

**Cass District Library  
Board of Trustees Meeting  
Silver Room, Main Library, October 17, 2018, 7 p.m.  
Minutes**

President Nancy Stoner called the meeting to order at 6:56 p.m. followed by the Pledge of Allegiance.

**Present:** Trustees Sandra Asmus, Alison Yeo, Mary Dunn, Mary A. Hoebeke, Patricia O'Connor, Nancy Stoner (President), Hank Yeomans (Treasurer), retiring director Jennifer Ray and guest Al Smouse.

**Absent:** Trustee Kay McAdam, Director Barbara Gordon and Recorder Timothy Wiggins.

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

**Minutes:** Mary Anne Hoebeke moved to approve the September 19<sup>th</sup> minutes as presented. Patricia O'Connor seconded the motion. Motion carried.

**Treasurer's Report:** Hank Yeomans reported year to date revenues as follows: millage \$1,030,817, USF Grants \$37,356, Copies/Fax \$10,863, State Aid \$27,932, Penal Fines \$105,405, and other income \$32,806. Total revenues are \$1,250,749. Personnel costs comprise 53% of the total expenses with automation costs totaling \$25,806.

Report will be filed for audit.

**Director's Report:** Jennifer Ray reported that the Mason/Union Friends Annual Book slated for October 17, 18, and 20 is underway. Their annual Santa visit and bake sale that will take place mid-December (exact date not yet set). Jennifer expressed appreciation for the materials and furniture purchases that the Friends have made possible over the years. She applauded this small but mighty group for their dedication and service.

The Social Workers in Small and Rural Libraries project has launched. A social work intern from Western Michigan University has been on site for three weeks. At this time, the intern spends two hours once per week at the main library. However, the intern will also make appointments to meet one-on-one with clients at a mutually convenient time. Jennifer voiced hope that the program will make a difference to customers needing assistance and thanked Niles District Library Director Nancy Studebaker-Barringer for her initiative in seeking the funding for this project and for inviting the Cass District Library to partner.

Jennifer reported that the director's office will be cleaned up, ready, and waiting for Barbara when she returns from the Michigan Library Association Conference on Monday, October 22.

The carpets have been cleaned at Edwardsburg. The entryway carpet has been cleaned at the Howard Branch. Midwest Tile and Interior will be coming to glue a small area of carpet that became loose in the entryway due to the moisture problems at Howard that occurred prior to the cement and drainage improvements at the front entrance.

Jennifer thanked the Board for the privilege of working for them and for the residents of Cass County. She thanked them for their belief in the value of public libraries and for their sustained dedication to keeping the Cass District Library a meaningful and relevant community resource.

### **Unfinished Business**

**Local History:** Dale Layman has received a payment of \$7,283.00 as approved at the September Board meeting. Work continues on the main floor windows. Mr. Layman will soon be presenting a bid for plaster work to repair areas disturbed by the removal of windows on the main floor.

**Howard:** Krueger's completed the septic system project.

**District:** Barbara Gordon began working on October 15 followed by her attendance at the Michigan Library Association Conference October 17-19. Jennifer will work until November 2 to provide support and answer questions as Barbara becomes acclimated.

### **New Business**

**Edwardsburg:** A new roof problem has occurred at Edwardsburg. A damp spot on the ceiling in the children's area has appeared. It became wet enough that paint and drywall dropped to the floor. Bill's roofing will be on site Friday, October 19 to take a look.

**District:** Paperwork from Chemical Bank to arrange new signature rights has been requested. Signatures of all those authorized to sign on the Library's behalf will be needed.

Call for a vote to confirm the affirmative outcome of the recent e-mail to move the Annual Budget Hearing and November Board meeting from November 21 to November 28.

Trustee Mary Dunn called for adjournment at 7:45 p.m. Motion carried.

**Respectfully submitted,  
Jennifer Ray**