

**Cass District Library  
Regular Board of Trustees Meeting  
May 19, 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 (Virtually representing Pokagon Township), Kay McAdam, Mary A. Hoebeke, Andrew Churchill, Patricia O'Connor (Vice President) (Virtually representing Howard Township), Nancy Stoner (President). Guests Lindsay Reed (Virtually), Ben Crabtree (Virtually), Bill LaDika (Virtually). Director Barbara Gordon, Recorder Stephanie Knepple.

**Absent:** Hank Yeomans (Treasurer), Trustee Alison Yeo

**Agenda:** Andrew Churchill moved to approve the agenda, supported by Mary A. Hoebeke. A roll call vote was also taken to approve the agenda.

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

Motion carried.

**Minutes:** Patricia O'Connor moved to approve the Regular Board of Trustees April 21<sup>st</sup> minutes, supported by Kay McAdam. A roll call vote was also taken to approve the minutes.

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

Motion carried.

**Presentation of Facilities Master Plan, Intersect Studio/Bialosky:**

Bill LaDika from Intersect Studio and Ben Crabtree from Bialosky gave a presentation of the Facilities Master Plan. Deferred maintenance costs for Main Library \$670,000.00, Edwardsburg Branch \$160,000.00, Howard Branch \$140,000.00. The total project cost Main Library \$4,800,000.00, Edwardsburg Branch \$2,700,000.00-\$4,500,000.00, Howard Branch \$900,000.00. Grand Total \$8,500,000.00-\$10,300,000.00.

**Treasurer's Report:** Barbara Gordon submitted the report: Total Assets \$2,620,178.32. Total Income \$1,110,640.53. Expenses included Total Administration Expenses \$5,520.79, Total Books/Periodicals/Videos/Audio \$49,295.70, Total Contracts/Professional Fees \$25,096.67, Total Equipment \$124,142.53, Total Miscellaneous Expenses \$9,777.74, Total Payroll Expenses \$236,099.44, Total Programs and Promotions \$4,310.34, Total Repairs and Maintenance \$35,874.75, Total Telephone/Utilities \$20,896.64. Total Expenses \$511,014.60, Net Income \$599,625.93. Report will be filed for audit.

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

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**Director's Report**

May 2021

I am excited to announce that the library has won one of the Best Community Leadership awards for 2020 from United Way of Southwest Michigan. This year, award recipients received framed certificates as UW decided to forego buying the traditional awards and instead donated those sponsorship dollars to the Southwest Michigan Emergency Response Fund. We thrilled to be in such excellent company of the other award winners and to continue to support the important work of United Way at the staff level.

As previously approved, we will open all locations late on 5/27 as we have a full staff meeting to prepare for Summer Reading.

McKinzie and I attended the Cass/Vandalia Chamber of Commerce's annual meeting on April 21<sup>st</sup> and hope to work more closely with the group as we consider our millage plans. I also volunteered to host an after hours event at Local History once gathering restrictions are lifted.

All 4 of our Public Library Services Grants were awarded, totaling \$4,698 which will be used to purchase additional STEAM to Go kits for the district, including new kits for teens with more complex engineering and robotics offerings. The grant cycle is brief, just through this summer, and is made possible by the Library of Michigan and the Library Services and Technology Act (LSTA) which is administered at the federal level by the Institute of Museum and Library Services (IMLS).

We received an additional \$76,838.89 from the County in delinquent tax payouts which will be reflected in next month's financials, along with the \$5,269.57 CARES Act Grant reimbursement. We also received the annual L-4029 form which allows the library to levy its millage. We are looking at another reduction for 2022, from this year's 0.6431 rate to 0.6386. This will equate to approximately \$8,000 in lost revenues. Using our income to date to this year, had we levied our full 0.75 millage, our income would have increased approximately \$181,000.

**Facilities Notes:**

-North Star intends to complete the retaining wall at Local History in July. They hope to find a day well before July to complete the new drainage work, but that will depend on scheduling.

-Main had a major plumbing issue the week of 5/3 which resulted in ground water coming up through all the building's floor drains. All restrooms were closed. We were fortunate to have Dig-It Excavating, Inc. come out quickly to clean out a blockage in a drain outside of the building.

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-As of May 17<sup>th</sup>, Dale Layman has been on site to work on exterior windows and is expecting a large shipment of glass within the week.

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

**New Business:**

- Employee Handbook updates and revisions.

Kay McAdam made a motion to approve the Employee Handbook updates and revision, supported by Mary A. Hoebeke. A roll call vote was also taken to approve the updates and revisions.

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

Motion carried.

- Youth Services Coordinator-Edwardsburg job description.

Mary A. Hoebeke made a motion to approve the Youth Services Coordinator-Edwardsburg job description and update of salary range to \$30,000.00-\$35,000.00. Supported by Andrew Churchill. A roll call vote was also taken to approve the job description and update of salary range.

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

Motion carried.

- Calvin, Ontwa, Porter Townships Trustee Vacancy

Mary A. Hoebeke made a motion to accept Hank Yeoman's (Treasurer) resignation Cass District Library Board of Trustees, supported by Kay McAdam. A roll call vote was also taken to Hank Yeoman's (Treasurer) resignation from the Cass District Library Board of Trustees.

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

Motion carried.

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- Cancel July 2021 Board Meeting  
Andrew Churchill made a motion to approve the cancellation of July 2021 Board Meeting, supported by Patricia O'Connor. A roll call vote was also taken to approve the cancellation of July 2021 Board Meeting.

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

Motion carried.

**Adjournment**

7:27 p.m.

Patricia O'Connor, moved.

Nancy Stoner, supported.

Motion carried.

Respectfully submitted,  
Stephanie Knepple