

**Cass District Library
Regular Board of Trustees Meeting
December 15th, 2021 Hybrid Meeting
Main Library, Flagg Room and Zoom**

President Nancy Stoner called the meeting to order at 6:05 p.m. followed by the Pledge of Allegiance.

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

Absent: Trustee Kay McAdam and Treasurer Andrew Churchill

Agenda: Joe Gross moved to approve the agenda, supported by Alison Yeo.

Roll call vote:

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

Motion carried.

Minutes: Mary A. Hoebeke moved to approve the November 2021 Minutes, 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
Joe Gross	Yes	Andrew Churchill	Absent

Motion carried.

Budget Hearing Minutes: Patricia O'Connor moved to approve the 2022 Budget Hearing Minutes, supported by Joe Gross.

Roll call vote:

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

Motion carried.

Treasurer's Report: Barbara Gordon submitted the report. Total Assets \$2,201,645.94. Total Income \$1,417,057.72. Expenses included Total Administration Expenses \$16,398.20, Total Books/Periodicals/Videos/Audio \$128,726.33, Total Contracts/Professional Fees \$55,149.12, Total Equipment \$189,170.38, Total Miscellaneous Expenses \$88,255.20, Total Payroll Expenses \$647,644.15, Total Programs and Promotions \$24,901.81, Total Repairs & Maintenance \$63,451.67, Total Telephone/Utilities \$64,640.03, Total Expenses \$1,278,436.89, Total Other Expenses \$489.38, Net Income \$138,131.45. Report will be filed for audit.

Public Comment: No public comment to report.

Correspondence: Barbara shared that the library has received Christmas cards from vendors.

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Director's Report:

December 2021

-The snow melt system at Local History needs repair. Two sensors are malfunctioning and electrical work will be required. An approximate estimate for this work, including the rental of a lift, will cost \$5,700. I will have an official estimate from Shaum Electric soon and will keep the Board apprised of the project.

-At January's meeting when officers are elected, I will add committee member election to the agenda as well.

-I have removed the posting for the full-time Youth Services position at Edwardsburg due to no viable applicants. We are still soliciting applications for a part-time circulation assistant who would work primarily at Edwardsburg for now. I will continue to conduct interviews in hopes of filling that position as soon as possible.

-I engaged an attorney, Sean Towner, a partner at May, Oberfell, and Lorber to take a look at the purchase of the Main Branch. A legal opinion will be forthcoming shortly.

-The last, large program of the year is an Afternoon with Santa at the Main Branch on December 20th at 1pm. At January's meeting I will provide end of year statistics for circulation and program attendance.

Unfinished Business:

- Pandemic procedures
After discussion it was decided to continue the mask requirement for another month due to high numbers in Cass County.

New Business

- Resignation Howard Township Trustee, Patricia O'Connor
Alison Yeo moved to accept the resignation of Patricia O'Connor at the end of the month, 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
Joe Gross	Yes	Andrew Churchill	Absent

Motion carried.

- 2021 Budget amendments
Sandra Asmus moved to approve the 2021 Budget amendments, 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
Joe Gross	Yes	Andrew Churchill	Absent

Motion carried.

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- Bid: Decker Agency Insurance
Discussion was tabled to review more bids.
- Foster Swift rate increase
Mary A. Hoebeke moved to approve Foster Swift rate increase, supported by Joe Gross.
Roll call vote:

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

Motion carried.
- Consideration of staff pay for COVID quarantine.
Decision was made to allow staff to use sick time.
- Purchase of Main Branch

Adjournment

7:10 p.m.

Nancy Stoner, moved.

Patricia O'Connor, supported.

Motion carried.

Respectfully submitted,
Stephanie Knepple