

**Cass District Library
Regular Board of Trustees Meeting
Zoom Virtual Meeting, July 15, 2020 6:00 p.m.
Minutes**

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

Present: Trustees Sandra Asmus, Kay McAdam, Mary A. Hoebeke, Hank Yeomans (Treasurer), Patricia O'Connor (Vice President), Nancy Stoner (President). Director Barbara Gordon, Recorder Stephanie Knepple.

Absent: Alison Yeo (Trustee)

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

Minutes: Mary A. Hoebeke moved to approve the Regular Board of Trustees June 17th minutes. Patricia O'Connor supported the motion. Motion carried.

Treasurer's Report: Hank Yeomans submitted his report. Total revenue \$1,165,178.30. Expenses included Administration Expenses \$7,500.35, Books/Periodicals/Videos/Audio \$49,131.12, Contracts/Professional Fees \$27,064.61, Equipment \$197,374.26, Miscellaneous Expenses \$20,247.62, Payroll Expenses \$327,241.60, Programs and Promotions \$5,740.13, Repairs & Maintenance \$10,692.50, Telephone/Utilities \$26,552.53. Total Expenses \$674,560.72. Net Income \$493,617.58. Report will be filed for audit.

Public Comment: No public comment to report.

Director's Report
July 2020

-Everyone on staff has nicely settled into our new normal and patrons continue to be appreciative of our services and willing to comply with safety requirements. Foot traffic is down but branches are still offering curbside for interested patrons. I am trying to maximize this "slower" time by engaging staff in larger projects and offering online training opportunities. Sue Pickar and Crystal Moore will attend 3 webinar sessions later in the month on Creating Inclusive Libraries: Gender and Sexuality Awareness.

- 145 people have registered for Summer Reading at this time which is down about 50% from this time last year. People are continuing to sign up daily. Other summer programming updates:

-July/August Virtual Story Time Packs: 48 of 150 have been distributed.

-Weekly Registration Prize Drawings has been very well received.

-49 Stuffed Animals have been purchased and picked up within a week of offering the Take and Make Craft; 31 are waiting to be paid/picked-up.

-Virtual Story Times have been well received.

-Working on Adult Take and Make packets to create Macrame Keychains utilizing videos from Creativebug.

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-Partnered with the Cass County Parks Department to offer a craft at their Harvest Festival at Dr. Lawless Park in Vandalia in exchange for free park entrance to our patrons for the Book Walk which will take place at Dr. Lawless from August 8th-16th. McKinzie has created tickets for park entrance which are available for pickup at all locations.

-In August, Chemical Bank will become TCF Bank. All of the business banking services we utilize will continue.

-Brandi Robert's diligent work on our library records database culminated with a full strip and reload of our entire collections' records in the MeL database. There had been issues for years with our libraries receiving MeL requests for books we no longer owned. MeL reported a deletion of 33,561 dead/invalid records. I feel very confident that our local database is in the best, cleanest shape it has been since automation in 1999.

-Related to collection management, the Branch Managers have been busy with weeding and rotation lists at their locations. Sue Pickar and I have made highly productive visits to Mason/Union and Howard to help with shifting and reorganizing. While I recognize the importance of having substantial collections for patrons to browse at all our locations, the branches are overstuffed, particularly Mason/Union and Howard. The goal is to open up floor space and ensure that those collections are very new and reflect the borrowing trends of each location. This work will also be done at Edwardsburg. All the locations are in need of new sitting furniture.

-With Sue Seedorf's and Jon Wuepper's help, we are working on a launch of a new page within our website dedicated specifically to local history research. Crystal Moore is also helping to create inventories of collections. The page will have a request form for vital records and finding aids and/or inventories of our major collections like maps and microfilm. This will be an ongoing project but I think will encourage more visits to the branch and use of the collections.

-Work continues at Local History with painting and electric to be nearly completed in the next few weeks. Progress photos have been added to the branch page on the website.

-We had a major technology issue during the week of July 7th when our email was down for several days. It was incredibly complicated to resolve and further reiterates our need to continue upgrading our local servers and networks so we can host our own email. Clark Technical has continued to work on upgrades and configurations.

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New Business

- Patron Behavior Policy
- Computer and Internet Use Policy
- Library Violations Enforcement Policy

Kay McAdam moved to approve all three policies. Supported by Patricia O'Connor.

Roll call vote:

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

Motion carried.

- Mary Dunn Memorial Garden North Star Landscape & Design Estimate

Mary A. Hoebeke moved to approve the estimate from North Star Landscape & Design.

Roll call vote:

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

Motion carried.

Adjournment 6:38 p.m.

Nancy Stoner, moved.

Patricia O'Connor, supported.

Motion carried.

Respectfully submitted,
Stephanie Knepple