

**Cass District Library  
Regular Board of Trustees Meeting  
December 16<sup>h</sup>, 2020 Virtual Meeting  
6:00 p.m.**

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

**Present:** Trustees Sandra Asmus, Kay McAdam, Mary A. Hoebeke, Alison Yeo, Patricia O'Connor (Vice President), Hank Yeomans (Treasurer), 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:** Kay McAdam moved to approve the Annual Budget Hearing November 18<sup>th</sup> minutes, supported by Patricia O'Connor. Motion carried.

Patricia O'Connor moved to approve the Regular Board Meeting of Trustees November 18<sup>th</sup> minutes, supported by Alison Yeo. Motion carried.

**Treasurer's Report:** Hank Yeomans submitted his report. Total revenue \$1,342,062.72. Expenses included Administration Expenses \$16,009.88, Books/Periodicals/Videos/Audio \$110,799.50, Contracts/Professional Fees \$48,516.54, Total Equipment \$329,341.43, Miscellaneous Expenses \$33,457.15, Payroll Expenses \$607,431.72, Programs and Promotions \$20,135.83, Repairs and Maintenance \$32,413.09, Telephone/Utilities \$53,892.27, Total Expenses \$1,251,997.41. Net Income \$90,065.31. Report will be filed for audit.

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

**Director's Report**  
December 2020

-The children's STEAM kits have been very popular, and I think we will add kits for branches in 2021 as there have been patron requests to do so.

-The State Aid reported has been started and all employees have submitted their annual evaluations. I hope to meet with everyone before the end of year. Overall the comments were very positive in terms of the library's handling of the pandemic. Staff reiterated their appreciation for retaining their employment and their paychecks during our closure in the spring.

-Local History will be ready to open on Monday, January 4<sup>th</sup>. Dale's work will not be finished, but I will be encouraging its prompt completion as soon as weather allows.

-Cindy Casper did a great job compiling a very comprehensive shelving guide to help all our locations become standardized. She is also taking on additional responsibilities related to purchasing and collection development.

-With a referral from the Cass County Medical Care Facility, I have touched base with a regional representative from Trane to obtain pricing for UV sanitation upgrades to our HVAC.

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-Brandi and I will continue to work to organize quotes for more computer and software upgrades for 2021 which I hope to have ready for consideration by the January meeting.

-The month continues to be busy as we wrap up the year. We're offering several make and take programs and decorating the branches for the holidays. I can't say enough about the staff and everyone's willingness to continue to come to work and serve our community. It may not have been the year we anticipated, but I think the library handled things exceptionally well.

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

**New Business**

- Work from Home Policy  
Sandra Asmus made a motion to approve the Work from Home Policy, supported by Patricia O'Connor. Motion carried.
- Wifi hotspot and Chromebook lending agreements  
Mary A Hoebeke made a motion to approve the Wi-Fi hotspot and Chromebook lending agreements, supported by Hank Yeomans. Motion carried.
- Facilities Master Plan proposals  
Kay McAdam made a motion to accept Intersect Facilities Master Plan, supported by Patricia O'Connor

Roll call vote:

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

Motion carried.

Adjournment 6:40 p.m.

Patricia O'Connor, moved.

Nancy Stoner, supported.

Motion carried.

Respectfully submitted,  
Stephanie Knepple