

**Cass District Library  
Board of Trustees Meeting  
Local History Branch, May 15, 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 Alison Yeo, Mary A. Hoebeke, Patricia O'Connor (Vice President), Hank Yeomans (Treasurer), Trustee Nancy Stoner (President). Director Barbara Gordon, Recorder Timothy Wiggins.

**Absent:** Trustees Sandra Asmus, Kay McAdam.

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

**Minutes:** Alison Yeo moved to approve the April 17<sup>th</sup> minutes with grammar corrections. Hank Yeomans seconded the motion. Motion carried.

**Treasurer's Report:** Hank Yeomans reported year to date revenues as follows: Millage \$996,242.16 USF Grants \$33,884.98, Copies/Fax \$5,695.99, State Aid \$0, Penal Fines \$0, Interest & Dividends \$623.74. Microfilm \$3,100.00, Payroll \$246,134.30, Automation \$34,242.94. Total Revenue \$1,069,689.82. Total Expenses \$466,975.92.  
Report will be filed for audit.

**Director's Report:**

Director's Report  
May 2019

District:

-I am proposing budget amendments be made in June, half way through our fiscal year, to help us better plan for some (possible) upcoming expenses. Currently I feel our estimated income is too generous and we have some expenses higher than anticipated.

-In reviewing our tax income, due to Headlee rollback, we are forfeiting approximately \$166,000 per year in millage revenues. Strategic planning can help us start the conversation with our patron base about voting yes to restore our millage to its original 0.75 rate. Currently, the 38,002 people who are levied our millage pay \$27.18 annually. A restoration of our millage to the .75 rate would increase the annual amount to \$31.55, a difference of just \$4.37.

-Over 60 applications have been submitted for the Marketing & Program Coordinator position. I plan to interview candidates at the end of the month with Shirley Hartley and April Hughes.

-I have accepted an invitation to serve on the Cass Community Fund Board for the Michigan Gateway Community Foundation.

Main:

-After speaking with the county Road Commission and Sheriff's office, I was informed that the shared drive's maintenance falls to us and the Sheriff's office because it is not a named street. In previous years, the Sheriff's office maintenance team has patched the drive. The Deputy Sheriff informed me they will address the potholes.  
-I am awaiting bids from North Star Landscape and Mitchell Lawn Care & Landscape to address the deteriorating metal edging and water runoff issue on the West side of the building, between the book return and sidewalk. The bids will be presented at June's meeting.

Mason Union:

-For the month of May, a simple survey has been made available for patrons to determine their thoughts on a change of hours on Tuesday and Thursday from 11am-7pm to 9am-5pm. So far, most patrons seem to be in favor of the change and are especially in favor of whatever Holly may wish. This change would work well for Holly and alleviate some issues with staffing at closing time, especially in the winter months.  
If there is strong support, I will propose the change at June's meeting.

### **Unfinished Business**

**None**

### **New Business**

#### **Local History:**

Bid for electrical

Mary Anne Hoebeke moved, supported by Patricia O'Connor to go ahead with the electrical work in the parking lot of Local History. Roll Call vote:

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

Motion carried.

Bid for second floor windows and brass hardware

Hank Yeomans moved, supported by Mary Anne Hoebeke for the third story window replacement at Local History for an additional \$2,480. Roll Call vote:

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

Motion carried.

- Discussion: building survey  
The board decided not to go with HBM for the building survey. Will check into more local architects for this project.

**Main:**

- Bids for sidewalk repair and replacement  
Patricia O'Connor moved, supported by Mary Anne Hoebeke to approve Willis Construction of South Bend, IN bid for \$1,600 for sidewalk repair at the Main Library. Roll Call Vote:  
Sandra Asmus           Absent  
Alison Yeo               Yes  
Kay McAdam           Absent  
Mary Anne Hoebeke   Yes  
Patricia O'Connor    Yes  
Hank Yeomans         Yes  
Nancy Stoner          Yes  
Motion carried.
- Carpet and wall covering bid for Director/Staff office space  
Alison Yeo moved, supported by Mary Anne Hoebeke to approve Office Interiors to carpet and wall repair in the office area for \$3,340. Roll Call Vote:  
Sandra Asmus           Absent  
Alison Yeo               Yes  
Kay McAdam           Absent  
Mary Anne Hoebeke   Yes  
Patricia O'Connor    Yes  
Hank Yeomans         Yes  
Nancy Stoner          Yes  
Motion carried.

**District:**

- Discussion: strategic planning  
(Tabled)

Adjournment 8:01 p.m.  
Patricia O'Connor, moved.  
Nancy Stoner, supported.  
Motion carried.

**Respectfully submitted,  
Tim Wiggins**

**Summer Rotation:  
June – Edwardsburg Branch  
July – Howard Branch  
August – Mason/Union**