

**Cass District Library
Board of Trustees Meeting
Main Library, September 18, 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 Sandra Asmus, Al Smouse, Alison Yeo, Mary A. Hoebeke, Kay McAdam, Patricia O'Connor (Vice President), Hank Yeomans (Treasurer), Nancy Stoner (President). Director Barbara Gordon, Recorder Stephanie Knepple. Guest McKinzie Kistler

Agenda: Patricia O'Connor moved to approve the agenda, supported by Al Smouse. Motion carried.

Minutes: Alison Yeo moved to approve the August 21st minutes amended. Kay McAdam seconded. Motion carried.

Treasurer's Report: Hank Yeomans submitted his report revenues include Penal Fines \$141,190.55. Total revenues are \$1,270,979.59. Expenses include Telephone \$7,795.56. Total Expenses are \$110,297.33. Report will be filed for audit.

Correspondence:

Ms. Rachel Wilson sent a letter along with \$4,000.00 donation to the library in memory of her mother Marjorie Federowski. Kay McAdam moved, supported by Patricia O'Connor to place a memorial plaque at both Edwardsburg Branch and Local History. Donation will be used to support ongoing renovations at Local History Branch. Roll call vote:

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

Motion carried.

Director's Report:

September 2019

Howard:

-At next month's meeting, I will have quotes for a security system at the branch. I have asked for quotes on both window and door alarms as well as a camera for the back of the building.

-Recently retired Branch Manager Toni Reynolds will be working a few days as a substitute at the branch this fall to accommodate vacation requests. This arrangement comes at an opportune time for the library as the position of Interloan Coordinator has been offered to the branch's part-time Circulation Assistant Crystal Moore. Crystal will continue to work her Saturday and Wednesday evening shifts at Howard until a new part-time employee is hired.

Main:

-C&S Masonry began work on the building this week and should be finished by the end of the month.

-Brandi Roberts has done a fantastic job jumping into MeL, quickly learning the process, and working to streamline and correct issues so that Crystal can ease her way into position.

-The Star Wars Escape Room was a fantastic hit with 304 people attending, earning the library \$272 in admission fees. After placing the (really awesome) handmade items for sale on Michlib, the Friends of Troy Public Library bought the lot for \$300. Considering \$211 in expenses, the library earned \$361. The room would not have been possible without the superb talents of Sue Pickar.

Local History:

-The Underground Railroad Society has asked to make copies of a few of our items for the library at the Bonine House. One particular item, an account book by Zachariah Shugart, a Quaker who settled in Cass County and was involved in the Underground Railroad, has recently come up for auction. I was contacted by the Library of Michigan who was concerned that the item up for auction was ours and had been stolen. Our item, which is catalogued, is a mimeograph copy of this account book that was made in 1994. It is historically significant because it lists 107 names of "runaway negroes". According to Swann Galleries, the auction house, no other documents at auction have approached the extent or detail of this book. Our copy is not in fine shape and I will scan it immediately to ensure we have it for the future.

Mason:

-The Friends Group has a few more programs planned for the remainder of the year and McKinzie and I will continue to attend meetings. At last month's meeting it was decided that Jennifer would be assisting the group with their incorporation as a nonprofit. It is important that the memorandum of understanding includes clear processes for the creation of publicity materials for the group as this has become a tedious undertaking for McKinzie.

District:

-The August Comcast bill is finally reflecting a \$3,100 credit for E-Rate funding. According to the bill, our monthly expenses for internet total \$3,875 but we owe \$4,686 a month for 60 months for custom installation. I need to meet with our E-Rate vendor to better understand the installation charges and our options for a potential early payoff.

-McKinzie participated in a daylong meeting with other PR professional staff from Michigan libraries to network and share ideas about marketing. Stephanie will be attending a 2 day conference in Indianapolis October 3rd and 4th sponsored by Library Journal called Achieving Together: Activating the Partnership Continuum between Schools and Public Libraries. Stephanie applied for a continuing education grant from the Library of Michigan which would cover the entire expenses of attendance. Awards will be announced in October.

-Thanks to a software update from SirsiDynix, we are now able to accept credit cards in person at the Main branch. Shortly before Jennifer left, an account with ProPay was established to manage the money collected from credit card payments online in the patron catalog. ProPay provided the library with 1 card reader at the time of account set up but we will need to purchase additional readers for the branches. We also need to devise a public policy for accepting credit card payments and an internal policy for executing transactions. This will be a priority for October.

-I met for the second time with Tony Clark of Clark Technical Services to discuss our IT needs in more depth. CTS has a number of public library clients in our COOP. He provided some quotes on servers which can be considered next fiscal year but also was eager and willing to step into the role of tech support for Cass District Library if needed. The hourly rate is \$55. CTS does not provide physical hardware so our long standing relationship with Priority Computer Services can certainly continue as they do provide all necessary machines and components. As a comparison, PCS' hourly rate is \$109. I would like to engage CTS to reconfigure our wireless routers so we can obtain session data which is requested in the annual state aid report. I would also strongly recommend we consider a content filtering system which CTS has done for several libraries to date.

-The Policy Manual Committee will resume work next week with the addition of Shirley Hartley. Similarly, manuals for front desk procedures and MeL will also be developed for internal use.

Unfinished Business:

McKinzie Kistler presented four new CDL logo options. A hand vote was carried.

Option One: 5 votes

Option Two: 0 votes

Option Three: 3 votes

Option Four: 0 votes

After further discussion option one was agreed upon.

New Business

No objections to open all CDL locations at 11:00am on September 26th for Staff Development.

Next Board Meeting will be held on October 23rd at 6 p.m. Main Library. Board Meetings will meet at 6:00 p.m. for the rest of the year.

Hank Yeomans moved to approve the Interloan Coordinator job description, and supported by Patricia O'Connor. Motion carried.

Mary A. Hoebeke moved to approve the Custodian job description, and supported by Sandra Asmus. Motion carried.

Adjournment 8:00 p.m.
Patricia O'Connor, moved.
Nancy Stoner, supported.
Motion carried.

**Respectfully submitted,
Stephanie Knepple**