

**Cass District Library
Regular Board of Trustees Meeting
November 18th, 2021 Hybrid Meeting
Main Library, Flagg Room and Zoom**

President Nancy Stoner called the meeting to order at 6:20 p.m.

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.

Agenda: Andrew Churchill 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: Joe Gross moved to approve the Regular Board of Trustees October 20th minutes, 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.

Treasurer's Report: Andrew Churchill submitted the report. Total Assets \$2,269,694.48. Total Income \$1,404,843.66. Expenses included Total Administration Expenses \$14,801.77, Total Books/Periodicals/Videos/Audio \$112,683.34. Total Contracts/Professional Fees \$48,942.61, Total Equipment \$179,488.16, Total Miscellaneous Expenses \$77,562.59, Total Payroll Expenses \$567,725.89, Total Programs and Promotions \$23,755.21, Total Repairs & Maintenance \$59,621.22, Total Telephone/Utilities \$57,250.34, Total Expenses \$1,141,831.13, Total Other Expenses \$489.38, Net Income \$262,523.15. Report will be filed for audit.

Public Comment: No public comment to report.

Correspondence: Barbara shared the annual letter from Michigan Gateway Community Foundation and the amount of interest check from the fund. A decision was made after a discussion to place the interest back into the fund.

Director's Report:

November 2021

-We held the Library Spooktacular on Friday, October 29th at Main and managed to have a successful and well attended event (150 children, 100 adults), despite being indoors due to weather. A number of community businesses and organizations contributed to the Spooktacular by passing out candy.

-On November 5th, I presented the findings and recommendations of the facilities master plan to the Cass County Board of Commissioners. On November 9th, Trustee Andrew Churchill and I met with the Board of Commissioners Property Committee to begin discussions about the purchase of the Main Branch. A request was made for additional information, which the Committee will review and consider ahead of our next meeting in December.

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- One take away from the workshop on November 5th very much worth considering as we begin to consider renovations is that the local population of people age 65+ will grow 21% from 2020-2040 and the local population of people age 85+ will grow 93% from 2020-2040.

-End of year priorities are submitting the United Way grant, completing staff evaluations, finalizing budget amendments for this fiscal year, and completing the annual state aid report.

November Programs		
Fall Fun Scavenger Hunt	All Month	CHO
Fall Flix	All Month	ALL
Thankful Banner	Week of November 1	CMU
Fall Story Time - Infant	11/1, 11/8, 11/15 - 10:00 am	CMU
Thank a Veteran	Week of November 1	CED
Fall Story Time	11/3, 11/10, 11/17 - 10:00 am	CMU
Fall Story Time	11/3, 11/10, 11/17 - 1:00 pm	CHO
Fall Story Time	11/4, 11/11, 11/18 - 11:00 am	CAS
Fall Story Time	11/5, 11/12, 11/18 - 10:30 am	CED
Knitting and Crochet Group	11/3/2021 - 5:00 pm	CED
International Gaming Week	Week of November 8	ALL
Wii Throwback Week	Week of November 8 - 3:00 pm	CED
DIY Fall Leaf Sign - Payment Required	11/9/2021 - All Day	CED
DIY Fall Leaf Sign - Registration and Payment Required	11/10/2021 - 1:00 pm	CAS
DIY Fall Leaf Sign - Registration and Payment Required	11/11/2021 - 6:00 pm	CHO
Family BINGO Night	11/8/2021 - 6:00 pm	CAS
Woodshop Build and Play Model Kits	Week of November 15	CHO
Be a NASA Detective	11/15/2021 - 6:00 pm	CAS
Pompous Pumpkins	11/16 - All Day	CED
More Than a Book Club	11/18/2021 - 10:00 am & 6:00 pm	CED
Free Birds Movie Night	11/18/2021	CAS
Countdown to Christmas Boxes - Registration Required - Google Form/Cindy	Pickup 11/29 - 11/30	CED

December Programs		
Deck the Halls	All Month	CED

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Birch Holiday Centerpiece - Registration and Payment Required	12/01/2021 - 6:00 pm	CAS
The Most Dangerous Man Alive: 1929 - Chriss Lyon Program - Registration Required	12/02/2021 - 1:00 & 3:00 pm	CLH
STEAM Kit Wonderland	12/8/21 - 12:00 - 4:00 pm	CED
Adult Craft Club - Registration Required	12/08/2021 - 1:00 pm	CAS
Gingerbread House Workshop - Registration and Payment Required	12/08/2021 - 6:00 pm	CAS
Prep and Landing Interactive Movie	12/11/21 - 11:00 am	
Gingerbread House Workshop - Registration and Payment Required	12/15/2021 - 2:30 - 4:00	CED
More Than a Book Club	12/16/21 - 10:00 am & 6:00 pm	CED
STEAM Snowflake Ornament Challenge		CHO
Mouse Candy Cane Craft Kit		CHO
Santa	12/20/2021 - 1:00 - 3:00 pm	CAS
Disguise a Gingerbread	12/21/2021 - All Day	CAS
"Mitchell's vs. The Machines" Movie Night	12/21/2021 - 1:00	CAS
Winter Break Boredom Busters - Wii and Gaming Afternoon	12/27/2021 - 1:00 pm	CAS
Winter Break Boredom Busters - Teddy Bear Sleepover	12/28/2021 - 1:00 pm	CAS

Unfinished Business:

- Trustee emails and policy
Joe Gross moved to approve the Trustee email policy with the addition of #7 any violation will result of removal of email usage, 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
Mary A. Hoebeke moved to approve salary scales, 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.
- Pandemic procedures
After discussion it was decided to continue the mask requirement for another month due to high numbers in Cass County.

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New Business

- Consideration of staff holiday bonuses
 - 2020 amounts: \$100 FT/\$75 PTAndrew Churchill moved to approve staff holiday bonuses in the amount of \$100 FT/\$75 PT, supported by Patricia O'Connor.
Roll call vote:

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

Motion carried.
- Open at 12:00 p.m. December 9th, 2021 for staff development
- 2022 Holiday and Staff Development closures
Andrew Churchill moved to approve the 2022 Holiday and Staff Development closures with the addition to Friday, December 23, 2022 in observance of Christmas, supported by Mary A. Hoebeke.
Roll call vote:

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

Motion carried.
- Circulation & Borrowing Policy Amendment
Joe Gross moved to approve the amended Circulation & Borrowing Policy to charge patrons full price of \$12.95 when submitted to collection agency, supported by Sandra Asmus.
Roll call vote:

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

Motion carried.
- Director's Contract-CLOSED SESSION

Adjournment

7:10 p.m.

Alison Yeo, moved.

Nancy Stoner, supported.

Motion carried

Respectfully submitted,
Stephanie Knepple