

**Regular Board of Trustees Meeting
September 15th, 2021
Main Library, Flagg Room 6:00 p.m.
Minutes**

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

Present: Trustees Sandra Asmus, Kay McAdam, Mary A. Hoebeke, Alison Yeo, Joe Gross, Andrew Churchill (Treasurer), Nancy Stoner (President). Director Barbara Gordon, Recorder Stephanie Knepple.

Absent: Vice President Patricia O'Connor.

Agenda: Kay McAdam moved to approve the agenda, supported by Mary A. Hoebeke. Motion carried.

Minutes: Joe Gross moved to approve the Regular Board of Trustees August 4th minutes, supported by Alison Yeo. Motion carried.

Treasurer's Report: Andrew Churchill submitted the report. Total Assets \$2,464,566.34. Total Income \$1,371,291.64. Expenses included Total Administration Expenses \$10,749.74, Total Books/Periodicals/Videos/Audio \$87,256.26, Total Contracts/Professional Fees \$41,969.37, Total Equipment \$160,584.82, Total Miscellaneous Expenses \$35,598.52, Total Payroll Expenses \$464,591.39, Total Programs and Promotions \$22,074.96, Total Repairs & Maintenance \$49,610.09, Total Telephone/Utilities \$47,811.43, Total Expenses \$920,246.58, Net Income \$451,045.06. Report will be filed for audit.

Public Comment: No public comment to report.

Director's Report:
September 2021

-United Way of Southwest Michigan is preparing for their next 3-year funding cycle. I am meeting with the early literacy staff from Heritage Southwest Intermediate School District to discuss a possible joint grant application to address one of the funding cycle's goals to "decrease the number of students not reading proficiently by the end of 3rd grade and reduce racial and economic disparities." According to data published by United Way, a sample of students from Cassopolis Public Schools found 74% of students not meeting 3rd grade reading proficiency, with African American and economically disadvantaged students struggling more than white students and those from not economically disadvantaged households. I believe the library is poised to help address this issue and with funding, we can recreate other public library and school partnerships that have been successful in Michigan in addressing 3rd grade reading levels.

Letters of intent are due to United Way by September 24th and if invited to apply for funding, applications are due December 10th. The application asks if the Board completes an annual evaluation of itself and the Director. It also requires that any agency awarded funds adopts an equity statement and strategic plan by July 2023. There are further questions addressing diversity, inclusion, and equity that should also be considered:

- *In what ways does your organization value diversity, equity, and inclusion?*

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- *Tell us about the demographic composition of your board and staff (examples may include, but are not limited to gender identity, race and/or ethnicity, age).*
- *Briefly describe your plans to actively address and ensure diversity, equity, and inclusion in your proposed project.*
- *How many staff and/or volunteers of your organization/program have participated in a diversity, equity and/or inclusion trainings? (examples: 21-day equity challenge, Brave Spaces, etc.)*
- *How does or how will your program: Increase diversity and inclusion? Reduce inequities?*

-Staffing issues continue to be a major challenge for front desk shifts, especially on the weekends. In addition to adding a Shelver to the Main Branch, I would like to advertise a part-time Circulation Assistant position for approximately 15 hours a week, with more should we need coverage. The ideal candidate will be trained to work at all locations. This will help alleviate further issues we will have later this year as Nancy McHugh, full-time Circulation Desk Manager at Main, reduces her hours to part-time. We will likely need to consider another full-time employee in 2022.

-The next month will involve preparatory work for next year's annual budget. I will plan to address the critical repairs as described in the Facilities Master Plan. Should we consider hiring a local architecture firm to serve as project manager for those series of repairs?

-At the time of this report, I do not have an update regarding the purchase of the Main Branch but I will plan to share any updates at the meeting.

-Staff usually attend the MLA conference in October but it is virtual again this year and the format did not appeal to staff. Everyone is still working on an hour of professional development via recorded webinars each month.

-2020 Census data is complete but it will be at least a year before 2020 numbers are used to calculate our State Aid. According to preliminary public data, Cass County's population decreased 1.3%.

-Due to delays in manufacturing and shipping, the decking materials for Mary Dunn's garden became available just this week. Work will begin this month. Mary's children have decided to postpone the dedication ceremony until next spring to allow for the completion of the project.

-Programming is well underway after a respite in August. Stephanie has hosted story time at the new Stone Lake beach. Cindy has planned a number of new programs at Edwardsburg as well. District wide we are celebrating Library Card Sign-Up Month.

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Unfinished Business: No unfinished business to report.

New Business:

- Rescind Resolution Submitting Millage Proposal
Andrew Churchill moved to approve to rescind resolution submitting millage proposal, supported by Mary A. Hoebeke. Motion carried.
- October 14th all staff meeting-locations open at 11 am
Sandra Asmus moved to approve all locations to open at 11 am on October 14th for staff meeting, supported by Joe Gross. Motion carried.
- Huntington Bank signatories
Joe Gross moved to remove Mary Dunn and Hank Yeomans off the Huntington Bank account, supported by Sandra Asmus. Motion carried.
Kay McAdam moved to add Andrew Churchill to the Huntington Bank account, supported by Alison Yeo. Motion carried
- Shelver Job Description
Mary A. Hoebeke moved to approve the Shelver Job Description, supported by Andrew Churchill. Motion carried.
- Pandemic Procedures

Adjournment

7:00 p.m.

Joe Gross, moved.

Nancy Stoner, supported.

Motion carried.

Respectfully submitted,
Stephanie Knepple