

**Cass District Library
Regular Board of Trustees Meeting
June 15, 2022 Howard 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, Ron McAdam, Alison Yeo, President Nancy Stoner, Vice President Eileen Toney, Treasurer Andrew Churchill. Director Barbara Gordon, Recorder Stephanie Knepple, Guests April Hughes, Michael Overley.

Agenda: Alison Yeo moved to approve the agenda, supported by Eileen Toney. Motion carried.

Minutes: Joe Gross moved to approve the May 2022 Minutes, supported by Eileen Toney. Motion carried.

Treasurer's Report: Andrew Churchill submitted the report. Total Assets \$2,942,319.43, Total Income \$1,286,053.50, Total Administration Expenses \$9,805.62, Total Books/Periodicals/Videos/Audio \$53,010.14, Total Contracts/Professional Fees \$32,191.29, Total Equipment \$68,124.24, Total Miscellaneous Expenses \$58,945.24, Total Payroll Expenses \$268,686.47, Total Programs and Promotions \$6,555.04, Total Repairs & Maintenance \$29,100.91, Total Telephone/Utilities \$26,951.05, Total Expenses \$553,370.00, Net Income \$732,683.50. Report will be filed for audit.

Public Comment: No public comment to report.

Correspondence: No correspondence to report.

Director's Report

June 2022

-I am currently in the process of securing three bids for carpet at Main, including both meeting rooms. One consideration that will greatly impact price is moving the shelving or instead, laying carpet around the shelves. I will attempt to have the bids reflect multiple options. I am also working on bids for masonry work at Local History. We have approximately \$100,000 remaining in the budget for capital improvements.



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-I am beginning to put together a request for proposal for architectural services in anticipation of success on August 4th. I will share a preliminary draft at the July meeting.

-It is my recommendation that we enter into a new quarterly maintenance and service agreement with Trane for upkeep of the HVAC mechanicals at Main. I expect to have a proposal shortly and will share it via email.

-Nancy Stoner, Ron McAdam, and myself met with Dale Layman on June 13th to discuss the remaining window work to be completed at Local History. Dale expressed his confidence in finishing all remaining work this calendar year.

-My millage presentations have continued to be very well received. Townships seem genuinely appreciative for an in-person visit and it has been a good opportunity to (re)introduce the library to residents who are not currently patrons.

-Stephanie and McKinzie coordinated another successful Color Run event at the COA on June 11th. We also had a very nice reception and ribbon cutting for the Mary Dunn Children's Garden.



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Presentation MERS of Michigan, Michael Overley, Regional Manager

Michael Overley shared with the board details of the Cass District Library's MERS 2021 Annual Actuarial Valuation Update and answered board members questions.

Branch Tour-April Hughes, Branch Manager

Howard Branch Manager April Hughes led the Board of Trustees on an informative tour of the building.

Unfinished Business

- Board Committees-Personnel, Finance, Facilities
President Nancy Stoner appointed Joe Gross, Andrew Churchill, and Eileen Toney to Personnel Committee, Joe Gross and Andrew Churchill to Finance Committee, Ron McAdam and Sandra Asmus to Facilities Committee.

New Business

- Bylaw updates
Tabled for further review. Will revisit at July's meeting.

Adjournment

7:45 p.m.

Eileen Toney, moved.

Nancy Stoner, supported.

Motion carried.

Respectfully submitted,
Stephanie Knepple