

**Cass District Library  
Regular Board of Trustees Meeting  
Zoom Virtual Meeting, October 21, 2020 6:00 p.m.  
Minutes**

Vice President Patricia O'Connor called the meeting to order at 6:10 p.m.

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

**Absent:** Nancy Stoner (President)

**Agenda:** Hank Yeomans moved to approve the agenda, supported by Mary A. Hoebeke. Motion carried.

**Minutes:** Kay McAdam moved to approve the Regular Board of Trustees September 16<sup>th</sup> minutes. Alison Yeo supported the motion. Motion carried.

**Treasurer's Report:** Hank Yeomans submitted his report. Total revenue \$1,327,333.70. Expenses included Administration Expenses \$14,176.31, Books/Periodicals/Videos/Audio \$93,510.39, Contract/Professional Fees \$39,873.01, Equipment \$284,005.02, Miscellaneous Expenses \$28,692.67, Payroll Expenses \$502,151.43, Programs and Promotions \$18,320.47, Repairs & Maintenance \$24,245.23, Telephone/Utilities \$46,119.71, Total Expenses \$1,051,094.24, Net Income \$276,239.46. Report will be filed for audit.

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

**Correspondence:** Barbara shared a letter that she received from library patron Maurice Kissane sharing his appreciation of the excellent service that Nancy and McKinzie has given him.

**Director's Report**  
October 2020

Reopening Plans:

On October 9<sup>th</sup>, MDHHS issued a new epidemic order mostly mirroring Governor Whitmer's Executive Orders. This order would allow us to reinstate use of our meeting rooms and in-person programming. The health department offered the following in response to the use of the Flagg Room at Main: *Thank you for being conscientious of the current trends in the county. We are concerned about the recent surge in spread but also respect and encourage our community to respect the MDHHS order. With this in mind, we support any meeting, gathering, or event that falls within the guidelines. In this case, assuming patrons wear masks, hand sanitizer/hand washing is encouraged, and the room is disinfected between each use, we support your desire to begin allowing use of the large meeting room again. I know how valuable that room is to all of us!*

MDHHS ORDER:

*(b) Gatherings are permitted only as follows:*

*(2) Indoor gatherings of up to 10 persons occurring at a non-residential venue are permitted provided each person at the gathering wears a face covering except as provided in section 6 of this order;*

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*(3) Indoor gatherings of more than 10 and up to 500 persons occurring at a non-residential venue are permitted only to the extent that the organizers and venue:*

*(B) In venues without fixed seating, limit attendance to 20 persons per 1,000 square feet in each occupied room, provided however that gatherings of up to 25 persons per 1,000 square feet in each occupied room are permitted in Region 6;*

Our reopening policy stipulates that meeting room use returns only with a return to full operating hours and unrestricted events but exceptions and changes can be made. Since foot traffic remains reduced and because we are heading into the winter and slower months, I do not think we need to extend branch hours to the evenings this calendar year. If meeting room use begins again, evening hours would be convenient for the public at Main but trickier on staff who will need to manage the number of people and disinfect.

Related to this is the continuing issue of kids at Edwardsburg with nowhere to go after school. I do think it may be time to make available some of the furniture again in the branch and to loosen our 30-minute soft time limit across the district. This is not an easy decision to make, especially considering that Edwardsburg Middle School was closed for a week (Oct. 12<sup>th</sup>-16<sup>th</sup>) due to a COVID outbreak.

Other updates:

Stephanie Knepple has curated 5 new STEAM On The Go Kits (STEAM=Science-Technology-Engineering-Arts-Mathematics). Each kit includes a non-fiction book and fiction book that relates to the theme and with two interactive STEAM resources to create safe and innovative learning environments that foster the development of critical thinking, problem solving, and creativity. The 5 topics are Construction and Building, Money, Math Economics, Emotions and Empathy, Explore the Outdoors, and Electronics, Coding & Bots. These will be available for checkout.

Local History is really progressing, Dale says he anticipants being mostly finished in 2-3 weeks. We are tentatively planning to move items back to the branch on November 19<sup>th</sup>. I think we will be ready to open to the public by December.

As of October 15<sup>th</sup>, 3 candidates have been interviewed for the part-time Circulation Assistant position at Main but an offer of employment has not been made. I am still receiving applications and will continue interviewing. The position should ideally be filled by the start of November.

14 Chromebooks were purchased with the CARES Act Grant funds and will arrive the week of October 19<sup>th</sup>. We will make these available right away for in-library use and I will begin working on a policy to circulate some of them.

Important upcoming events:

Shirley Hartley's retirement open house: October 28<sup>th</sup>, 1-4pm, Edwardsburg Branch

Library Spooktacular: October 30<sup>th</sup>, 6pm

Book sale at CAS: October 26<sup>th</sup>-30<sup>th</sup>, 9am-5pm

November 18<sup>th</sup> Board meeting: Annual budget hearing

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December 16<sup>th</sup> Board meeting: Final decision on bids for Facilities Study, possible committee meeting the week of December 7<sup>th</sup> to review bids and narrow down candidates



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

**New Business:**

- MERS Defined Benefit Plan Adoption Agreement Addendum  
Roll call vote:  
Sandra Asmus            Yes            Patricia O'Connor    Yes  
Alison Yeo                Yes            Nancy Stoner         Absent  
Kay McAdam              Yes            Hank Yeomans        Yes  
Mary A. Hoebeke        Yes  
Motion carried.
- General Personnel Policy  
Hank Yeomans moved to approve the General Personnel Policy. Supported by Sandra Asmus. Motion carried.
- Facilities Master Plan RFP  
Sandra Asmus moved to approve the Facilities Master Plan RFP. Supported by Mary A. Hoebeke. Motion carried.

Adjournment 6:45 p.m.  
Kay McAdam, moved.  
Sandra Asmus, supported.  
Motion carried.

Respectfully submitted,  
Stephanie Knepple