

**Cass District Library  
Board of Trustees Meeting  
Main Library, October 23, 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, Kay McAdam, Al Smouse, Patricia O'Connor (Vice President), Hank Yeomans (Treasurer), Nancy Stoner (President), Director Barbara Gordon, Recorder Stephanie Knepple.

**Absent:** Trustees Alison Yeo, Mary A. Hoebeke.

**Agenda:** Patricia O'Connor moved to approve the agenda, supported by Kay McAdam. Motion carried.

**Minutes:** Kay McAdam moved to approve the September 18<sup>th</sup> minutes, supported by Patricia O'Connor. Motion carried.

**Treasurer's Report:** Hank Yeomans submitted his report revenues included Copies, Fax, Etc. \$1,557.11, Memorials \$4,000.00. Total revenues are \$1,175,937.68. Expenses include Books Adult Fiction \$1,241.03, Database \$2,127.62, Service Contracts \$4,281.41, Capital Improvements \$12,677.41, Salary Full Time \$36,887.18, Salary Part Time \$6,101.50, Building Repair/Maintenance \$1,569.74, Utilities \$3,921.47. Total Expenses are \$89,614.13. Report will be filed for audit.

**Correspondence:** Rick Labian Account Manager, Benefits Consultant of National Insurance Services emailed Barbara an update on TranscendAHP renewals. Despite Transcend's best effort, there is not an apparent path forward for the current TranscendAHP program. All groups and sole proprietors must transition back to their prior-to-Transcend rating structure; Blue Cross Blue Shield of Michigan or Blue Care Network small group and community rating or an individual plan with a January 1, 2020, effective date of coverage. All claims with a December 31, 2019, or earlier date of service will be honored under the terms of the contract and plan selected with Transcend. Barbara is going to reach out to health insurance agencies for quotes to share at the November meeting.

## Director's Report:

October 2019

Furniture updates:



Tom Harris drove to the Georgetown Township Public Library in Jenison to pick up 4 gently used wood shelves for the CD collection at Main. We paid \$50 each, \$200 total. These will allow us to remove the acrylic spinners and will (hopefully) encourage greater use of the collection as the materials will now be much more browse-able.

I would like permission to get rid of and/or sell the old sofa from Main which was replaced by the 4 chairs near the fireplace. It's worn, dated, large and quite heavy.

### Local History:

From Branch Manager Jon Wuepper: The Local History Branch now has microfilmed copies of local newspapers dating from 1864-1978. Many of the 19th Century papers have not been read since they were first published, and offer a treasure trove of the day-to-day activities, opinions, obituaries, etc from around the county from that time period. We also now have microfilm copies of the *Cassopolis Vigilant* dating from 1960-1978. None of these papers are available online, nor are available through any other library in the world.

The upstairs HVAC unit had a hose which became entirely clogged with bug carcasses. This caused the unit to malfunction and spit water onto the floor and materials. Luckily Jon noticed the issue quickly. Brandi, Sue, and I unpacked several boxes, laid damp materials to dry, and threw away a number of water damaged boxes. No materials suffered severe damage. We were very fortunate.

### Edwardsburg:

Longtime resident Marie Koenigshof was hired last week as the new part-time circulation employee. We are thrilled to have her exuberance and sunny disposition!

Mason/Union:

The Friends group has 2 events remaining for the year, Bunco this Friday the 25<sup>th</sup> at 6pm and the Christmas bake sale on December 21<sup>st</sup>. Jennifer Ray is filing the group's non-profit incorporation application.

District:

The custodian position has been posted but not many applications have been received. I hoped to have someone start the first week of November. I may need to place an ad in paper.

Cass County Sheriff, Richard Behnke, visited the library for a meeting to discuss the library's role as an emergency shelter for incidents at either the jail or Law and Courts building. He also offered some excellent help and resources to the library in terms of reviewing our emergency plans and maps and facilitating active shooter training for staff.

On September 27<sup>th</sup>, I attended a work study retreat at SMC for the county's Board of Commissioners which focused on data driven presentations on a variety of topics including land parcels, assessed property values, agriculture economy, wastewater development, and business and employment data. Some of the most interesting takeaways were:

- 80% of county residents work outside of the county.
- 17.3% of county residents are considered vulnerable meaning disabled, noninstitutionalized.
- 86% of land parcels in the county are categorized as residential and account for 75% of the assessed value. 10% of parcels are agricultural and account for 20% of the assessed value. Commercial parcels represent 3% of the land with 4% of value. Industrial parcels are at 1% and 1% respectively.
- Focus on our data, because data tells our story, and mine social media to better understand our constituency and their wants and needs.

Stephanie Knepple received a \$1,600 grant from the Library of Michigan which more than pays for the expenses to attend the ACHIEVING TOGETHER: Activating the Partnership between Schools and Public Libraries conference which was in Indianapolis October 3<sup>rd</sup> and 4<sup>th</sup>. Stephanie reported the conference was productive, inspiring, and a welcome change of pace from other more regional and general conferences.

The MLA conference was productive for me as well. The Library of Michigan will soon publish a much updated Public Library Financial Management Guide, which was presented at the conference. I will wait to revise and update the financial procedures in our policy manual until this is available to be sure we are following best practices. The policy manual committee has been meeting regularly and just finished updates to the rest of the manual.

**Unfinished Business:** No unfinished business to report.

**New Business:**

- Website: Bid from Pixelvine Creative. Kay McAdam motioned to accept Pixelvine Creative's bid, supported by Sandra Asmus. Roll call vote:

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

Motion carried.

- Howard Branch: Bids for security system. Barbara will contact Comcast for a bid. Decision to accept a bid is tabled until November Board meeting.

- Director's Contract: Al Smouse motioned to close session, supported by Patricia O'Connor.

Roll call vote:

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

Motion carried.

Adjournment 6:48 p.m.

Nancy Stoner, moved.

Patricia O'Connor, supported.

Motion, carried.

**Respectfully submitted,  
Stephanie Knepple**