

**Regular Board of Trustees Meeting
June 16th, 2021 Hybrid Meeting
Main Library, Flagg Room and Zoom 6:00 p.m.**

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

Present: Trustees Sandra Asmus, Kay McAdam, Andrew Churchill, Alison Yeo, Patricia O'Connor (Vice President) (Attended virtually representing Howard Township, Niles, Cass County, MI), Nancy Stoner (President). Guest Joseph Gross. Director Barbara Gordon, Recorder Stephanie Knepple.

Absent: Trustee Mary A. Hoebeke.

Agenda: Kay McAdam moved to approve the agenda, supported by Alison Yeo.

Roll call vote:

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

Motion carried.

Minutes: Andrew Churchill moved to approve the Regular Board of Trustees May 16th minutes, supported by Sandra Asmus.

Roll call vote:

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

Motion carried.

Treasurer's Report: Barbara Gordon submitted the report: Total Assets \$2,597,799.30. Total Income \$83,641.75. Expenses included Total Administration Expenses \$1,053.00, Total Books/Periodicals/Videos/Audio \$8,984.09, Total Contracts/Professional Fees \$4,682.22, Total Equipment \$13,096.00, Total Miscellaneous Expenses \$5,502.19, Total Payroll Expenses \$53,269.80, Total Programs and Promotions \$7,321.61, Total Repairs & Maintenance \$7,306.07, Total Telephone/Utilities \$4,391.56, Total Expenses \$105,606.54, Net Income \$-21,964.79. Report will be filed for audit.

Public Comment: Guest Joseph Gross introduced himself and shared his interest in representing Calvin, Ontwa, and Porter Townships as a Trustee.

Director's Report:

June 2021

Carrie Williams accepted the part-time Circulation Assistant position and is off to an excellent start. She has several years of experience working at Niles District Library which allowed for a quick training and onboarding. She will be working primarily at Main but is also substituting at Edwardsburg and Local History this summer. Bri Taylor will be joining us in late July as the Youth Services Coordinator for Edwardsburg. Cindy and I were

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incredibly impressed with Bri during the interview process and she will bring a wealth of experience as well, having worked for the Goshen Public Library for several years. She recently completed her MLIS degree from IUPUI.

Stephanie Knepple coordinated an outstanding summer reading kickoff event, the annual Color Run, which drew 100 participants at the COA's outdoor track. Stephanie and McKinize also represented the library with a table and activities at the recent Cassopolis Beach Bash. Stephanie will be coordinating the library's Kiddies Day outreach for the county fair as well. Cindy represented the library at a recent Edwardsburg farmers market event and will continue to do so a few more times this summer. All of these outreach events have been an excellent opportunity to get participants signed up for library cards and summer reading. It is encouraging to see positive community response and has been an excellent reminder that things will continue to transition back to something more normal in terms of programming and outreach.

Our hotspot usage continues to grow, I will be applying for grant funds through E-rate for more hotspots this summer.

On June 8th I met with Jeff Carmen, County Administrator, and Bill LaDitka from Intersect to deliver to Jeff the completed Facilities Master Plan along with the facilities assessment study and repair figures for the Main Branch. Jeff suggested the County coordinate an appraisal, to be completed within 30 days. A committee will review the appraisal data, FMP data, and the financial reports I also provided, which total the amount the library has spent on the building since 2013 (\$282,016.31). The committee will set a price and negotiations can proceed. The county is optimistic an arrangement can be made and finalized by September. Jeff assured me that the committee's intention will be to set a very fair price.

The process of establishing the Local History Branch as FamilySearch Center is nearly complete. Employees Jon Wuepper and Sue Seedorf are working through trainings to be able to better help patrons with the new database and records. We will begin to publicize this resource over the summer months.

The final version of the Facilities Master Plan is now accessible on our website. Bound copies are also available at all branches for viewing.

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2021 Summer Reading Registration Statistics								
	CAS		CED		CHO		CMU	
	Paper	Virtual	Paper	Virtual	Paper	Virtual	Paper	Virtual
Early Learner	16	6	7	9	0	5	9	0
Children	20	10	13	8	7	0	10	1
Teen	8	2	1	4	3	1	4	2
Adult	11	6	3	6	3	5	9	3
Total	55	24	24	27	13	11	32	6
	Grand Total	79	Grand Total	51	Grand Total	24	Grand Total	38
			As of 6/14/21	CAS	79			
				CED	51			
				CHO	24			
				CMU	38			
				Total	192			



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Unfinished Business: No unfinished business to report.

New Business:

- Appointment of Library Board Treasurer, Andrew Churchill
Alison Yeo moved to approve the appointment of Andrew Churchill as the Library Board Treasurer, supported by Patricia O'Connor.

Roll call vote:

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

Motion carried.

- Appointment of new Calvin, Ontwa, and Porter Townships Trustee, Joseph Gross
Sandra Asmus moved to approve the appointment of Trustee Joseph Gross representing Calvin, Ontwa, and Porter Townships, supported by Kay McAdam.

Roll call vote:

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

Motion carried.

- Presentation of 2020 Annual Report
Barbara Gordon presented the 2020 Annual Report.

Adjournment

6:45 p.m.

Nancy Stoner, moved.

Patricia O'Connor, supported.

Motion carried.

Respectfully submitted,
Stephanie Knepple