

**Cass District Library
Regular Board of Trustees Meeting
February 16, 2022 Main Branch 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, Mary A. Hoebeke, Alison Yeo, Joe Gross, President Nancy Stoner, Director Barbara Gordon, Recorder Stephanie Knepple. Guests Ron McAdam and Eileen Toney.

Absent: Trustee Kay McAdam and Treasurer Andrew Churchill.

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

Minutes: Alison Yeo moved to approve the December 2021 Minutes, supported by Sandra Asmus. Motion carried.

Treasurer's Report: Barbara Gordon submitted the 2021 Year End Report. Total Assets \$2,083,274.74. Total Income \$1,424,832.09, Total Administration Expenses \$17,791.08, Total Books/Periodicals/Videos/Audio \$134,519.36, Total Contracts/Professional Fees \$59,263.12, Total Equipment \$189,320.38, Total Miscellaneous Expenses \$88,732.30, Total Payroll Expenses \$668,322.66, Total Programs and Promotions \$25,094.60, Total Repairs & Maintenance \$64,386.41, Total Telephone/Utilities \$66,863.13, Total Expenses \$110,539.05, Total Other Expenses \$489.38, Net Income \$110,049.67. Report will be filed for audit.

Barbara Gordon submitted the current 2022 Report. Total Assets \$2,008,500.12, Total Income \$238,901.56, Total Administration Expenses \$3,040.19, Total Books, Periodicals/Videos/Audio \$12,940.33, Total Contracts/Professional Fees \$7,377.10, Total Equipment \$5,346.74, Total Miscellaneous Expenses \$19,582.01, Total Payroll Expenses \$76,581.98, Total Programs and Promotions \$1,024.44, Total Repairs & Maintenance \$5,766.22, Total Telephone/Utilities \$5,977.39, Total Expenses \$137,636.40, Net Income \$101,265.16. Report will be filed for audit.

Public Comment: No public comment to report.

Correspondence: No correspondence to report.

Director's Report:

January 2022

Annual employee evaluations were conducted in December. I always value the opportunity to sit down with each staff member to reflect on the year. As part of a personal goal for 2022, I will be meeting with branch managers individually on a more regular basis and look forward to updating the Board on progress and projects across the district.

Branch Managers have purchased new toys and interactive materials for children and some new display pieces (all are much needed). Some major rearranging at Edwardsburg has happened, relocating the magazines and consolidating the patron computer stations. New high-top café tables and stools for teens have been purchased for the branch as well. Edwardsburg patron Shirley Andrews made a \$1,100 donation which has helped offset the cost of improvements at the branch.

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McKinzie and I plan to begin work on the annual report with the goal of completing a draft ahead of February's meeting. We will include the year end data which was provided to you at this meeting, as well as information about program numbers and participation.

On Monday, January 17th a reporter for the Niles Daily Star visited the Howard Branch and spoke to Branch Manager April Hughes about the Martin Luther King Jr. Day display, passive "My Two Hands" activity in the children's area, online resources that our library has available, and curbside services for interested patrons.

Maintenance Manager Tom Harris installed the new parking sign at Local History and we have not had further issues with cars left overnight.

The 2020 State Aid report has been filed.

Brandi has started preparations for the audit, but we do not yet have a date. I will keep you all informed of progress.

We will be notified of funding decision for the United Way grant April 1st. Since submitting the application in December, I have also submitted a video further detailing our proposal and attend a virtual, live question and answer meeting with the funding team. We do not know the total amount of funding available, but 13 groups applied for funding in the Early Education & Literacy area.

United Way will be offering free tax prep services at Main this year similar to last year, where a drop off model was implemented. Only returning customers are eligible.

Current and Upcoming Events/Programs:

Program	Program Date and Time	Location	In-Person	Passive	Take and Make
January					
Who's The Better Yeti? Abominable Movie	1/8 - 10:30 am	CED	X		
Winter Activity Challenge	1/10 - 2/28	ALL			
<i>Change Sings</i> StoryWalk and Tiny Art Show Kit	1/10 - 1/31 - All Day	CED	X		X
Adult Craft Club	1/12 - 1:00 pm	CAS	X		
Martin Luther King Jr. Day	1/17 - All Day	CHO	X		
National Popcorn Day	1/19 - All Day	CHO	X		
Who's The Better Yeti? Missing Link Movie	1/22 - 10:30 am	CED	X		
Impossible Puzzle	1/24 - 1/29 - All Day	CED	X		
National LEGO Day	1/24 - 1/27	CMU			X
National LEGO Day	1/28 - All Day	CHO			X
LEGO Build Challenge	1/28 - All Day	CED	X		
National Hot Chocolate Day	1/31 - All Day	CHO			X

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February					
Black History Month Tiny Art Show	2/1 - 2/28	CED	X		
Winter Activity Challenge	2/1 - 2/28	ALL		X	
World Read Aloud Day	2/2 - All Day	CED		X	
Needles and Hooks	2/2, 2/9, 2/16, 2/23 - 4:30 pm	CED	X		
What's all the ComMOtion? Mo Willem's Birthday Party	2/7 - 2/12	ALL	X		
Infant Story Time (Monday)	2/7, 2/14, 2/28 - 10:00 am	CMU	X		
Story Time (Tuesday)	2/8, 2/15, 2/22 - 11:00 am	CED	X		
Story Time (Wednesday)	2/9, 2/16, 2/23 - 10:00 am	CMU	X		
Story Time (Wednesday)	2/9, 2/16, 2/23 - 1:00 pm	CHO	X		
Adult Craft Club - Registration Required	2/9 - 1:00 pm	CAS	X		
Story Time (Thursday)	2/10, 2/17, 2/24 - 11:00 am	CAS	X		
Paracord Bracelet Kits for Teens	2/14 - All Day	CED			X
More Than A Book Club	2/17 - 10:00 am	CED	X		
Library Gnomes Scavenger Hunt	2/20 - 2/28	CED, CMU		X	
Two's Day Tutu Workshop	2/22 - 3:00 pm	CED	X		

