

**Regular Board of Trustees Meeting
November 18th, 2020 Virtual Meeting
6:15 p.m.**

President Nancy Stoner called the meeting to order at 6:15 p.m.

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

Absent: Trustees Sandra Asmus and Mary A. Hoebeke.

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

Minutes: Kay McAdam moved to approve the Regular Board of Trustees October 21st minutes. Patricia O'Connor supported the motion. Motion carried.

Treasurer's Report: Hank Yeomans submitted his report. Total revenue \$1,341,136.69. Expenses included Administration Expenses \$14,904.84, Books/Periodicals/Videos/Audio \$100,290.09, Contracts/Professional Fees \$44,113.67, Total Equipment \$322,554.05, Total Payroll Expenses \$553,237.30, Total Programs and Promotions \$19,124.15, Total Repairs & Maintenance \$28,502.62, Total Telephone/Utilities \$49,731.81, Total Expenses \$1,163,216.96. Net Income \$177,919.73. Report will be filed for audit.

Public Comment: No public comment to report.

Correspondence: Barbara shared a correspondence from Michigan Gateway regarding Agency Fund Distribution. The Board of Trustees agreed to return all the endowment through a new deposit to principle.

Barbara shared a correspondence from 21st District State Senator Kim LaSata. The appreciation letter also included Library Appreciation Certificates that were distributed to each Cass District Library employee.

Barbara also informed the board that Cass County Administrator Jeff Carmen that the County is ready to discuss selling and purchase of the Main Branch's building. Barbara responded back to Jeff that she will be ready in May of 2021 to discuss purchasing of the building.

Jeff Carmen also provided Barbara with information about UV Sanitation process that the County Buildings are using. Barbara's plan is to further investigate UV Sanitation to find if the sanitation process would be a good fit for Cass District Library's locations.

Director's Report

November 18th, 2020

-I believe we should be very pleased with the interest in our Facilities Master Plan RFP and should expect to receive bids from all 7 firms who attended the pre-bid meetings: Forum Architects, Kil Architecture, C2AE, Merritt Cieslak, Wightman, Fishbeck, and Intersect. Proposals are due December 4th, so I am proposing a committee meeting the week of December 7th, which could be at any time, in person or virtual. Kay has volunteered to help review the proposals but another 1-2 Trustees would be great. The biggest takeaway from the pre-bid walkthroughs was all of the comments about the

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structural integrity of the Edwardsburg Branch. Given how severely the basement walls and foundation are bowing, all the architects believe that the branch in its current existence is not worth investing any money in. The renovation there would require a complete tear down and new foundation. There were some concerns about the proximity of the building to the roads, which has also contributed to the structural issues. A few of the architects suggested we begin thinking of alternate locations for a branch. I know this is shocking news, but it's best we begin considering our options.

-County Administrator, Jeff Carmen, informed me that the county has purchased large machines for the jail and law and courts building which deliver UV sanitation to large volumes of space. The medical care facility upgraded their HVAC with UV sanitation. There are some libraries who have also made the HVAC upgrade. Is this something I should investigate and obtain pricing for?

-Main had 264 patrons shop the book sale; \$795.12 was raised.

-Annual staff evaluations will be sent out the week of November 16th and will be completed before the end of year. My goal is to finish and submit the State Aid Report by the end of the year as well.

-We have not been able to begin utilizing Patron Point due to continued issues with our email. Clark Technical Services has been working to help us resolve this issue and we should be up and running within a week. Related to technology, Comcast will be installing a product called SD Wan at all our locations this month which will virtually connect all our branches so that we are able to share files and operate at a technological level in keeping with modern industry standards. This project is 85% subsidized by E-Rate, so the cost is nominal to the library, \$229 a month. Comcast is being incredibly difficult in regards to discounting our internet bill to reflect our E-Rate credits. Janelle Morgan, our E-Rate liaison, is working with Comcast to resolve this issue for us. She recommends we go back to reimbursement model which would take effect next July.

Other Statistics:

Facebook

Our posts reached 9,100 users (up 71%) with 2,128 post engagements (up 57%). We gained 29 new page likes/followers.

Website

We had 2,207 active users on the website. Our home page was the most visited, followed by the RFP page visited by 144 people.

Programming

We distributed 220 "take and make" craft kits throughout the month of October. Larry Sehy donated \$300 for craft kits for patrons at Howard, which was used for "Give Thanks" bracelet kits. We have also distributed 80 stuffed animal kits for patrons to work on from home. We held the Library Spooktacular on Friday, October 30 that was attended by 90 adults and 95 children. MEC, Great Start Cass, Cass County Road Commission, Parks Department, Miss Cassopolis, Miss Cassopolis-

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Blossomtime, COA, Cassopolis Family Clinic Network, TCF Bank and GW Jones Bank all contributed to the Spooktacular by having a table to pass out treats or with a candy donation.

Unfinished Business: No unfinished business to report.

New Business:

- Budget Amendments for FY 2020
Kay McAdam moved to approve the Budget Amendments for FY 2020, supported by Patricia O'Connor.
Roll call vote:
Sandra Asmus Absent Mary A. Hoebeke Absent
Kay McAdam Yes Alison Yeo Yes
Hank Yeomans Yes Nancy Stoner Yes
Patricia O'Connor Yes
- Director's Contract-CLOSED SESSION
- Consideration of staff holiday bonuses
 - 2019 amounts: \$100 FT/\$75 PTDiscussion was held over continuing staff holiday bonuses for full time and part time staff. Kay McAdam made a motion to have staff holiday bonuses in the amount of \$100.00 for full time staff and \$75.00 for part time staff, supported by Patricia O'Connor. Motion carried.
- Reappointment of Nancy Stoner to Board
Patricia O'Connor moved to reappoint Nancy Stoner to the Cass District Library's Board of Trustees, supported by Hank Yeomans. Motion carried.
- Open at 12:00 p.m. December 10th, 2020 for staff development
Alison Yeo moved to open all Cass District Library Branches at 12:00 p.m. on December 10th, 2020 for staff development, supported by Kay McAdam. Motion carried.
- 2021 Holiday and Staff Development closures
Kay McAdam moved to approve the 2021 Holiday and Staff Development. Supported by Patricia O'Connor. Motion carried.

Adjournment 6:55 p.m.
Patricia O'Connor, moved.
Nancy Stoner, supported.
Motion carried.

Respectfully submitted,
Stephanie Knepple