

**Cass District Library  
Board of Trustees Meeting  
Silver Room, Main Library, November 28, 2018, 7 p.m.  
Minutes**

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

**Present:** Trustees Sandra Asmus, Alison Yeo, Kay McAdam, Patricia O'Connor (Vice President Pro-Tem), Nancy Stoner (President), Hank Yeomans (Treasurer), Director Barbara Gordon and Recorder Timothy Wiggins.

**Absent:** Trustee Mary Dunn (Vice-President) and Trustee Mary Anne Hoebeke.

**Agenda:** Alison Yeo to approve the agenda, supported by Kay McAdam. Motion carried.

**Minutes:** Sandra Asmus moved to approve the October 17<sup>th</sup> minutes as presented. Alison Yeo seconded the motion. Motion carried.

**Treasurer's Report:** Hank Yeomans reported year to date revenues as follows: millage \$1,030,817, USF Grants \$38,821, Copies/Fax \$12,256, State Aid \$27,931, Penal Fines \$105,405, and other income \$33,547. Total revenues are \$1,276,115. Personnel costs comprise 53% of the total expenses with automation costs totaling \$25,806.

Report will be filed for audit.

**Director's Report:**

District

- I am happy to report I have had the privilege to meet one on one with nearly every employee in the system to conduct a performance evaluation. The evaluation was a series of free response questions which sought to ascertain employee thoughts on job duties and areas of strength and weakness both on a personal level and on a district level. A few specific comments/ideas were expressed by nearly every employee:
  - o District has excellent customer service
  - o Branches operate independently, wish for more communication, inclusion, and cohesiveness
  - o New logo and branding
  - o Facilities upgrades, especially at Main in the meeting rooms and circulation area
  - o Need for a new policy manual which is uniformly followed and enforced
  - o Merit based raises and/or reconsideration of job titles (and salaries) to reflect actual duties
- Based on these conversations, I strongly feel the library would immensely benefit from a strategic plan which would give staff an opportunity to play an active role in policy updates, goal setting, and long term initiatives.
- A staff intranet will also do much to improve communications. We do have an option to purchase a solution from our current website provider but the initial investment of \$3,400 seems high. I am still exploring free, open source solutions.
- I am working on a system wide weeding of materials, especially in nonfiction collections, in an effort to create shelf space and eliminate stale and outdated materials. The staff have been enthusiastically supportive and all are looking forward to seeing new materials.

- Tom Harris has joined the staff as the new Delivery Driver/Maintenance Manager. Tom will work 20 hours a week and handle large scale cleaning and maintenance projects not included with our contracted work.
- I intend to complete and submit the State Aid Report before Christmas to ensure it is completed prior to my maternity leave.

#### Edwardsburg

- Circulation Assistant Patty Allen will be resigning in the coming weeks. Patty currently works just 10 hours a pay period but the branch could use more help during the busy after school hours. Circulation Assistant Linda Milarczyk currently works three evenings but would like to have more day time hours. Balancing these changes, I would like to propose hiring a new Circulation Assistant at 26 hours per pay period. This change is reflected in the budget for FY 2019.

#### Howard

- Karon Mercado has been contracted to clean the branch twice a week, every week for a total of \$420 a month.
- Branch Manager Toni Reynolds will retire March 31<sup>st</sup>, 2019.

#### Local History

- I have met with Dale Layman and discussed the building's renovations at length. If plaster work is to begin a section at a time, the total construction time will take near a year. If plaster work can begin throughout the branch as one project, the construction time will be 3-4 months and will offer a cost savings in labor. I have asked Dale to compile a quote for the remaining work in entirety. The branch cannot serve patrons if portions of the collection are to be consistently unavailable for a year's time.
- Karon Mercado has been contracted to clean the branch twice a month for a total of \$130 a month.
- The branch is tremendously more clean and organized thanks to Sue Pickar and Brandi Roberts. With regular attention from Karon, it will remain in better working order for staff and patrons. The reorganization allowed for the branch to host all fourth graders from Sam Adams Elementary.
- Tim Gleisner, the Library of Michigan's Special Collections Manager, will be visiting the branch on November 30<sup>th</sup> to assess the collections and make recommendations for conservation, preservation, archives, and arrangement. I am eager for him to evaluate the materials housed upstairs.

#### Main

- Sue Pickar, Brandi Roberts, and Stephanie Knepple are tackling a better organization of the staff areas. The carpet in the Director's office and hallway area was professionally cleaned. The fingerprinting station has been moved to the storage area, which is also being reorganized.
- Employees have mentioned that the contracted cleaning services are inadequate. I met with our current provider to provide a list of what should be included on a weekly basis. This would raise their monthly price from \$800 to \$1,200. For comparison, I have asked for 2 other companies to place a bid for services. I will report back on the estimates.
- Stephanie Knepple has reached out to Sam Adams teachers to inquire about facilitating a book club for students during their lunch period. The idea was met with great enthusiasm from teachers and she will begin in the New Year.
- On November 9<sup>th</sup>, the branch hosted a meet and greet event for the SWiRSL grant program. Our social worker has been on site on Fridays. I am looking forward to seeing this program develop.

- The annual Cookies & Cocoa with Santa program is scheduled for December 8<sup>th</sup> at 10am. This year the branch is also hosting a \$5 Holiday Centerpiece program on December 18<sup>th</sup> at 6pm.

Mason Union

- The long awaited Comcast internet is now partially installed and we are awaiting a date for project completion. Our first large reimbursement of \$31,144 was sent this week.
- The Santa Visit and Bake Sale program is December 22<sup>nd</sup> from 10am-1pm.

**Unfinished Business**

**Edwardsburg:** Consideration of repairs to correct damage on interior ceiling due to roof leak.

It was agreed to go ahead and have the damage repaired in the children’s room at the Edwardsburg Branch.

**New Business**

**District:**

- New business credit card at Chemical Bank  
Barbara is having trouble getting the card from 5<sup>th</sup> Third changed over from Jennifer’s name. She will get a company credit card from Chemical Bank and once 5<sup>th</sup> Third is paid off will cancel the card from them.
- FosterSwift Engagement Letter  
Kay McAdam moved, supported by Patricia O’Connor to go ahead and retain FosterSwift as legal counsel for the library. Motion carried.
- District closure December 13<sup>th</sup>, 2018 for full day staff development
- Consideration of staff holiday bonuses  
Nancy Stoner moved, supported by Patricia O’Connor to give full-time employees \$100.00 and part-time employees \$75.00. Roll Call vote:  

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

 Motion carried.
- 2019 Holiday and Staff Development calendar  
Kay McAdam moved, supported by Alison Yeo to approve the 2019 Holiday schedule with changes to Easter and Thanksgiving days. Motion carried.

- December 2018 Board meeting  
December 19, 2018, Main Library, Silver Room.

Adjournment

**Respectfully submitted,**  
**Tim Wiggins**