

**Cass District Library
Regular Board of Trustees Meeting
Main Library, January 15th, 2020 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, Patricia O'Connor (Vice President), Nancy Stoner (President). Director Barbara Gordon, Recorder Stephanie Knepple

Absent: Kay McAdam (Trustee), Hank Yeomans (Treasurer)

Agenda: Patricia O'Connor moved to approve the agenda. Alison Yeo seconded. Motion carried.

Minutes: Mary A. Hoebeke moved to approve the Regular Board of Trustees December 11th minutes. Patricia O'Connor seconded. Motion carried.

Treasurer's Report: Barbara Gordon submitted the January-December 2019 report. Total revenue \$1,359,214.76. Expenses included Administration Expenses \$14,769.20, Total Book/Periodicals/Videos/Audio \$121,963.89, Total Contracts/Professional Fees \$69,236.33, Total Equipment \$119,833.33, Miscellaneous Expenses \$110,318.01, Payroll Expenses \$676,420.51, Programs and Promotions \$20,850.57, Repairs and Maintenance \$41,009.32, Telephone/Utilities \$63,870.46. Total Expenses \$1,238,271.62. Net Income \$120,943.14. Report will be filed for audit.

Public Comment: No public comment to report.

Correspondence: A patron e-mailed Barbara to share of the delightful service that she recently received from the staff of the Edwardsburg Branch. Barbara received a voicemail from a patron that frequents the Edwardsburg Branch and complimented on Marie's amicable customer service.

Director's Report

January 2020

-The County has begun planning for the 2020 census which will have its first ever online submission this year. The dialogue about how this will inevitably affect foot traffic and computer use in public libraries has been the topic of discussion amongst libraries recently as well. In Michigan, every person represents approximately \$1,800 of funding. It is imperative we do whatever we can to ensure a strong count for Cass County. Every branch library will have dedicated census computers in the month of March. I have extended the invitation to other agencies (via the HSCC and at a County led training) to bring their clients to the library for assistance in completing the census.

-The annual state aid report has been completed and submitted. The auditors will be onsite for fieldwork February 12th and 13th.

-McKinzie and I are working on further updates to the new website as well as tackling more unified branding on internal documents and public signs in the branches. The new website is the first website listed when Cass District Library is searched on Google which means the domain switch has not negatively affected traffic too much. I will begin to add website visit statistics to the monthly statistical report.

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-205 people visited the library for the annual Cookies and Cocoa with Santa program at Main. It was by far the busiest I have ever seen the branch. December was also a strong month for program attendance, with craft classes growing in popularity. Patrons are happy to pay \$5 to participate which helps offset the supply costs. For 2019, \$378.15 was made in revenue from the classes. Stephanie and McKinzie have done an excellent job building up the attendance and offering popular projects.

-Two bronze plaques for Marj Federowski were ordered at the beginning of the month. Kay McAdam created the inscriptions.

-Dale Layman has promised to soon deliver a detailed report and estimate for the remaining work at Local History. This will include pricing for the bathroom renovation and upgrades to the electrical before the final step of plaster work.

Unfinished Business

- Credit Card policy

Barbara contacted 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 February's meeting.

New Business

- Reciprocal Borrowing Agreement Dowagiac District Library

Mary A. Hoebeke moved to maintain reciprocal borrowing with Dowagiac District Library. Patricia O'Connor seconded. Motion carried.

- Officer Election

Sandra Asmus moved to extend the trustees current positions on the board. Supported by Patricia O'Connor. Motion carried.

- Circulation policy updates, fine free borrowing

Alison Yeo moved to proceed with fine free borrowing effective February 1. Supported by Sandra Asmus.

Roll call vote:

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

Motion carried.

Adjournment 6:30 p.m.

Nancy Stoner, moved.

Patricia O'Connor, supported.

Motion Carried.

Respectfully submitted,
Stephanie Knepple