

**Cass District Library
Regular Board of Trustees Meeting
March 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, Treasurer Andrew Churchill, Vice President Eileen Toney, President Nancy Stoner, Director Barbara Gordon, Recorder Stephanie Knepple. Guest Ron McAdam.

Absent: Trustee Joe Gross.

Agenda: Andrew Churchill moved to approve the agenda, supported by Sandra Asmus. Motion carried.

Minutes: Eileen Toney moved to approve the February 2022 Minutes, supported by Mary A. Hoebeke. Motion carried.

Treasurer's Report: Andrew Churchill submitted the report. Total Assets \$2,130,873.14, Total Income \$613,377.03, Total Administration Expenses \$4,513.52, Total Books/Periodicals/Videos/Audio \$22,340.17, Total Contracts/Professional Fees \$12,732.75, Total Equipment \$18,674.48, Total Miscellaneous Expenses \$7,247.53, Total Payroll Expenses \$130,226.34, Total Programs and Promotions \$1,845.83, Total Repairs & Maintenance \$14,493.25, Total Telephone/Utilities \$12,534.12. Total Expenses \$254,607.99, Net Income \$358,769.04. Report will be filed for audit.

Public Comment: No public comment to report.

Correspondence: Barbara shared a Thank You note received from Patricia O'Connor expressing her gratitude of receiving a floral arrangement from the library in appreciation of her years of service on the library board.

Director's Report

March 2022

Summer reading donations and sponsorships:

Business	Address	Donation Description	Amount
YMCA	905 N. Front Street Niles, MI 49120	3 Month Household Membership-Up to \$270 Value	
Edward Lowe Foundation	58220 Decatur Rd. Cassopolis, MI 49031	Check #63520	\$250.00
Camden TV & Appliance, INC	3108 S. 11th St. Niles, MI 49120	Check #21880	\$150.00
G.W. Jones Exchange Bank	115 West Main Street	Check #28420	\$100.00
Creative Vinyl Signs, Inc.	54950 M 51 Dowagiac, MI 49047	Check #0148	\$50.00
Porky's Party Place	P.O. Box 322 Cassopolis, MI 49031	Check #8908	\$250.00
K&M Machine-Fabricating, INC.	P.O. Box 218 Cassopolis, MI 49031	Check #125541	\$250.00
Bergman Small Animal, OC	906 E. State St. Cassopolis, MI 49031	Check #3995	\$200.00

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Midwest Energy & Communications	60590 Decatur Rd. Cassopolis, MI 49031	Check #43237	\$200.00
Rock, Paper, Scissors Styling Salon	68837 M-62 Edwardsburg, MI 49112	\$35.00 Haircut & Style	
Tyler Automotive	1102 South 11th St. Niles, MI 49120	Check #111517	\$100.00
BOLT Laserworks	127 S Rowland St, Cassopolis, MI 49031	500 engraved bookmarks	

Donations for 2021 totaled \$1,300. This year, \$1,550 has been collected. The Mason Union Friends will also be contributing.

-The Library of Michigan provided new census figures to libraries based on 2020's data. CDL's service population has dropped from 38,002 to 37,840. This will result in a small reduction in state aid funding.

-Thanks to a \$100 donation from the VFW Auxiliary to Gus Karacson Post 2284 in Edwardsburg, the flagpole at the Edwardsburg Branch now has a solar powered light to illuminate the flag which will allow the staff to leave the flag up and flying.

-Shaum Electric installed two new light fixtures at Edwardsburg, replacing the pendant drum shades in the fiction area. The snow melt system at Local History will be serviced and repaired the week of March 14th.

-Cindy Casper purchased new nonfiction eaudiobooks and ebooks titles from 17 genres including education, health, job-seeking skills, and workforce development. The purchases were made in OverDrive using ARPA funds totaling \$3,025.

-Sue Pickar and I spent time weeding and shifting collections at the Mason Union and Howard branches.

