

**Regular Board of Trustees Meeting
October 20th, 2021 Hybrid Meeting
Main Library, Flagg Room 6:00 p.m.
Minutes**

President Nancy Stoner called the meeting to order at 6:00 p.m. followed by the Pledge of Allegiance.

Present: Trustees Sandra Asmus, Kay McAdam, Mary A. Hoebeke, Alison Yeo, Joe Gross, Andrew Churchill (Treasurer), Patricia O'Connor (Vice President) (Virtually representing Howard Township), Nancy Stoner (President), Director Barbara Gordon, Recorder Stephanie Knepple (Virtually).

Agenda: Sandra Asmus moved to approve the agenda, supported by Alison Yeo.

Roll call vote:

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

Motion carried.

Minutes: Mary A. Hoebeke moved to approve the Regular Board of Trustees September 15th minutes, supported by Alison Yeo.

Roll call vote:

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

Motion carried.

Treasurer's Report: Andrew Churchill submitted the report. Total Assets \$2,365,564.53. Total Income \$1,387,344.71. Expenses included Total Administration Expenses \$13,299.53, Total Books/Periodicals/Videos/Audio \$103,239.49, Total Contracts/Professional Fees \$45,765.93, Total Equipment \$178,252.16, Total Miscellaneous Expenses \$68,191.19, Total Payroll Expenses \$519,812.16, Total Programs and Promotions \$22,858.26, Total Repairs & Maintenance \$54,865.07, Total Telephone/Utilities \$52,636.68, Total Expenses \$1,058,920.47, Total Other Expenses \$489.38, Net Income \$327,934.86. Report will be filed for audit.

Public Comment: No public comment to report.

Correspondence: Barbara shared a letter received from Larry Sehy regarding an anticipated donation to the Howard Branch in support of the facilities. Barbara also shared a Thank You letter from Sue Pickar a staff member of the library expressing her gratitude of the flower arrangement that she received from the library after the recent loss of a family member.

Director's Report:

October 2021

-The most current update I have regarding the appraisal of the Main Branch is that the appraisal will not be complete until the end of the month. Once it is received by the County, I will be contacted to discuss next steps.

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-Effective November 1st, hold periods will now be 7 days for all materials instead of 14 days. This change was made to help address delays in receiving new titles due to ongoing paper supply and shipping issues. This will also help to maximize the investment in collections by moving books more quickly and hopefully meaning fewer copies of single titles will be needed. A 14 day hold period is unusual, most libraries have hold periods within 3-5 days.

-Cindy Casper will be completing an online training this month, through the Public Library Association, as the first step in conducting a diversity audit of our print collections.

-The state's 2022 budget will be the first time in over a decade that state aid per capita rate for public libraries is fully funded at \$0.50 per capita, a \$2 million increase from 2021. The Michigan Library Association is now advocating for an increase to that per capita amount as it was established several decades ago.

-The local PBS station, WNIT aired a segment about our 1,000 Books Before Kindergarten program which featured staff member Stephanie Knepple and 2 patrons who discussed the benefits of the program and enjoyment of our active public library system. You can watch the segment here:

<https://www.wnit.org/educationcounts/s/1000-books-before-kindergarten-1.html>
<https://www.wnit.org/educationcounts/s/1000-books-before-kindergarten-1.html>

-The annual contract with Unique Management (UMS) will increase from \$99.50 to \$126.50 next year. UMS is our materials recovery service. Every month we report patrons with delinquent accounts totaling \$30.00 or more due to lost, unpaid materials to UMS. UMS works on our behalf to contact these patrons and recover our materials or the funds to replace them. To date, UMS has recovered \$24,251.19 in material and cash and has invoiced the library \$7,074.60, which represents an ROI of \$3.43 for each \$1.00 invested. Currently patrons who are submitted to UMS are charged an additional \$5.00 reporting fee to help offset our reporting costs of \$8.95 per account. Given the contract increase, should patrons be charged a higher fee? The new reporting cost will be \$12.65 per account. This change would necessitate a change to the policy manual.

-Two shelvers have been hired for the Main Branch, Emily Carlisle and Kamryn Smith. Emily is a student at Ross Beatty and Kamryn is a Cassopolis resident who is home schooled. We are thrilled to have the extra help. Each will be working a total of 9 hours per pay period.

-I have received more applications for the circulation assistant position and will be interviewing two candidates October 20th. I have not received any strong applications for the full-time vacancy at Edwardsburg. Stephanie Knepple has been conducting youth programming at the branch and could possibly continue if we are able to hire another circulation assistant for the branch. The salary and/or educational requirements for the position may need to change in order to attract more applicants.

-Sue Pickar and Shiloh Pawelski are now delivering books to patrons at the Cass County Medical Care Facility.

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-The Library Spooktacular is happening again this year at Main on October 29th at 6:00pm. We have a number of area agencies who will be present to pass out candy along with an outdoor movie and train rides.

-The deck in Mary Dunn's garden was completed and we are scheduled for the final plantings next spring with North Star Landscape. The deck material is warrantied for 25 years and we are eager to utilize the space next year. The access door from inside the library will need some work to accommodate entry and exit to the garden. According to building code, a small concrete pad will need to be installed directly outside of the door as well.



Unfinished Business:

- Pandemic procedures
 A discussion took place to extend the wearing of masks for another month and will revisit the topic at the next Board Meeting.

New Business

- Chart of Accounts
 Sandra Asmus moved to approve the Chart of Accounts, supported by Andrew Churchill.

Roll call vote:

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

Motion carried.

- Salary Scales
 Discussion was tabled until November Board Meeting.
- Horizon/Patron record cleanup
 Mary A. Hoebeke moved to approve Horizon/Patron record cleanup, supported by Joe Gross.

Roll call vote:

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

Motion carried.

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- Main and Edwardsburg operating hours
Andrew Churchill moved to approve Main and Edwardsburg operating hours to close at 7:00 p.m. change from 8:00 p.m. effective November 1st, supported by Kay McAdam.

Roll call vote:

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

Motion carried.

- Library hosted Trustee emails
Andrew Churchill moved to approve Library hosted Trustee emails, supported by Kay McAdam.

Roll call vote:

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

Motion carried.

Adjournment

7:20 p.m.

Nancy Stoner, moved.

Patricia O'Connor, supported.

Motion carried.

Respectfully submitted,
Stephanie Knepple