

Cass District Library  
Regular Board of Trustees Meeting  
March 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, Andrew Churchill, Hank Yeomans (Treasurer), Patricia O'Connor (Vice President), Nancy Stoner (President).  
Director Barbara Gordon, Recorder Stephanie Knepple, Guests Brandi Roberts, Alex Schaeffer, Mike Kenney

**Agenda:** Kay McAdam moved to approve the agenda, supported by Sandra Asmus. Motion carried.

**Minutes:** Mary A. Hoebeke moved to approve the corrected Regular Board of Trustees February 17<sup>th</sup> minutes, supported by Patricia O'Connor. Motion carried.

**Presentation of 2020 Audit, Kruggel Lawton CPAs:**

Alex Schaeffer of Kruggel Lawton CPAs presented the Cass District Library's 2020 audit to the board. Total Assets at the close of 2020 were \$2,163,027. Alex Schaeffer reported that the library continues to be in good financial shape. The audit is on file with the library and copies have been sent to the County office and Jansen Valk Thompson Rheahm PC. The audit has also been submitted to the State of Michigan.

Mary A. Hobeke moved to accept the 2020 Audit, supported by Patricia O'Connor.

A roll call vote was also taken to approve the 2020 Audit.

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

Motion carried.

**Treasurer's Report:** Hank Yeomans submitted the report. Total Assets \$2,161,483.23. Total Income \$424,622.28. Expenses included Administration Expenses \$2,936.46, Total Books/Periodicals/Videos/Audio \$28,080.48, Total Contracts/Professional Fees \$11,480.74, Total Equipment \$80,927.15, Total Miscellaneous Expenses \$1,514.55, Total Payroll Expenses \$107,031.12, Total Programs and Promotions \$2,482.99, Total Repairs & Maintenance \$21,514.83, Total Telephone/Utilities \$10,522.73. Total Expenses \$266,491.05, Net Income \$158,131.23. Report will be filed for audit.

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

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**Director's Report:**

March 2021

Local History



-WSBT stopped by on the 9<sup>th</sup> for information about the meteorite in Cass County which was estimated to have hit near what is now the intersection of Calvin Center Road and Calvin Hill Street, some 450 million years ago. The branch was mentioned by name in the story and a quick snippet of the story showed the inside of the branch, Jon Wuepper, and a book in our collection about the site.  
-On our website under *Local History Resources*, are several new collection guides and indexes to items at Local History including our vertical/clipping files, microfilm, and map collections.

-The final furniture delivery was completed on March 9<sup>th</sup>. I have North Star Landscape coming out on March 18<sup>th</sup> to consider treatments to the front lawn now that the Village has completed the street scaping. Dale Layman is adamant that concrete work addressing the entry steps also be addressed, but I would like to gather some additional opinions and estimates before moving forward.

Main

-North Start Landscape is helping to solicit estimates for the platform deck that needs to be built in Mary Dunn's garden. So far, we have 2 estimates, \$24,772 and \$13,900. Most contractors are already booked through the summer, some for the entirety of 2021. We will need to select someone quickly to allow time for construction and the final round of plantings. Mary's children would like to have a dedication ceremony Saturday, September 18<sup>th</sup>. Though it is a significant investment, the results from our community survey clearly show a desire for community garden spaces at our branches.

District

-This fall we will need to bid out internet service as our five year contract with Comcast is set to expire in July of 2022. We can anticipate a healthy reduction in costs for the next contract term as our installation charges for fiber will be paid in full by the renewal date.

-I did not anticipate receiving any revenue this year from Personal Property Tax reimbursements, yet we did receive a check for \$9,770.74.

-I submitted 4 grant applications to the Library of Michigan for all circulating branches, totaling \$4,700, to fund the purchase of additional STEAM to GO kits for children and teens for this summer. Libraries were told the grant was "lightly competitive" so I am optimistic we will receive full funding and can purchase items this May.

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-Chromebook administrative software from Google was recently purchased to help us better manage and configure the devices which is why they have not yet made it into circulation. We received a substantial discount (\$27.99 per device) as a 501c3 and now have better technical support. Brandi Roberts and McKinzie Kistler have worked diligently, definitely above and beyond, getting the devices programmed and ready.

-We received additional donations from local businesses to support summer reading, including \$250 from the Edward Lowe Foundation and \$100 from UFCU, bringing our cash total to \$1,300.

