

**Cass District Library
Regular Board of Trustees Meeting
Zoom Virtual Meeting, September 16, 2020 6:00 p.m.
Minutes**

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

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

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

Minutes: Hank Yeomans moved to approve the Regular Board of Trustees September 16th minutes. Patricia O'Connor supported the motion. Motion carried.

Treasurer's Report: Hank Yeomans submitted his report. Total revenue \$1,326,130.54. Expenses included Administration Expenses \$11,575.37, Books/Periodicals/Videos/Audio \$76,285.05, Contracts/Professional Fees \$34,675.49, Equipment \$246,190.02, Miscellaneous Expenses \$27,122.08, Payroll Expenses \$449,037.84, Programs and Promotions \$7,220.20, Repairs & Maintenance \$21,358.52, Telephone/Utilities \$42,134.30, Total Expenses \$915,598.87, Net Income \$410,531.67. Report will be filed for audit.

Public Comment: No public comment to report.

Correspondence: Barbara shared a letter that she received from a library patron Phyllis Howe.

Director's Report
September 2020



-The library's employees were honored by United Way of Southwest Michigan for Best Campaign Growth in 2019.

-Interviews for the Edwardsburg Branch Manager position will take place on Monday the 14th and Tuesday the 15th. I am beginning with 3 candidates, 2 have Master of Library Science degrees and another has a Master of Public Service Management degree. I will report more at the meeting.

-We did receive a more competitive bid for cleaning services from CSM Services which totaled \$22,941 for Main and \$2,012 for Mason/Union per year. However, we also received applications from qualified individuals

and I extended an offer to Alan Patterson who accepted the Custodian position and began on the 8th. He is retired and worked as an electrician and papermaker at French Paper in Niles for many years. His part-time wage amounts to approximately \$10,000 less per year than the CSM bid.

-The library is now approved through PayPal and eBay to set up a charity sales site where we can begin to sell some of our rarer used books, either withdrawn from the collection or donated. This is very common

**Cass District Library
Regular Board of Trustees Meeting
Zoom Virtual Meeting, September 16, 2020 6:00 p.m.
Minutes**

for libraries and stores are usually run by Friends groups. We have a number of books valued between \$25-\$100 that we plan to photograph and list for sale.

-UMS is the company we have used for the past several years as our debt collections agency. We spend \$600 annually to report 60 patron accounts (\$9.95 each). Fine free has drastically increased the number of patrons to be reported as our policy calls for patrons with delinquencies over 28 days (without contacting us) to be reported to collections. We recently received an invoice for \$464.00, meaning we submitted an additional 46 patrons in just one month. I will need to closely monitor this moving forward. I've already instructed staff to wait an additional 30 days after the final bill is generated before reporting. We may want to consider establishing a threshold for reporting as well, perhaps only accounts over \$50.00. Patrons are charged a collections fee which does help to offset the overages. The fine free model is still very new so adjustments may need to be made to ensure we are protecting our materials.

-I have started to purchase additional copies of popular fiction eBooks on OverDrive. I am not entirely satisfied with the purchasing that is being conducted on behalf of the Cooperative. Some of our patrons had hold times of 14 weeks or more for new releases and best sellers. Especially in these times, I think the extra copies are well worth the money (they average between \$29-\$59 per title).

-The Chromebooks and Wi-Fi hotspots I intended to purchase from TechSoup with our CARES Act Grant funds are sold out. We have a year to spend the funds. I've looked at several other retailers for Chromebooks and they are just not available, I assume eLearning at schools depleted the supply. I will continue looking.

Unfinished Business: No unfinished business to report.

New Business

- Bid Shembarger Asphalt Sealing, Inc., Howard Branch
Kay McAdam moved to approve the bid from Shembarger Asphalt Sealing, Inc., Howard Branch.
Supported by Alison Yeo.

Roll call vote:

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

Motion carried.

- Bid D. Layman Construction, LLC, Local History Branch.
Decided to move forward to install a steel painted handrail on curb in front of elevator. The decision to furnish and install a steel support system at North and South side of masonry wall between old coal room and furnace room was tabled and plan to revisit the project in the New Year.

**Cass District Library
Regular Board of Trustees Meeting
Zoom Virtual Meeting, September 16, 2020 6:00 p.m.
Minutes**

- Bid Patron Point

Sandra Asmus moved to approve the bid from Patron Point. Supported by Patricia O'Connor.

Roll call vote:

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

Motion carried.

- Operating Policies 9 & 10

Kay McAdam moved to approve the Operating Policies 9 & 10. Supported by Mary A. Hoebeke.

Motion carried.

Adjournment 6:45 p.m.

Hank Yeomans, moved.

Nancy Stoner, supported.

Motion carried.

Respectfully submitted,
Stephanie Knepple