

**Cass District Library  
Regular Board of Trustees Meeting  
Zoom Virtual Meeting, August 19, 2020 6:00 p.m.  
Minutes**

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

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

**Absent:** Sandra Asmus (Trustee)

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

**Minutes:** Kay McAdam moved to approve the Regular Board Trustees July 15<sup>th</sup> minutes. Hank Yeomans supported the motion. Motion carried.

**Treasurer's Report:** Hank Yeomans submitted his report. Total revenue \$1,183,764.26. Expenses included Administration Expenses \$8,998.94, Books/Periodicals/Videos/Audio \$61,364.08, Contracts/Professional Fees \$32,932.46, Equipment \$218,749.40, Miscellaneous Expenses \$25,196.73, Payroll Expenses \$400,626.35, Programs and Promotions \$6,309.60, Repairs & Maintenance \$13,906.37, Telephone/Utilities \$30,751.30, Total Expenses \$798,851.23, Net Income \$384,913.03. Report will be filed for audit.

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

**Director's Report**

August 2020

-The work on phase 1 of Mary Dunn's garden at Main began on August 11<sup>th</sup> and the change is substantial and wonderfully positive to a no longer neglected area. Mary's children have inquired about the possibility of a dedication ceremony October 10<sup>th</sup>. If that date works for most, I will confirm and continue with planning. I would welcome recommendations on a program.

-225 craft kits were distributed last month and the virtual story time videos have been viewed 1,378 times.

-The \$6,550 CARES Act Grant for PPE, wifi hotspots, and Chromebooks was received and we have already begun purchasing PPE to replenish our supplies. I hope to have a policy for Board consideration next month regarding rules for circulating the hotspots and Chromebooks.

-The Local History Branch is really progressing. Paint and flooring is complete. We hope to move the books and furnishings back to the building before the end of September. There are some shipping delays on materials so small projects will need to be completed as materials become available.

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- We are once again in need of a custodian. I am soliciting bids from private businesses as well as accepting applications for a staff member. Once I receive quotes and review applications, a more informed decision can be made. Carina Gawenda's last day was August 8<sup>th</sup>. When full operating hours are resumed, we will likely need to hire weekend help for the Howard Branch.

-Sue Pickar created a generous gift basket for Sharon Myrick's retirement which was recently gifted as an in-person celebration will not be possible for some time. I also purchased a small engraved crystal paperweight for her as well.

-CreativeBug sent us a free 3d printer which we plan to set up at Main in the children's area.

-We would like to have some version of the annual book sale at Main this fall. Before plans are finalized, I wanted the Board to consider the request. We are envisioning multiple tables throughout the library for browsing, continuing to limit the number of patrons in the building as necessary.

-I have implemented new self-paced online training requirements for staff. With fewer patrons visiting, staff have more flexibility in their work days to be able to view webinars and trainings. There will not be any opportunities for in-person conferences or workshops this year. I also wanted to familiarize staff with online trainings in the event we are again shut down and staff are working remotely. The Library of Michigan created a free database of trainings, covering a variety of topics, which was another factor in establishing the program. The requirement for the remainder of the calendar year is 1 hour a month for full-time and part-time staff.

-A number of Michigan libraries successfully passed millages this month, including millages for renovations and new construction. If we wish to consider a millage renewal next year, to address the losses due to headlee rollback, the options are:

*"For May, the ballot language is due roughly at the end of February. For August, the ballot language is due Mid-May and for November the ballot language is due Mid-August. So, ideally, we would recommend that language be drafted two months before the deadline so that the Board has time to consider the language at one or two meetings."*

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

**New Business**

- Edwardsburg Branch Manager Job Description  
Kay McAdam moved to approve the Edwardsburg Branch Manager Job Description.  
Supported by Patricia O'Connor. Motion carried.

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- Meeting Room Policy  
Mary A. Hoebeke moved to approve the Meeting Room Policy. Supported by Patricia O'Connor. Motion carried.
  
- Collection Development Policy  
Alison Yeo moved to approve the Collection Development Policy. Supported by Kay McAdam. Motion carried.
  
- Operating Policies 5, 7, 8, 16  
Mary A. Hoebeke moved to approve the Operating Policies 5, 7, 8, 16. Supported by Patricia O'Connor. Motion carried.
  
- North Star Landscaping Bid  
Kay McAdam moved to approve the North Star Landscaping Bid. Supported by Patricia O'Connor. Motion carried.

Adjournment 6:35 p.m.  
Nancy Stoner, moved.  
Patricia O'Connor, supported.  
Motion carried.

Respectfully submitted,  
Stephanie Knepple