$4,980. Roll Call vote:

Sandra Asmus	Absent
Alison Yeo	Yes
Kay McAdam	Yes
Mary A. Hoebeke	Yes
Patricia O'Connor	Yes
Nancy Stoner	Absent
Hank Yeomans	Yes

Motion carried.

- Kalamazoo Mechanical Quote (addition)

Quote is for the repairs for the 2 inoperable humidifiers at the Main Library.

Hank Yeomans moved, supported by Kay McAdam to approve the quote from Kalamazoo Mechanical for \$3,250.00.

Roll Call vote:

Sandra Asmus	Absent
Alison Yeo	Yes
Kay McAdam	Yes
Mary A. Hoebeke	Yes
Patricia O'Connor	Yes
Nancy Stoner	Absent
Hank Yeomans	Yes

Motion carried.

Adjournment 7:36 p.m.

Sandra Asmus, moved.

Mary Anne Hoebeke, supported.

Motion carried.

Respectfully submitted,

Tim Wiggins