

**Cass District Library  
Regular Board of Trustees Meeting  
April 20, 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, Joe Gross, Treasurer Andrew Churchill, Vice President Eileen Toney, Director Barbara Gordon, Recorder Stephanie Knepple. Guests Brandi Roberts, Patrick Sage, and Ron McAdam.

**Absent:** Trustees Mary A. Hoebeke and Alison Yeo.

**Agenda:** Eileen Toney moved to approve the agenda, supported by Sandra Asmus. Motion carried.

**Minutes:** Eileen Toney moved to approve the March 2022 Minutes, supported by Andrew Churchill. Motion carried.

**Presentation of 2021:** Patrick Sage, Senior Manager, Kruggel Lawton CPAs presented the Cass District Library's 2021 audit to the board. Total assets at the close of 2021 were \$2,394,731.00. Patrick Sage reported that the library continues to be in good financial shape. The audit is on file with the library and copies have been sent to the County office and Jansen Valk Thompson Rheahm PC. The audit has also been submitted to the State of Michigan.

**Treasurer's Report:** Andrew Churchill submitted the report. Total Assets \$2,894,733.02, Total Income \$1,163,314.74. Total Administration Expenses \$6,446.70, Total Books/Periodicals/Videos/Audio \$33,993.78, Total Contracts/Professional Fees \$24,836.17, Total Equipment \$61,746.32, Total Miscellaneous Expenses \$41,387.81, Total Payroll Expenses \$183,226.23, Total Programs and Promotions \$3,333.16, Total Repairs & Maintenance \$20,958.29, Total Telephone/Utilities \$18,063.60, Total Expenses \$393,992.06, Net Income \$769,322.68. Report will be filed for audit.

**Public Comment:** No public comment to report.

**Correspondence:** Barbara shared Thank You notes that were received. Library Board Trustee Mary A. Hoebeke expressed her gratitude for the floral arrangement that she received from the library in appreciation of her years of service on the library board. Technical Processing Library Staff Member Sue Pickar wrote of her appreciation of the recognition that she received at the March 24<sup>th</sup> Staff Meeting for 25 years of service to the library.

**Director's Report**

April 2022

**District**

-Stephanie Knepple conducted a number of school visits in March, reaching 963 total students:

March 7,14, 21, 28 Sam Adams School Visit	394 Students
March 7,14, 21, 28 Justus Gage School Visit	184 Students
March 25, 2022 Young Authors Day @ Eagle Lake Elementary	385 Students

-After our last meeting, I received the welcome news that we are eligible to apply for another round of ECF funding, the same funding which facilitated the purchase of our Chromebooks and first hotspots. With

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that news, I promptly ordered 22 additional hotspots and we can anticipate reimbursement of the annual service fee. McKinzie and Brandi worked quickly to get them ready for circulation, I think patrons will be very pleased.

-Under the direction of Sue Pickar, our dedicated Main Branch volunteer Gina and shelve Kamryn are beginning the project of transitioning a few thousand books from their current designation of "juvenile easy reader" to "juvenile early reader." This is a detailed process which involves changing catalog records and spine labels. It is labor intensive but will result in a more inclusive collection name.

-At the February Southwest Michigan Library Cooperative meeting, I was appointed the group's new Overdrive Coordinator as there have been ongoing struggles for well over a year related to the group purchasing model and the method of conducting business. The Cooperative is in the process of obtaining a legal opinion on the best way to move forward. OverDrive has taken control of purchasing for the group until June and we are seeing a marked increase in use. Later this summer, new MOUs will need to be signed by all member libraries who wish to continue as part of the OverDrive group.

-We still have \$2,260 from in grant funds from the Cooperative coming this fiscal year.

-At the all staff meeting on March 24<sup>th</sup>, we honored Sue Pickar for 25 years of employment.

-Stephanie Devito is a few weeks into her training as the new Circulation Assistant. She is already scheduled to cover a number of vacancies at all locations through the summer. She is making quick work of learning the job and has been a wonderful addition.

**Main Branch**

-On April 14<sup>th</sup> we had 254 visitors for Young at Art, a celebration of young artists in the county, sponsored by Heritage Southwest ISD.

-Northstar Landscape will be completing the final phase of work for Mary Dunn's garden beginning April 28<sup>th</sup>. McKinzie and I recently met with her son Greg Dunn to review plans for the dedication ceremony on June 4<sup>th</sup> at 3pm.

-The local Samuel Felt DAR Chapter made a \$3,000 donation: \$1,500 to Local History and \$1,500 to Main in gratitude for all of our service to the group over the years.

