

**Cass District Library
Regular Board of Trustees Meeting
Local History Branch, February 19, 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, Kay McAdam, Patricia O'Connor (Vice President), Hank Yeomans (Treasurer), Nancy Stoner (President). Director Barbara Gordon, Recorder Stephanie Knepple. Guests Dayle Layman and Jon Wuepper.

Absent: Trustee Mary A. Hoebeke.

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

Minutes: Patricia O'Connor moved to approve the Regular Board of Trustees January 15th minutes. Alison Yeo seconded. Motion carried.

Treasure's Report: Hank Yeomans submitted his report. Total revenue \$83,000.01. Expenses included Administration Expenses \$2,497.86, Books/Periodicals/Videos/Audio \$8,410.84, Contracts/Professional Fees \$2,697.57, Equipment \$1,013.40, Miscellaneous Expenses \$1,107.98, Payroll Expenses \$51,815.88, Programs and Promotions \$1,918.53, Repairs and Maintenance \$1,389.23, Telephone/Utilities \$5,354.74. Total Expenses \$76,222.03. Net Income \$6,777.98. Report will be filed for audit.

Public Comment: No public comment to report.

Correspondence: No correspondence to report.

Director's Report

February 2020

-I have received 4 new policies from Attorney Anne Seurnyck which will be presented as new business next month along with modifications and updates to the rest of the policy manual. Ms. Seurnyck will also help with the formal agreement between the library and Mason Union Friends now that the group has registered as a nonprofit in the state. Please anticipate that agreement for March's meeting as well.

-This week we received formal approval for the humidifier repairs and cleaning of the air ducts from Cass County. Work should be completed soon.

-I attended the first of 4 lectures at Notre Dame's Mendoza College of Business, specifically for nonprofit executives. The theme of this year's series is Leadership and so far has been excellent. I also attended another County Board of Commissioners Workshop at the Ed Lowe Foundation on February 7th.

-The change to fine free continues to be well received by patrons but has taken much work on the staff side in terms of reconfiguring Horizon, our ILS. We sent out 500 postcards to people whose accounts were affected by the change, welcoming them and encouraging them to visit us. Obviously a number of them have been returned as undeliverable but that helps us wrangle our patron data and determine active patrons.

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-Brandi Roberts and I are also working on a number of tech projects. A complete inventory of all computers in the district was done and unfortunately about 20% of our machines are at the end of their life and need to be replaced very soon. All of these machines date to 2010-2011. A great number of the remaining machines (104 total) are running obsolete software. We will need to purchase new Microsoft Office and Windows licenses. Brandi and I also met with Comcast who submitted a bid through E-rate for a VPN solution which would virtually network all computers across the district. In another month, pricing and options for the VPN solution, new software, and new machines should be available. We will not be able to replace all the machines at once so we will work on a 3 year plan. We are also working on moving staff email addresses to cassdistrictlibrary.org.

-McKinzie Kistler is working on compiling an annual report which I will present to the Board of Commissioners next month. The final piece of that document will come after the audit is complete so that we can report financials. The auditors are nearly finished and will present the completed audit at March's meeting.

-Summer Reading planning is well underway. We did mail out sponsorship solicitation letters again to local businesses which has resulted in donations of gifts cards and \$900 cash.

-Another project for this spring is the grounds and gardens at Main, including Mary Dunn's garden. I will share more information on that as soon as I receive it, in terms of pricing and a realistic scope of work for the year, given the project at Local History.

-The Library is to receive an award at the United Way of Southwest Michigan's annual meeting and reception. We had an excellent year in terms of employee giving and volunteering and supporting UWSM's events.

Unfinished Business

- Credit Card policy
Patricia O'Connor moved to approve the credit card policy. Sandra Asmus seconded. Motion carried.

New Business

- Local History Branch renovation bid, D. Layman Construction
Sandra Asmus moved to approve the Local History Branch renovation bid, D. Layman Construction, supported by Kay McAdam.

Roll call vote:

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

Motion carried.

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- Moving bid, Mulder’s Moving & Storage
Kay McAdam moved to approve the moving bid, Mulder’s Moving & Storage. Patricia O’Connor seconded. Motion carried.
Roll call vote:
Sandra Asmus Yes Mary A. Hoebeke Absent
Alison Yeo Yes Patricia O’Connor Yes
Kay McAdam Yes Nancy Stoner Yes
Al Smouse Yes Hank Yeomans Yes
Motion carried.
- Local History Building Committee
Nancy Stoner, Sandra Asmus, Hank Yeomans, Jon Wuepper, and Barbara Gordon volunteered to be members of the Local History Building Committee.

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

Respectfully submitted,
Stephanie Knepple