Director's Report:

February 2022

-I have completed 2 sessions in the Leadership Accelerator Academy. I am very pleased with the program thus far and have found these sessions to be particularly informative as they have related to leadership styles and methodologies. The library is fortunate to have many leaders within the current staff and this learning experience will help me to better prepare the staff to come together on an updated mission and strategic plan. I am also beginning to brainstorm ideas to implement Diversity, Equity, & Inclusion training for staff at all levels which will go beyond passive webinar assignments.

-The 2022 budget includes a salary for another full-time employee. We are still short-staffed in terms of desk coverage. I believe we need to hire another part-time associate or begin thinking about a full-time posting that would benefit the district as whole. Given the recent difficulty in finding a qualified candidate to work part-time at Edwardsburg, I am not certain the best approach. Perhaps this is an issue the Personnel Committee can consider.

-Mechanical and maintenance issues have been relatively infrequent. The snow blower was repaired and the furnace at Edwardsburg was serviced to replace the pressure switch. Maintenance Manager Tom

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Harris has been working incredibly hard, going well above and beyond to ensure our locations are safe and accessible despite the weather.

-Wi-Fi connectivity at some branch locations has been malfunctioning impacting staff and patrons. Clark Technical was on site February 10th and made further adjustments to the new routers which should significantly improve matters. There are still a number of patron machines and some staff machines which need to be replaced this year. Supply chain issues have severely impacted availability, so for now, we are managing.

-Ten additional hotspots arrived in January and are available for patrons. The purchase of these devices will be reimbursed later this year through our E-rate office via ECF funding.

-Patrons now have access to over 3,000 magazine titles through OverDrive/the Libby app. This is beneficial for staff and patrons who do not have to utilize yet another platform/app/service to access items. A review of our print magazine circulation last year showed a further decline in use district wide. This is an annual subscription and use will be evaluated. Most recently, the annual cost for printed periodicals was \$8,200. The annual subscription cost for digital access is \$2,000. We will still continue to purchase print subscriptions to the most popular magazines at each location.

-Through MDHHS, we received 270 COVID-19 test kits which are freely available to patrons at the Main and Edwardsburg branches. We also received 2,000 KN95 masks through the health department which have been made available at all locations.

- From the County Clerk: Ballot language appearing on the August Primary ballot must be approved before 4:00 p.m. on May 10, 2022. Ballot language appearing on the November General ballot must be approved by 4:00 p.m. on August 16, 2022.

Recent improvements at Edwardsburg:



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Unfinished Business:

- Pandemic procedures
After discussion it was decided to continue the mask requirement for another month due to the high level of COVID transmission in Cass County.
- Purchase of Main Branch
Joe Gross moved to approve to the Purchase Offer Letter for the Main Branch, supported by Mary A. Hoebeke.
Roll call vote:

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

 Motion carried.
- Insurance Bids
Mary A Hoebeke moved to approve Decker Agency, LLC bid, with the condition that Decker Agency can provide adequate funding details for the Workers' Compensation plan, supported by Joe Gross. Motion carried.

New Business:

- Resignation Volinia, Penn, & Newburg Townships Trustee Kay McAdam
Mary A. Hoebeke moved to approve Trustee Kay McAdam's resignation, supported by Alison Yeo. Motion carried.
- Appointment Howard Township Trustee Eileen Toney & Volinia, Penn, & Newberg Townships Trustee Ron McAdam
Sandra Asmus moved to recommend the appointment of Eileen Toney as Trustee representing Howard Township & Ron McAdam as Trustee representing Volinia, Penn, & Newberg Townships, supported by Joe Gross. Motion carried.
- Officer Election-President and Vice-President
Mary A. Hoebeke moved to approve Nancy Stoner as President and Eileen Toney as Vice President, supported by Sandra Asmus. Motion carried.
- Board Committees-Personnel, Finance, Facilities, Millage
Tabled for next meeting.
- 2022 Library Board meeting schedule
Joe Gross moved to approve the 2022 Library Board meeting schedule with the adjustment of December's meeting date from the 21st to the 14th, supported by Alison Yeo. Motion carried.
- Funds transfer to Huntington National Mutual Fund
Sandra Asmus moved to approve the transfer of \$120,000 from checking to mutual fund, supported by Joe Gross.
Roll call vote:

Sandra Asmus	Yes	Mary A. Hoebeke	Yes
Kay McAdam	Absent	Alison Yeo	Yes
Nancy Stoner	Yes	Andrew Churchill	Absent

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Joe Gross Yes

Motion carried.

- Gale Courses Renewal

Joe Gross moved to not renew Gale Courses, supported by Alison Yeo. Motion carried.

- Bid: Shaum Electric snow sensor repair proposal for \$4,145.00, Local History Branch
Sandra Asmus moved to approve Shaum Electric's bid, supported by Alison Yeo.

Roll call vote:

Sandra Asmus Yes

Mary A. Hoebeke Yes

Kay McAdam Absent

Alison Yeo Yes

Nancy Stoner Yes

Andrew Churchill Absent

Joe Gross Yes

Motion carried.

- Millage publicity
 Tabled for next meeting.

Adjournment

7:20 p.m.

Alison Yeo, moved.

Nancy Stoner, supported.

Motion carried.

Respectfully submitted,
Stephanie Knepple