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.
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

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

### December Programs

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deck the Halls</td>
<td>All Month</td>
<td>CED</td>
</tr>
</tbody>
</table>
### 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.
New Business

- Consideration of staff holiday bonuses
  - 2020 amounts: $100 FT/$75 PT

  Andrew 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