-Over the coming months, Brandi and I will work with our auditing firm to update our financial account numbers so we are in compliance with the state's new Uniform Chart of Accounts. This will impact the numbers that are assigned to each revenue and expenditure line in the budget.

-Preliminary design images and possibilities for additions/renovations will be shared by Intersect at our meeting on the 31<sup>st</sup>.

-News from the Michigan Library Association:

*"We are pleased to announce a brand new benefit for our organizational members! Now all of your organization's trustees can be added as Linked Trustee members, included complimentary with your organizational membership. Each organization will receive up to nine (9) Linked Trustees who will receive all the important communications and updates from MLA. Organizations will also receive a 50% discount on any event registration for a Linked Trustee member. Linked Trustees do not have voting privileges, however, they are welcome to join MLA as an Affiliated Trustee individual member for \$50 annually to take advantage of individual benefits!*

*We look forward to engaging more trustees in the association and strengthening our statewide advocacy efforts on behalf of all libraries. Watch for more information on taking advantage of this new benefit included with your renewal information next month!"*

Please let me know if you wish to be added as a Linked Trustee member of MLA.

-The executive order allowing for full remote meetings for public boards is set to expire at the end of this month. The newest MDHHS order does allow for public boards to meet in-person up to 25 people. It is not yet known whether full remote attendance will be extended after the 31<sup>st</sup>. If it is not, we will need to plan to meet in person in April. There does remain an exception in place through the end of year for those who cannot attend in-person meetings to due medical conditions. As I receive more information in the coming weeks, we can formulate a plan for April.

New Business:

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-The MDHHS Epidemic Order now in effect, through April 12<sup>th</sup>, states that indoor gatherings at non-residential venues are permissible so long as there are no more than 25 persons gathered. There is no limitation on the number of households gathered. Previous orders restricted gatherings to no more than 10 persons from no more than 2 households. The library should still take steps to ensure that persons are wearing face coverings and that persons not part of the same household maintain six feet of distance from one another to the extent possible. The overall capacity limits for our locations has been raised from 30% to 50%. With these developments, I am proposing:

- Seating be mostly returned and made available to patrons, while still enforcing social distancing by using every other computer at branches.
- Resume use of the meeting rooms at Main within our current hours, limiting attendance to 9 people (50% of the room's occupancy) for Silver and 25 people for Flagg.
- Resume in-person programming, outside when possible, limiting attendance to 25 people, including staff.
- Anticipated return to normal operating hours beginning after Memorial Day, adhering to capacity restrictions as needed.

-Identogo Fingerprinting has informed us that if we wish to continue as a site, we need to resume services immediately. From a budgetary perspective, our average monthly income in 2019 was \$268. We spent approximately \$600 a month paying part-time employees to be on site during appointment and walk in hours. If the service was bringing in mostly county residents, I would be in support of continuing. However, most people who booked appointments did not reside in the county. For the investment in personnel, I think there should be some additional benefit or service in place for tax paying patrons. We also provide the physical space, electric, internet and other incidentals to ensure the service met the contracted standards, bringing the library's monthly investment over \$600. Money aside, if we continue, we are forcing staff to engage with the public in a very small space and in a manner which does not allow for social distancing to occur.

-Effective April 1<sup>st</sup>, I would like to propose the following changes to hours of operations at Local History and Howard:

- Local History: Saturdays 9am-1pm from 10am-2pm
- Howard Branch: MWF 10am-5pm/TuTH 11am-7pm/Sat 9am-1pm

All branches would now open at 9am and with the exception of Main, would closed at 1pm. Mason and Howard would alternate evening hours for greater flexibility for patrons and would alleviate staffing issues Wednesday evening at Howard when we return to normal hours.

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**Unfinished Business:**

- Policy Updates: Financial Management Handbook  
Sandra Asmus moved to approve the Financial Management Handbook policy update, supported by Andrew Churchill. Motion carried.

**New Business:**

- Reopening Plan updates  
Reopening Plan update is to allow meeting room use beginning on April 5<sup>th</sup>.
- Consideration of IdentoGO Fingerprinting Services  
Decision of no longer offering IdentoGO Fingerprinting Services was made.
- Local History Branch and Howard Branch hours of operation changes  
Andrew Churchill moved to approve Local History and Howard Branch hours of operation, 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