

**Cass District Library
Regular Board of Trustees Meeting
July 21, 2022 Edwardsburg Branch
Minutes**

President Nancy Stoner called the meeting to order at 6:03 p.m. followed by the Pledge of Allegiance.

Present: President Nancy Stoner, Vice President Eileen Toney, Treasurer Andrew Churchill, Trustees Joe Gross and Laura Hughes, Guest Cindy Casper, Director Barbara Gordon, Recorder Stephanie Knepple.

Absent: Trustees Sandra Asmus, Ron McAdam, and Alison Yeo.

Agenda: Andrew Churchill moved to approve the agenda, supported by Joe Gross. Motion carried.

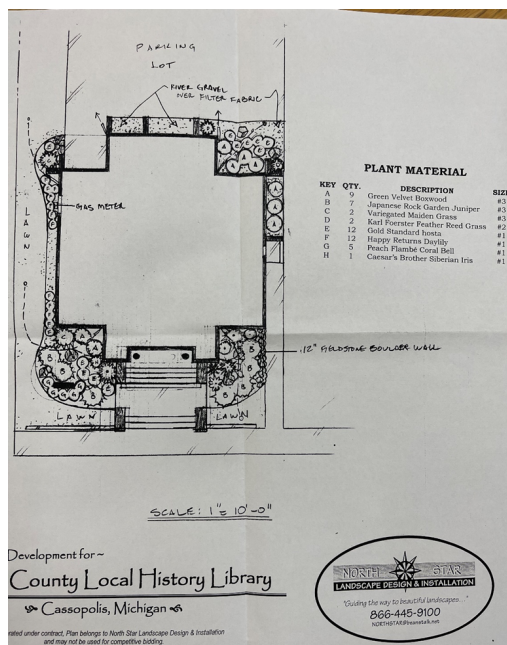
Minutes: Eileen Toney moved to approve the June 2022 Minutes, supported by Joe Gross. Motion carried.

Treasurer's Report: Andrew Churchill submitted the report. Total Assets \$2,826,323.06, Total Income \$1,289,706.50, Total Administration Expenses \$10,955.36, Total Books/Periodicals/Videos/Audio \$61,725.73, Total Contracts/Professional Fees \$35,977.85, Total Equipment \$72,912.67, Total Miscellaneous Expenses \$68,959.21, Total Payroll Expenses \$343,914.00, Total Programs and Promotions \$8,801.37, Total Repairs & Maintenance \$35,531.62, Total Telephone/Utilities \$31,358.12, Total Expenses \$670,135.93, Net Income \$619,570.57. Report will be filed for audit.

Public Comment: No public comment to report.

Correspondence: No correspondence to report.

Director's Report
July 2022



Local History's remaining windows and furniture were finally returned by Jeff Zavatsky.

Here is the original landscape design for Local History. It is my understanding this plan was rejected as the Board at the time wanted to see more use of native flowers and plants. I do agree that landscaping would be an excellent finishing project but I feel we should wait until window and masonry work are entirely completed.

MDOT replaced the directional parking sign for Local History that went missing during the streetscape improvement project.

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This month I completed the 2022 Leadership Accelerator at LMC. I am incredibly thankful for the opportunity to participate in the program and feel it has been an invaluable experience. Anna Murphy, President of United Way of Southwest Michigan was a presenter at two sessions during the program, one of which was non-profits boards. Anna would be willing to offer a board training session at your convenience.

The library participated in the Underground Railroad Days in Vandalia through a robust display of books and local history resources.

Millage presentations continue to be well received. I have been pleased to see township meetings very well attended, providing a great opportunity to connect with more voters. I also spoke about the millage at this month's meeting for the Human Services Coordinating Council. I sent millage information and copies of our annual report to the local State Representatives and Senator for our district but did not receive any communication back. Leader Publication ran an article about the millage on July 5th using copied language from our website. Lastly, we are actively advertising millage q&a sessions: July 21st at 10am and July 26th at 6pm at Main.

Summer Reading is going very well with strong patron attendance at programs. From June 6th to July 6th we recorded 814 program participants. We had a significant increase in print circulation for the month of June as well.

August 2nd will be Kiddies Day at the County Fair and our annual summer book sale is scheduled for August 3rd-5th at Main.

I am still working on an RFP for architectural services for Edwardsburg.

Branch Tour-Cindy Casper, Branch Manager

Edwardsburg Branch Manager Cindy Casper led the Board of Trustees on an informative tour of the building.

Unfinished Business

- MERS Discussion
 - The Board of Trustees requested Michael Overley return for an upcoming meeting to provide further details about MERS' defined contribution and defined benefit plans. Barbara will schedule another presentation for late 2022.
- Bylaw updates
 - Joe Gross moved to table the bylaw updates, supported by Andrew Churchill. Motion carried.

New Business

- Resignation Mason Township Trustee Alison Yeo
 - Eileen Toney moved to accept the resignation of Mason Township Trustee Alison Yeo, supported by Andrew Churchill. Motion carried.

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- Schedule Special Meeting to adopt millage resolution for November 8th, 2022 should August 2nd, 2022 millage fail
 - A Special Meeting was scheduled for Monday, August 15th at 9:00 a.m. at Main Branch.
- Local History Branch masonry bid
 - Eileen Toney moved to approve the masonry bid in the amount of \$9,475.00 from C & S Restoration, LLC., supported by Laura Hughes.
Roll call vote.

Sandra Asmus	Absent	Ron McAdam	Absent
Joe Gross	Yes	Alison Yeo	Absent
Nancy Stoner	Yes	Andrew Churchill	Yes
Eileen Toney	Yes	Laura Hughes	Yes

Motion carried.
- Main Library carpet bid
 - Joe Gross moved to approve the carpet bid in the amount of \$63,672 from Library Design, supported by Eileen Toney.
Roll call vote.

Sandra Asmus	Absent	Ron McAdam	Absent
Joe Gross	Yes	Alison Yeo	Absent
Nancy Stoner	Yes	Andrew Churchill	Yes
Eileen Toney	Yes	Laura Hughes	Yes

Motion carried.

Adjournment

7:14 p.m.

Eileen Toney, moved.

Nancy Stoner, supported.

Motion carried.

Respectfully submitted,
Stephanie Knepple