

**Cass District Library
Regular Board of Trustees Meeting
Main Library, December 11, 2019, 6:00 p.m.
Minutes**

President Nancy Stoner called the meeting to order at 6:00 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

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

Budget Minutes: Alison Yeo moved to approve the Special Board of Trustees November 20th minutes. Mary A. Hoebeke seconded. Motion carried.

Minutes: Mary A. Hoebeke moved to approve the amended Regular Board of Trustees November 20th minutes. Al Smouse seconded. Motion carried.

Treasurer's Report: Hank Yeomans submitted his report revenues included Other Income \$288.00, Out-of-District Fees \$40.00, Copies, Fax, Etc. \$986.00, Meeting Room Feed \$75.00, Sale of Used Books \$173.25, Overdue Fees \$111.70, Interest & Dividends \$550.62. Total revenues are \$1,002,720.88. Expenses include Administration Expenses \$228.04, Total Books/Periodicals/Video/Audio \$9,734.36, Contracts/Professional Fees \$1,800.93, Equipment \$10,575.95, Miscellaneous Expenses \$2,307.41, Payroll Expenses \$49,529.83, Programs and Promotions \$1,340.69, Repairs and Maintenance \$1,051.97, Telephone and Utilities \$4,501.93. Total Expenses are \$81,071.11. Report will be filed for audit.

Director's Report
December 2019

-Howard: Security system is installed and running.

-Local History: Dale's window work continues. I have asked him to prepare a quote for new blinds so that that the makeshift cardboard window coverings can finally be removed. Blinds are needed to ensure that the microfilm machines can be viewed, as they are directly affected by morning sunshine. He is also working with an engineer and other professionals to prepare a bid and scope of work for a final look at the building before plaster and floor restoration work. This would include plans and drawings for a main floor bathroom renovation as well.

-Mason/Union: The Friends final program of the year is December 21st from 11:15-12:45pm. A bake sale with live music from local band Promissory Notes is planned.

-Main: North Star Landscape visited the branch to review plans for garden and landscape work, including Mary Dunn's garden. Updated designs and costs will be presented in early 2020.

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District:

-The new website is ready for launch but obtaining access to our current domain has caused some issues (we don't own it). The use of a new .org is likely. The staff and I feel that our current url is long and not intuitive. Most all Michigan libraries have already transitioned from the lib.mi.us domains to a .org address. If/when we obtain our own email server, this would allow us to change our email addresses as well, to match the website. Ideally, we would like to set up a forward from our current domain to a new .org, but this may not be possible.

-The state aid report is started and I plan to finish it by the end of the year.

-A number of nearby libraries have announced plans to go fine free in 2020 or have already done so. In the past three years, fine revenue has amounted to less than 1% of the library's annual revenue. When factoring the cost of postage for overdue reminders and the immense amount of staff time spent calling, mailing, and organizing the overdues, the library is most likely losing money on the process. The American Library Association recently issued the following resolution:

Whereas monetary fines ultimately do not serve the core mission of the modern library; now, therefore, be it 2018-2019 ALA CD# 38 (Rev.1/27) 2019 ALA Midwinter Meeting Resolved, that the American Library Association (ALA), on behalf of its members:

1. Adds a statement to the Policy Manual that establishes that "The American Library Association asserts that imposition of monetary library fines creates a barrier to the provision of library and information services."
2. Urges libraries to scrutinize their practices of imposing fines on library patrons and actively move towards eliminating them; and
3. Urges governing bodies of libraries to strengthen funding support for libraries so they are not dependent on monetary fines as a necessary source of revenue.

I believe it's time to consider such a policy for Cass and am very willing to provide data and any other supporting materials the Board may wish to review.

Unfinished Business:

- Budget Amendments for FY 2019
Patricia O'Connor moved to approve the Budget Amendments for FY 2019, supported by Mary A. Hoebeke.
Roll call vote:
Sandra Asmus Yes
Alison Yeo Yes
Kay McAdam Yes
Al Smouse Yes

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Mary A. Hoebeke Yes
Patricia O'Connor Yes
Nancy Stoner Yes
Hank Yeoman Yes

Motion carried.

- 2020 Holiday and Staff Development closures
Kay McAdam moved to approve the 2020 Holiday and Staff Development closures with addition of unpaid closures on December 26, 2020 and January 2, 2021. Supported by Sandra Asmus. Motion carried.

New Business

- Credit Card policy
Barbara will contact the library's attorney to ascertain the legality of charging a convenience fee for credit card transactions. Findings and policy changes will be presented at January's meeting.

Adjournment 6:55 p.m.

Nancy Stoner, moved.

Patricia O'Connor, supported

Motion carried.

Respectfully submitted,
Stephanie Knepple