-Stephanie Knepple is visiting several local elementary schools in March in recognition of National Reading Month. Each child is receiving a bag with library information and a coupon for a free prize if she/he visits any branch location.

-Stephanie Knepple completed the Beginning Workshop through the Library of Michigan to receive her Level 3 Certification. The Library of Michigan now offers this course entirely online through a self-paced module. April Hughes is also working on completing her Level 3 certification. In order to qualify for state aid payments:

i. A class 5 public library serves a population of 26,000 to 49,999.

ii. A class 5 public library shall employ a director possessing a level 1 certificate. The director shall complete New Director's Workshop within 1 year of initial directorship appointment and complete Advanced Director's Workshop within 2 years of initial appointment. This sub-requirement does not apply to directors that have completed New Director's and Advanced Director's workshops prior to their appointment as a director.

iii. A class 5 public library shall employ at least 1 staff person, excluding the director, who possesses at least a level 3 certificate per 20,000 population served.

CDL currently meets these criteria.

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March			In Person	Passive	Take & Make
Felt Bird Bookmarks	3/2 - 1:00 - 3:00 pm	CHO	X		X
Bob Myers Titanic Presentation	3/3 - 6:30 pm	CLH	X		
Play, Learn Grow (Friday)	3/4, 3/11, 3/18, 3/25 - 10:00 am	CED	X		
Infant Story Time (Monday)	3/7, 3/14, 3/21, 3/28 - 10:00 am	CMU	X		
Preschool Story Time (Tuesday)	3/1, 3/8, 3/15, 3/22, 3/29 - 11:00 am	CED	X		
Preschool Story Time (Wednesday)	3/2, 3/9, 3/16, 3/23, 3/30 - 10:00 am	CMU	X		
Preschool Story Time (Wednesday)	3/2, 3/9, 3/16, 3/23, 3/30 - 1:00 pm	CHO	X		
Preschool Story Time (Thursday)	3/3, 3/10, 3/17, 3/24, 3/31 - 11:00 am	CAS	X		
Needles and Hooks (Wednesday)	3/2, 3/9, 3/16, 3/23, 3/30 - 4:30 - 6:00 pm	CED	X		
Let's Play Mahjong (Tuesday/Thursday)	3/1, 3/3, 3/8, 3/10, 3/15, 3/17, 3/22, 3/24, 3/29, 3/31 - 1:00 - 3:00 pm	CED	X		
Adult Craft Club - Registration Required	3/9 - 1:00 pm	CAS	X		
Art Show Open House	3/10 - 6:00 pm	CAS	X		
Gemstone Rings Take and Make Kit	3/14 - 3/19	CHO			X
More Than a Book Club	3/17 - 10:00 am	CED	X		
Wild Creativity!	3/21 - 3/26	CHO		X	
Butterfly Suncatcher	3/23 - 3:00 pm	CED	X		
Family Fort Night		CAS	X		

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Unfinished Business:

- Purchase of Main Branch
The library's Attorney has not received a counter offer from the County.
- Board Committees-Personal, Finance, Facilities, Millage
 - Article IV-Committees (Cass District Library Bylaws)
 - *Section 1: The president shall have the power to appoint special ad hoc committees, with the approval of the Board, to undertake such projects as the Board shall determine from time to time. The committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.*
 - *Section 2: The CDL Board shall have three standing committees: Personnel, Finance/Budget, and Facilities. Standing committee appointments shall be made by the Board President and shall be renewed or re-appointed annually at the January meeting.*

Creation of committees were tabled until April to allow Trustees who were absent to be in attendance when making the decision.

New Business:

- Patron library card data discussion
The Board agreed to remove the collection of gender data for patron card registration.
- Baker & Taylor DEI Collection Audit Bid
Barbara is going to investigate possible donors to fund the bid in amount of \$4,600.00 for a one-year agreement and report back in April of her results.

Adjournment

7:25 p.m.

Eileen Toney, moved.

Nancy Stoner, supported.

Motion carried.

Respectfully submitted,

Stephanie Knepple