

**Cass District Library  
Board of Trustees**

**Board Meeting  
September 19, 2018  
Minutes**

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

The following trustees were present: Sandra Asmus, 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, Mary Dunn (Vice President), and Kay McAdam. Guests Barbara Gordon (Director), Joe Gibbs.

**Agenda**

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

**Minutes**

Mary Anne Hoebeke moved to approve the August 15<sup>th</sup> Board minutes, supported by Patricia O'Connor. Motion carried.

**Treasurer's Report**

Hank Yeomans submitted his report revenues include \$1,030,572 Net Millage, USF Grant of \$37,356, State Aid \$27,868, Copies/Fax etc. \$10,081, Penal Fines \$105,405, Other Income \$32,206. Total revenues are \$1,250,749.

Expenses include: Auditor Fee of \$6,350, Payroll \$2,268, Personnel costs are 54% of total expenses, Capital Improvements \$0. Automation \$25,806. Total expenses are \$831,720.

Report will be filed for audit.

**Director's Report**

**Mason/Union Friends Annual Book Sale**

The Mason/Union Friends will hold their annual book sale October 17, 18, and 20.

The group has become slim in number, but remains mighty in spirit. They recently purchased two new book carts for the branch. These carts house oversized children's books. They work perfectly for this collection-and can be moved easily when necessary.

**EPS Open Houses-We were there!**

Pam Boepple attended open house nights at all of Edwardsburg's elementary buildings and the Intermediate School. I am pleased that administrators invite the library to these events. Our presence at the schools validates the library as a community resource and as an educational partner.

**Progress Report on my Cleanup Efforts**

=> Howard's shed, done!

=> Lower level Local History, still ongoing, but noticeable progress.

=> Director's office, I have a ways to go, but I'm hustling.

## **ALA's Incredible Things About Your Library**

The month of September has been designated *Library Card Sign-Up Month* for a number of years. Each year ALA creates artwork and a little gimmick to attract and involve customers. This year, they've done a little take off on the *Incredibles* film with a simple sheet that asks people to share something incredible about their library. We've received some heartwarming comments and compliments. You will see them posted at each branch; when you visit your branch, be sure read them it will lift your spirits!

## **Just in case you didn't know ...**

Johnie Rodebush passed away at the age of 96. He requested memorials go to the Howard Branch of the Cass District Library or to the Cass County Parks Department. Johnie certainly packed his dash with good works for Cass County and continues to make a difference post dash.

## **Unfinished Business**

### **Local History**

- I am meeting with Dale Layman Tuesday, September 18 at 11:00 a.m. He will provide a progress report on the window restoration at that time, and I will pass it along to you Wednesday evening. Mr. Layman has asked for another disbursement of money for work done. 2 windows need to be added to the current work being done that lead down to the basement. Change order to storm windows may be needed soon.
- Sandra Asmus moved, supported by Alison Yeo to pay the current payment to Mr. Layman for another part of the Local History windows project. Roll Call vote:

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

Motion carried.
- Contract signed with Central Michigan University for microfilming the Cassopolis Vigilant 1960-1978 and miscellaneous copies of early newspapers.

### **Edwardsburg**

- Heat tape has been installed!

### **Howard**

- I'm still waiting for a shed repair estimate from Skinner Construction. I've nudged Mr. Skinner for a response; perhaps I'll have something to share by Wednesday evening.

### **District**

- Nancy will provide updates regarding the director search. Barbara Gordon has been offered the position of Director and she has accepted. Final agreement is forthcoming. Start date will be Monday October 15th. Jennifer will stay on for a couple of weeks to help Barbara settle in and then take the rest of her vacation time.

Mary Anne Hoebeke moved, supported by Hank Yeomans to pay for Barbara Gordon's maternity leave commencing in January of 2019 for 8 weeks. Roll Call vote:

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

Motion carried.

## **New Business**

### **Howard Branch**

- We have had to have the septic system pumped more and more frequently over the past two - three years. Krueger's Septic Service described the system as failing when they recently pumped. Because of the failure, the system doesn't drain properly. Krueger's have served us well for many years. They are located in Howard Township, and I trust their opinions and judgements. Mr. Krueger has given us a quote (attached) based on size requirements recommended by the Howard Township Plumbing/Mechanical inspector. If we would like to be on his fall schedule, Mr. Krueger would appreciate knowing as soon as possible. It would be wise to address this before winter.

Patricia O'Connor moved, supported by Sandra Asmus to accept Krueger's Septic Service for septic work at the Howard Branch in the amount of \$5,500.00. Roll Call vote:

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

Motion carried.

**District**

- Amend By-Laws Article II Officers. Section 4 becomes Section 5 with new Section 4 to read: Board members may call for a special election at any regular Board meeting throughout the year to temporarily fill the position of an officer unable to carry out his/her duties. The newly elected person may remain in the position until the previous officer is able to resume his/her duties or until the end of the previous officer's term.

Hank Yeomans moved, supported by Alison Yeo to approve the change to the Library By-Laws.

Roll Call vote:

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

Motion carried.

- Election of temporary Vice-President.

Hank Yeomans moved, supported by Sandra Asmus to appoint Patricia O'Connor to temporary Vice-President. Roll Call vote:

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

Motion carried.

Adjournment 7:56 p.m.

Nancy Stoner moved, supported by Patricia O'Connor. Motion carried.

Next Meeting, October 17, Main Library

**Submitted by Tim Wiggins**