**Local History Branch**

-I touched base with Dale Layman regarding his plans to complete the remaining window work at Local History. It is a priority for me to ensure the work is done this calendar year.

-A request from Cathy Lapointe, on behalf of the URSCC:

*Hi Barbara and Jon--I'm hoping we can create a Cass County Underground Railroad 'nook' in Local History, and writing to ask what you think of the idea. If we could have a space, perhaps upstairs or downstairs, we together could create an area that makes the Cass Co UGRR story come alive to library visitors. If you've visited our Bonine House library and display rooms, you have an idea of what's available. We could display notebooks, photos, documents, artifacts etc., along with handouts, whatever you think appropriate.*

*Most research is available in our on-line library [www.urscc.org](http://www.urscc.org) click on the library. Everything you see in the collections can be copied and displayed. We've sent our off site research collection to WMU Regional Library, but*

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*would love to have something local. You of course can determine what works for you. This could be a fun project involving community volunteers.*

*Cass County Local History and District libraries have been the keeper of this story for generations. URSCC took up the gauntlet and made it available to the world. The famous clipping file at Local History was one of our first stops when we began gathering research in 2009, invaluable!*

*With your experience and expertise, this display can be meaningful to everyone interested in the UGRR and the history of Cass County. This story of a community that did what was right under very difficult circumstances resonates with all ages, everywhere. If you're interested, I would love to meet at your convenience. In the meantime, please look at our website [www.urscc.org](http://www.urscc.org) and the collections in our on-line library. Just click on the Bonine House Library on the home page.*

-Digitization kits are now available to freely borrow from the Library of Michigan. This presents a huge opportunity for the collections at Local History, especially because there will also be an ability to upload our digital collections on a Library of Michigan hosted site, saving us substantial costs. We will receive our kit in October, which will allow Jon Wuepper time to complete a comprehensive training on creating and managing historical digital collections.

-Jon and I have participated in a few meetings to discuss the creation of a historic walking tour highlighting prominent properties of historical interest in the Village of Cassopolis. The Village's streetscape project has prompted some interest in an initiative like this, interestingly Jon was recently approached by someone at the COA who was tasked with starting such a project as well. It will take a significant investment of volunteer time to create the tour, but I hope the library can play an active role in the process.

#### **Edwardsburg Branch**

-A new outdoor bench for Edwardsburg has been purchased for additional seating. Tom Harris will be installing the bench out front as soon as weather allows him to do some long overdue, power washing around the branch's entryway.

#### **Mason Union Branch**

-The Mason Union Friends will be hosting a book sale May 18<sup>th</sup>, 19<sup>th</sup>, and 21<sup>st</sup>. The group also donated \$75 to sponsor a summer reading program and made an additional \$350 donation to fund an all ages live music program this fall.

#### **Unfinished Business**

- Purchase of Main Branch  
The Board agreed to revisit formal lease agreement and renegotiate snow removal and lawn care.
- Board Committees-Personnel, Finance, Facilities  
Tabled for next meeting.

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- Baker & Taylor DEI Collection Audit bid  
Andrew Churchill moved to approve Baker & Taylor DEI Collection Audit bid of \$4,200.00, supported by Joe Gross.  
Roll call vote.  
Sandra Asmus      Yes                      Mary A. Hoebeke      Absent  
Joe Gross            Yes                      Alison Yeo              Absent  
Nancy Stoner       Yes                      Andrew Churchill      Yes  
Eileen Toney       Yes  
Motion carried.

**New Business**

- Resignation Village of Edwardsburg Trustee Mary Anne Hoebeke  
Joe Gross moved to accept Mary Anne Hoebeke’s resignation request, supported by Eileen Toney. Motion carried.
- Resolution Submitting Millage Proposal  
Joe Gross moved to adopt the resolution to submit millage proposal, supported by Andrew Churchill.  
Roll call vote.  
Sandra Asmus      Yes                      Mary A. Hoebeke      Absent  
Joe Gross            Yes                      Alison Yeo              Absent  
Nancy Stoner       Yes                      Andrew Churchill      Yes  
Eileen Toney       Yes  
Motion carried.
- 2021 Annual Report  
Barbara Gordon presented the printed 2021 Annual Report to the Board.
- Millage publicity  
Barbara Gordon presented the millage publicity to the Board.

**Adjournment**

7:47 p.m.  
Eileen Toney, moved.  
Nancy Stoner, supported.  
Motion carried.

Respectfully submitted,  
Stephanie Knepple