

**Cass District Library
Regular Board of Trustees Meeting
April 21, 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, Patricia O'Connor (Vice President), Nancy Stoner (President). Director Barbara Gordon, Recorder Stephanie Knepple

Absent: Hank Yeomans (Treasurer)

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

Minutes: Alison Yeo moved to approve the Regular Board of Trustees March 17th minutes, supported by Sandra Asmus. Motion carried.

Treasurer's Report: Barbara Gordon submitted the report. Total Assets \$2,368,618.59. Total Income \$764,335.70. Expenses included Total Administration Expenses \$4,578.27, Total Books/Periodicals/Videos/Audio \$39,454.11, \$22,659.33, Total Equipment \$103,542.30, Total Miscellaneous Expenses \$3,944.15, Total Payroll Expenses \$183,010.12, Total Programs and Promotions \$3,231.99, Total Repairs & Maintenance \$28,443.05, Total Telephone/Utilities \$15,787.83. Total Expenses \$404,651.15, Net Income \$359,684.55. Report will be filed for audit.

Public Comment: No public comment to report.

Director's Report

April 2021

I spoke on the phone and via email with Cass County Parks Director Scott Wyman about millage plans for later this year. The parks will be asking for a millage to support capital improvements in November and he wanted to ascertain if we felt that a library millage on the same ballot would be problematic for voters. I believe a headlee override vote for the library could tie in nicely with a millage for the parks. We will need to decide very soon about our millage plans for the fall.

We had a roof leak at Main that manifested into leaking water in the public woman's bathroom. There were a number of contributing issues including debris, clogged drains, and failing seals. The toilet and faucet in the staff restroom had to be replaced as well due to failure.

Dale Layman says he will be finished with window work at the branch by June. There are other exterior issues that will need to be addressed at the branch including tuck pointing of the entryway steps brick-work and concrete repair. We also are having continued water issues outside the 2 lower level exterior doors after substantial rainfall. This is not a new issue, but it does seem to be worse since the Village's streetscaping work. The Village did not install any drains along Broadway near the branch. There is one buried drain pipe along the north side of the property, but it is either not functioning or is very under sized. In the fall when we have a better sense of the year's income, I can pursue some cost estimates for work and repairs.

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At our staff meeting in March we honored Holly Nelson's 25 year employment anniversary with the library. I was able to share a number of meaningful comments and accolades from patrons regarding Holly's service over the years.

A big thank you once again to Stephanie Knepple, McKinzie Kistler, Brandi Roberts, and Sue Pickar who assisted me and Jon Wuepper in cleaning up the third floor archival space (again) at Local History. The plaster dust is mostly gone and tarps were removed.

March	Program Date	Location	Kits Prepared	Program Age
Dr. Seuss Birthday/Read Across America Day	03/02/2021	ALL	60	Children
St. Patrick's Day Beaded Bracelet Kit	03/08 - 03/13/2021	CHO	48	Children
Spring Fling Dangle Earrings Craft Kit	03/15 - 03/20/21	CHO	48	Adult
Paper Bag Journal	03/29 - 04/03/21	ALL	TBD	Adult
3D Bunny Craft Kit	03/29 - 04/03/2021	ALL	96	Children
More Than a Book Club	All month	CED	30	Adult
We Fit Together - Community Art Installation	All month	CED	24	All
Bookface Contest	3/1-4/2	ALL - Virtual	-	All
Bookmark Contest	3/22-4/2	ALL	-	Children
April				
Animal Planter Grow Kit	4/5 - 4/10 (Spring Break)	ALL	23CAS, 22 CED, 22 CHO	All
More Than a Book Club	All month	CED	30	Adult
MISC Kid Crafts	4/5-4/10	CAS	128	Children

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Among Us Keychains		ALL	50	Children/Teen
\$mart Money MI Kids Read	4/10-4/17	All	36 piggy banks, 60 money activity packets, 100 books	Children
Butterfly Paint Craft Take and Make Kit	4/12-4/16	CED	20	Children
Craft Club	4/14	CAS		Adult
Spring Story Time - Bugs	4/14 - 4/16	CMU, CAS, CED	100	Children
Spring Story Time - Gardening	4/21 - 4/23	CMU, CAS, CED	100	Children
Neighborhood Forest Free Tree Program	Week of 4/19	ALL	-	All
Strong Beginnings	Canceled - COVID	CAS	TBD	All
Soft Pretzel Take and Make Kits	4/26	ALL	75	All
Spring Story Time - Birds	4/28 - 4/30	CMU, CAS, CED	100	Children

Unfinished Business: No unfinished business to report.

New Business:

- FamilySearch Affiliate Library
Andrew Churchill moved to approve Cass District Library become a FamilySearch Affiliate Library, supported by Sandra Asmus. Motion carried.
- North Star Landscape Local History Branch retaining wall bid
Kay McAdam moved to approve North Star Landscape bid for Local History Branch retaining wall for \$4,160.37, supported by Patricia O'Connor.
A roll call vote was also taken to approve the North Star Landscape bid for Local History Branch retaining wall for \$4,160.37.

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

 Motion carried.
- Shembarger Asphalt Local History Branch parking lot bid
Sandra Asmus moved to approve Shembarger Asphalt Local History Branch parking lot bid for \$5,400.00, supported by Mary Hoebeke.

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A roll call vote was also taken to approve the Shembarger Asphalt Local History Branch parking lot bid for \$5,400.00.

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

Motion carried.

- Consideration of deck/platform bids for Mary Dunn's garden
Patricia O'Connor moved to approve the consideration of deck/platform bids for Mary Dunn's garden from Benndix Builders LLC for \$26,779.50, supported by Alison Yeo.
A roll call vote was also taken to approve the consideration of deck/platform bids for Mary Dunn's garden from Benndix Builders LLC for \$26,779.50.

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

Motion carried.

- Kalamazoo Mechanical Main Branch HVAC upgrades bid
Mary Hoebeke moved to approve the Kalamazoo Mechanical Main Branch HVAC upgrades bid for \$6,143.00, supported by Sandra Asmus.
A roll call vote was also taken to approve the Kalamazoo Mechanical Main Branch HVAC upgrades bid for \$6,143.00.

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

Motion carried.

Adjournment

6:55 p.m.

Patricia O'Connor, moved.

Nancy Stoner, supported.

Motion carried.

Respectfully submitted,
Stephanie Knepple