

**Cass District Library
Regular Board of Trustees Meeting
January 20, 2021 Virtual Meeting
6:00 p.m.**

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

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

Absent: Trustee Sandra Asmus

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

Minutes: Kay McAdam moved to approve the corrected Regular Board of Trustees December 16th minutes, supported by Patricia O'Connor. Motion carried.

Treasurer's Report: Barbara Gordon submitted the report. Total Assets \$1,968,910.80. Total Income \$1,058.37. Expenses included Administration Expenses \$2,177.10, Total Books/Periodicals/Videos/Audio \$7,266.78, Total Contracts/Professional Fees \$3,258.41, Total Equipment \$5,167.40, Total Miscellaneous Expenses \$1,318.01, Total Payroll Expenses \$73,029.23, Total Programs and Promotions \$-456.89, Total Repairs & Maintenance \$3,736.92, Total Telephone/Utilities \$4,705.13. Total Expenses \$100,202.09, Net Income \$-99,143.72. Report will be filed for audit.

Public Comment: No public comment to report.

Director's Report
January 2021

McKinzie and I plan to begin work on the annual report this month. We will include the year end data which was provided to you at this meeting, as well as information about program numbers and participation, new offerings like CreativeBug, and photos and information about the renovations at Local History. I hope to have a draft ready within a month.

As of our meeting date, the 2019 State Aid report has been filed.

Dale Layman proposed we can reopen to the public by February though he will likely have small touch up work to complete on Fridays. We are having ongoing issues with the elevator which need to be resolved before opening as well. A new desk for Jon along with a few storage cabinets were ordered the week of January 11th and we expect delivery in approximately 6 weeks. The only major work remaining is storm windows, the exterior window frames, and regrading of the front lawn. In anticipation of reopening, I would welcome the chance to offer a tour to any Trustee who is interested in visiting the Branch.

An estimator from Trane Supply (the manufacturer of our HVAC equipment) visited Main to begin work on an estimate for adding UV sanitation of our air return handlers. I will add this to the agenda for the next meeting.

I have asked for a quote for new blinds for Mason/Union from the same company who installed blinds at Local History. These would be nearly identical-sheer and drawn with a cord-but would be white and would

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definitely freshen up the interior. We need more effective protection from sunlight bleaching book pages. The township would also need to agree to the proposal before we can move forward.

Brandi and I have begun preliminary preparations for the audit, but we do not yet have a date. I will keep you all informed of progress.

United Way will still be offering free tax prep services at Main this year, but it will be a drop off procedure rather than in person. We plan to host services on select Saturdays in February, March, and April. Dates will be finalized January 14th and sign-up is through 2-1-1.

Current and Upcoming Events/Programs:

Program	Location	Program Date	Kits Prepared
January			
Adult Winter Reading BINGO	ALL	01/11/2021 - 03/01/2021	160 (40 per branch)
Children's Winter Reading BINGO	ALL	01/11/2021 - 03/01/2021	160 (40 per branch)
"JOY" String Art (\$5.00/kit)	ALL	01/11/2021	60 (15 per branch)
Hot Cocoa Craft Take and Make	ALL		100 (25 per branch)
Friendly Mitten Monster	CAS	01/04/2021	48
Lego Day	All	1/28/21	
February			
Yarn Wrapped Words	ALL	02/01/2021	100 (25 per branch)
"I Love You" Keychain	CHO	TBD	48
Ladybug Valentine Tic-Tac-Toe Craft Kit	CHO	TBD	36
Black History Month Activity Books	CHO	TBD	48

Unfinished Business: No unfinished business to report.

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New Business:

- Officer Election

Alison Yeo moved to extend the trustees current positions on the board. Supported by Mary A. Hoebeke.

Roll call vote:

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

Motion carried.

- Policy Updates: Unattended Children and Solicitation and Acceptance of Gifts

Kay McAdam moved to approve the Unattended Children policy update. Supported by Patricia O'Connor. Motion carried

Kay McAdam moved to approve the Solicitation policy update. Supported by Alison Yeo. Motion carried.

Kay McAdam moved to approve the Acceptance of Gifts policy update. Supported by Alison Yeo. Motion carried.

- Tentative: Bid from Clark Technical Services for several computer, software, and networking updates

Alison Yeo moved to approve the Bid from Clark Technical Services for several computer, software, and networking updates.

Roll call vote:

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

Motion carried.

Adjournment 6:35 p.m.

Patricia O'Connor, moved.

Nancy Stoner, supported.

Motion carried.

Respectfully submitted,

Stephanie Knepple