

**Regular Board of Trustees Meeting  
August 4<sup>th</sup>, 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 Mary A. Hoebeke and Joe Gross, Andrew Churchill (Treasurer), Patricia O'Connor (Vice President) (Attended virtually representing Howard Township, Niles, Cass County, MI), Nancy Stoner (President). Director Barbara Gordon, Recorder Stephanie Knepple.

**Absent:** Trustees Sandra Asmus, Kay McAdam, and Alison Yeo.

**Agenda:** Joe Gross moved to approve the agenda, supported by Andrew Churchill.

Roll call vote:

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

Motion carried.

**Minutes:** Mary A. Hoebeke moved to approve the Regular Board of Trustees June 16<sup>th</sup> minutes, supported by Joe Gross.

Roll call vote:

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

Motion carried.

**Treasurer's Report:** Andrew Churchill submitted the report. Total Assets \$2,507,805.31. Total Income \$1,212,413.38. Expenses included Total Administration Expenses \$9,138.04, Total Books/Periodicals/Videos/Audio \$68,724.04, Total Contracts/Professional Fees \$33,646.18, Total Equipment \$140,417.53, Total Miscellaneous Expenses \$20,724.36, Total Payroll Expenses \$363,432.54, Total Programs and Promotions \$13,285.53, Total Repairs & Maintenance \$47,052.08, Total Telephone/Utilities \$33,888.42, Total Expenses \$730,308.72, Net Income\$482,104.66. Report will be filed for audit.

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

**Director's Report**

July/August 2021

-The garage door at Main needed a new opener installed. Brandi solicited two quotes and we selected Jacob's Overhead Door for \$675.00. Overhead Door's quote was \$970.00.

-The deck construction and final plantings for Mary Dunn's garden should begin this month. Both contractors are aiming to have everything complete for the dedication ceremony on September 18<sup>th</sup>. Please save the date!

-Northstar Landscape installed the new retaining wall and drainage system at Local History. There was a dispute with the property owner directly north of the branch regarding the property line. We have a notarized survey, completed in 1995, and a copy was given to the neighbor. I do feel it is

**Regular Board of Trustees Meeting  
August 4<sup>th</sup>, 2021 Hybrid Meeting  
Main Library, Flagg Room and Zoom 6:00 p.m.**

in our best interest to have the line professionally marked. I will arrange for that this fall and will document the line with photographs.

-Dale Layman continues work on the windows at Local History. The balance to complete the contract is \$7,722.

-Edwardsburg's new Youth Services Coordinator, Bri Taylor, began this week and has hit the ground running with training at Main and assisting with Kiddies Day at the fair.



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

**New Business:**

- Resolution Submitting Millage Proposal  
Preamble and resolution were offered by Mary Anne Hoebeke and supported by Andrew Churchill.

Roll call vote:

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

Motion carried.

**Regular Board of Trustees Meeting  
August 4<sup>th</sup>, 2021 Hybrid Meeting  
Main Library, Flagg Room and Zoom 6:00 p.m.**

- Emergency Connectivity Fun (ECF) Grant Application-WiFi Hotspots  
Andrew Churchill moved to approve content filtering on WiFi Hotspots, supported by Joe Gross.

Roll call vote:

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

Motion carried.

Joe Gross moved to amend WiFi Hotspot Circulation Policy, supported by Mary A. Hoebeke.

Roll call vote:

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

Motion carried.

- Pandemic procedures-mask policy  
Andrew Churchill moved to follow Van Buren/Cass District Health Department's recommendation to implement mask wearing for all individuals in indoor locations, regardless of vaccination status, supported by Joe Gross.

Roll call vote:

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

Motion carried.

**Adjournment**

6:45 p.m.

Patricia O'Connor, moved.

Nancy Stoner, supported.

Motion carried.

Respectfully submitted,  
Stephanie Knepple