

Cass District Library
Regular Board of Trustees Meeting
Main Library, November 20, 2019, 6:20p.m.
Minutes

President Nancy Stoner called the meeting to order at 6:20 p.m.

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 Robert Benjamin

Agenda: Mary A. Hoebeke moved to approve the agenda, supported by Patricia O'Connor. Motion carried.

Minutes: Hank Yeomans moved to approve the October 23rd minutes. Mary A. Hoebeke seconded. Motion carried.

Treasurer's Report: Hank Yeomans submitted his report revenues included Copies, Fax, Etc. \$1,570.00, Four Winds-Revenue Sharing \$13,746.46. Total revenues are \$1,074,670.64. Expenses include Administration Expenses \$1,008.72, Books/Periodicals/Videos/Audio \$20,369.77, Contracts/Professional Fees \$6,788.23, Internet Service \$4,721.70, Microfilm \$6,407.50, Payroll Expenses \$48,939.98, Programs and Promotions \$3,399.22, Repairs and Maintenance \$2,776.46, Telephone and Utilities \$3,825.72. Total Expenses are \$99,861.89. Report will be filed for audit.

Public Comment: Commissioner Representing Howard/Milton Robert Benjamin reported on two projects. One being the Courthouse remodel which will begin demolition inside of the old Courthouse in January 2020. Along with the inside remodel of the old Courthouse the Clock Tower will also be updated. The second project is to work on the million dollar deficit. Commissioner Benjamin voiced appreciation to the library on the timeliness of the completion of the audit. The library board was invited to come to a Board of Commissioners meeting and give an annual report. The library was also invited to collaborate with the County and share their IT staff.

Correspondence: Barbara shared letters that she received from Cass County Treasure Hope Anderson and Gateway Foundation. The letter from Cass County Treasure Hope Anderson explained how the County has written off unpaid personal property taxes and the library will receive \$947.00. The Gateway Foundation letter shared the end of year endowment fund total is \$4,900.00. The amount of distribution endowment check that the library will receive is \$180.00. In years past the library has cashed the check. It was agreed upon to return the check back to Gateway Foundation and be deposited back into the fund.

Director's Report

November 20, 2019

District:

-Though the end of the year is coming to a close, our programming schedule remains busy. On December 23rd, Main will host its annual Cookies & Cocoa with Santa. 8 holiday themed craft classes have been planned across the branches for December and most are already full. The November 30th Holiday Market at Main currently has 28 vendors. The painted sign programs have been extremely well attended this fall. Most of these programs have charged a \$5.00 participation fee which has offset the cost of materials.

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-Alex Williams is in his second week of employment as Custodian. All Branch Managers have formalized a list in writing for duties and expectations at their branches.

-Library Attorney Anne Seurnyck has offered a few possibilities for reviews and updates to the policy manual. It would likely be cost prohibitive for her to review the manual in its entirety. We can purchase policies for \$200 each, which would ensure they are legally sound, and then add any additional information specific to our library as needed. She would recommend this approach for meeting room, patron behavior, and internet use policies as these are most often involved in legal issues/litigation for libraries.

-Mary Dunn's children have expressed a desire for the small garden adjacent to the Silver Room to be formally designed and revived in her honor. I have a meeting scheduled with North Star Landscape this Friday to discuss the space and begin working on preliminary plans. I would like to see us address the deteriorating and uneven pavers at the entrance to Main, along with the side garden space near the parking lot in one project this spring. I will have updated pricing and designs in 2020.

-Pixelvine is aiming to have our website ready for launch on December 18th. We are extremely pleased with the new site thus far and have enjoyed working with them.

-I met with County Commissioner Robert Benjamin at Howard to discuss all things Cass District Library and County. The Commission is re-evaluating the "liaison" appointments on County boards. In 2020 and beyond, the library should plan to at least present an annual report to the County Commission. It is likely the liaison appointment to the Library Board will cease.

-Annual staff evaluations are in progress. I will meet individually with everyone in the next 2 weeks.

Mason/Union:

-The *Cass District Library Mason Union Friends* are now officially incorporated and recognized by the state of Michigan as a nonprofit corporation. In January I will work with Anne Seurnyck on the Memorandum of Understanding between the Friends and the library.

Unfinished Business: Howard Branch: Bids for security system

Discussion was held over the security system bids received for Howard Branch. Bids were received from Johnson Controls, Koorsen Fire & Security, and Per Mar Security Services.

Patricia O'Connor moved to approve Per Mar Security Services bid, supported by Hank Yeomans.

Roll call vote:

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

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Nancy Stoner Yes
Hank Yeoman Yes
Motion carried.

New Business:

- NYLife Securities Unincorporated Organization Resolution (Mary Dunn)
Discussion was held over opening a NYLife account in Barbara's name on the behalf of the library in order to complete the transition of Mary Dunn's gift to the library.

Allison Yeo made a motion to open NYLife account in Barbara's name, supported by Kay McAdam.

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 Yeoman	Yes

Motion carried.

- Budget Amendments for FY 2019
Tabled until December Board meeting.
- Consideration of staff holiday bonuses
Discussion was held over continuing staff holiday bonuses for full time and part time staff.
Kay McAdam made a motion to have staff holiday bonuses in the amount of \$100.00 for full time staff and \$75.00 for part time staff, supported by Sandra Asmus.

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 Yeoman	Yes

Motion carried.

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- Open at 12:00 p.m. December 12th, 2019 for staff development
Discussion was held to open all Cass District Library locations at 12:00 p.m. on December 12th, 2019 for staff development. Allison Yeo made a motion to have all locations open at 12:00 p.m. December 12th, 2019 for staff development, supported by Patricia O'Connor.
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 Yeoman Yes
Motion carried.

- 2020 Holiday and Staff Development closures
Tabled until December Board meeting.

- December 2019 Board meeting
Next Board meeting will be held on December 11, 2019 at 6:00 p.m.

Adjournment 7:10 p.m.
Nancy Stoner, moved.
Patricia O'Connor, supported.
Motion carried.

**Respectfully submitted,
Stephanie Knepple**