

**Cass District Library  
Regular Board of Trustees Meeting  
February 17, 2021 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, Alison Yeo, Mary A. Hoebeke, Hank Yeomans (Treasurer), Patricia O'Connor (Vice President), Nancy Stoner (President). Director Barbara Gordon, Recorder Stephanie Knepple, Guest Andrew Churchill.

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

**Minutes:** Patricia O'Connor moved to approve the corrected Regular Board of Trustees January 20<sup>th</sup> minutes, supported by Mary A. Hoebeke. Motion carried.

**Treasurer's Report:** Hank Yeomans submitted the report. Total Assets \$2,018,154.57. Total Income \$412,451.72. Expenses included Administration Expenses \$1,872.44, Total Books/Periodicals/Videos/Audio \$12,391.67, Total Contracts/Professional Fees \$7,961.68, Total Equipment \$20,006.94, Total Miscellaneous Expenses \$537.82, Total Payroll Expenses \$75,554.44, Total Programs and Promotions \$1,098.49, Total Repairs & Maintenance \$15,618.87, Total Telephone/Utilities \$5,069.65, Total Expenses \$14,112.00, Net Income \$272,339.72. Report will be filed for audit.

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

**Director's Report:**  
February 2021

-As of February 11<sup>th</sup>, our total millage income is \$404,621.36.

-Clark Technical Services began installing our new machines and updating patron machines at the Main Branch. We hope to have the remaining updates at the branches complete by the end of the month.

-At the start of the month, we launched Hoopla 2.0 to patrons, which offers the ability to download front list eBook and audiobook titles. Up to now, the only option for patrons who wanted to borrow newly published, digital titles was OverDrive. However, the hold lists for new titles have grown to unreasonable amounts-4 or 5 months. The purchasing for OverDrive is done at the consortium level and I have tried, unsuccessfully, in recent months to allocate much more of our consortium budget to holds rather than general collection purchases. While our patron use of the new Hoopla has been slow, I think it will pick up as patrons begin to discover the new titles. Cindy Casper is handling the development of the new collection in Hoopla and we spent approximately \$3,500 on new titles to start the collection. Cindy will purchase new titles as requested by patrons and I will closely monitor the expenditures.

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February 17, 2021 Virtual Meeting  
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-The Intersect/Bialosky site visits on February 3<sup>rd</sup> went very well and helped our team to begin to think more critically about the functionality, visibility, and accessibility of our spaces. In reviewing the current survey data (approximately 320 responses), patrons are most interested in vibrant café like spaces, designated quiet reading rooms, a computer training lab, community gardens, maker spaces, and expanded business solutions (scanners, meeting rooms, upgraded technology).

<b>March Programming</b>				
Spring Fling Dangle Earrings Craft Kit	CHO	TBD	48	Adult
St. Patrick's Day Beaded Bracelet Kit	CHO	03/08 - 03/13/2021	48	Children's
Paper Bag Journal	ALL	TBD	TBD	Adult
3D Bunny Craft Kit	ALL	03/29 - 04/02/2021	96	Children's
Dr. Seuss Birthday/National Reading Month	ALL	03/02 - 03/31/21	60	Children's

Biweekly virtual story time is planned as well and will be accompanied by 200 story time activity packs.

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

**New Business:**

- Policy Updates: Financial Management Handbook  
Tabled until March Board meeting.
  
- Bid from Trane for Main Branch HVAC Updates  
Kay McAdam moved to approve the bid from Trane for Main Branch HVAC Updates.  
Supported by Alison Yeo.  
Roll call vote:  

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

Motion carried.
  
- Bid from U.S. Business Systems for new patron copy machine, Main Branch  
Alison Yeo moved to approve the bid from U.S. Business Systems for new patron copy machine, Main Branch. Supported by Sandra Asmus.  
Roll call vote:  

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

Motion carried.

**Cass District Library  
Regular Board of Trustees Meeting  
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- Bid from Budget Blinds for new shades at the Mason/Union Branch  
Alison Yeo moved to approve the bid from Budget Blinds for new shades at Mason/Union Branch. Supported by Mary A. Hoebeke.

Roll call vote:

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

Motion carried.

- Trustee Vacancy, LaGrange Township  
Kay McAdam nominated Andrew Chruchill to fulfill the Trustee Vacancy, Lagrange Township. Supported by Patricia O'Connor.

Roll call vote:

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

Motion carried.

**Adjournment**

6:55 p.m.

Patricia O'Connor, moved.

Nancy Stoner, supported.

Motion carried.

Respectfully submitted,  
Stephanie Knepple