

**Cass District Library  
Regular Board of Trustees Meeting  
Zoom Virtual Meeting, June 17, 2020 6:00 p.m.  
Minutes**

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

**President:** Trustees Alison Yeo, Kay McAdam, Sandra Asmus, Hank Yeomans (Treasurer), Nancy Stoner (President). Director Barbara Gordon, Recorder Stephanie Knepple.

**Absent:** Mary A. Hoebeke (Trustee), Patricia O'Connor (Vice President).

**Agenda:** Kay McAdam moved to approve the agenda, supported by Sandra Asmus. Motion carried.

**Minutes:** Hank Yeomans moved to approve the Regular Board of Trustees May 20<sup>th</sup> minutes. Alison Yeo seconded the motion. Motion carried.

**Treasurer's Report:** Hank Yeomans submitted his report. \$1,162,563.49. Expenses included Administration Expenses \$6,809.61, Books/Periodicals/Videos/Audio \$39,333.13, Contracts/Professional Fees \$25,268.06, Total Equipment \$172,246.08, Miscellaneous Expenses \$19,951.42, Payroll Expenses \$279,351.15, Programs and Promotions \$5,591.00, Repairs and Maintenance \$9,575.04, Telephone/Utilities \$25,247.47, Total Expenses \$583,388.96, Net Income \$579,174.53. Report will be filed for audit.

**Public Comment:** No public comment to report.

### **Director's Report**

June 2020

-Curbside services began slowly but are picking up somewhat. Library staff have been positive and flexible, wearing their masks appropriately and doing their part to keep things clean. Though it has not be advertised, we have been completing free faxes and copies for patrons via curbside. Many patrons are in need of this service and access to Wi-Fi.

-Through the Southwest Michigan Library Cooperative, we were able to purchase some face shields for use primarily in areas when patron interaction calls for a proximity closer than 6 feet, such as help at the copier and computers.

-The Edwardsburg Branch received a \$1,000.00 donation from the Edwardsburg chapter of the Eastern Star. Per the group's request, this money was used to purchase an updated and much needed encyclopedia set.

-Our 1,000 Books Before Kindergarten program briefly launched prior to forced closures. The program will be formally launched in the fall in hopes that more in-person support can be given.

-The annual subscription cost for the Rocket Languages database is \$400.00. In the past year, it was used by only 11 patrons. I am proposing that we drop the database and use those funds

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towards a new subscription to Creativebug, a database of video tutorials for numerous kinds of craft and art projects of varying degrees of difficulty and proficiency. A two year subscription is \$1,130.00 annually. We can use the videos to further our online program offerings.

-Painting has begun at Local History. The carpet is entirely gone and work on the floors will begin soon. We were able to see the original layout of shelves behind the circulation desk once the carpet was gone. McKinize has been posting progress photos to Facebook which have been very popular. She is also working to add these to the Local History page on our website along with a new request form for vital records. Jon is working to compile lists of hidden collections that will be uploaded to the website as well.

-Brandi Roberts and Sue Pickar have completed an inventory of the entire collection at all branches. This was the first inventory in at least 12 years. After missing books and irregular records are reconciled, the catalog of our holdings should be nearly immaculate. Next, Brandi will work on integrating records for all the available titles in Hoopla into our local catalog. The inclusion of the records is very standard in public libraries and should help to boost circulation in that database. We are also investigating the possibility of including the holdings from Creativebug as well. This means that if a patron were to search “macramé” in our local catalog, the search results would include our print books, Hoopla digital books, OverDrive books, and Creativebug video links all in one place.

-At our July meeting, we can address new policies and also review some of the drawings which were presented for Mary Dunn’s garden. Given the uncertainty of our remaining revenue, I suspect it will not be possible to designate any additional funds to that project this year. I will work with North Star to devise some options to accomplish at least a small portion if possible.

Facebook Statistics for May:

Page Views: 269 (up 70%)

Post Reach: 3,583 (up 219%)

Post Engagement: 1,655 (up 446%)

Video Views: 521 (up 586%) - Virtual Story Times

Page Follows: 16 (1,116 total)

Summer Reading sign-ups to date:

Children=60

Teens=5

Adults=23

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Summer Reading Kits:

CAS - 18 Children's, 6 Teens and 6 Adults

CED - 7 Children's and 3 Adults

CHO - 30 Children's and 2 Adults

CMU - 10 Children's, 3 Teens and 4 Adults

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

**New Business**

- Reopening plan updates: Approved to move onto *Stage 4: Limited Lobby or Atrium Space Open* beginning Monday, June 22, 2020.

Adjournment 6:25 p.m.

Nancy Stoner, moved.

Alison Yeo, supported.

Motion carried.

Respectfully submitted,  
Stephanie Knepple