

**Cass District Library  
Regular Board of Trustees Meeting  
August 31, 2022 Main Branch  
Minutes**

Vice President Eileen Toney called the meeting to order at 6:10 p.m. followed by the Pledge of Allegiance.

**Present:** Vice President Eileen Toney, Treasurer Andrew Churchill, Trustees Joe Gross, Ron McAdam, and Laura Hughes, Director Barbara Gordon, Guests Rebecca Crocker and Bill LaDitka, Intersect Studio.

**Absent:** Trustees Sandra Asmus and Nancy Stoner.

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

**Minutes:** Laura Hughes moved to approve the July 2022 Minutes, supported by Joe Gross. Motion carried.

**Treasurer's Report:** Andrew Churchill submitted the report. Total Assets \$2,744,408.04, Total Income \$1,303,972.91, Total Administration Expenses \$12,144.19, Total Books/Periodicals/Videos/Audio \$75,798.18, Total Contracts/Professional Fees \$41,934.32, Total Equipment \$85,041.29, Total Miscellaneous Expenses \$74,636.27, Total Payroll Expenses \$399,455.60, Total Programs and Promotions \$8,428.68, Total Repairs & Maintenance \$39,932.53, Total Telephone/Utilities \$36,636.19, Total Expenses \$773,977.25, Net Income \$529,995.66. Report will be filed for audit.

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

Intersect Studio Presentation, Bill LaDitka, AIA, LEED AP, Principal

**Correspondence:** No correspondence to report.

**Director's Report  
August 2022**

-What a summer! 2022's SRP marks a return to pre-pandemic participation numbers with 619 participants, up from 453 in 2021. We also had 1,368 program attendees this summer, up from 1,256 in 2021. While branches had a bit less foot traffic as compared to June, print and digital circulation increased in July. Kiddies' Day at the fair had 247 children and 168 adults. Stephanie Knepple put much time and talent into planning summer activities and had excellent support from McKinzie Kistler and the Branch Managers. Front desk staff across locations were engaged and supportive of the many summer events and activities, a job well done by all!

-The book sale at Main drew 235 patrons and raised \$759.90. Brandi Roberts and McKinzie Kistler did an excellent job cleaning and reorganizing the back workroom post sale. It was an all staff effort to get the sale set up and organized, a special thanks is also owed to Sue Pickar and our shelveers Emily Carlisle and Kamryn Smith.

-Carpet was selected for the Main Branch. Installation will be sometime in November; the date will be finalized pending fulfillment of the order.

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-Edwardsburg Branch Manager Cindy Casper's last day was August 26<sup>th</sup>. Interviews for the position will begin the week of August 29<sup>th</sup>. So far three applications have been submitted from MLS/MLIS candidates. Until a new Manager is hired, staff from Main will rotate opening the branch with afternoon and evening shifts to be covered by part-time staff. The job was posted on the Michigan Library Association's job board and shared on LinkedIn and Facebook by MLA, in addition to being widely shared on our social media and the state's and Cooperative's email lists.

-I am including information again about a possible opportunity for Board training via Anna Murphy, Anna Murphy, President of United Way of Southwest Michigan.

-Jon received a \$100 donation to branch in thanks for research help. The donor was one of many happy patrons we welcomed to the branch in August. Jon met with Christian Lutes from Cass County Medical Care Facility to identify some images from our collections that the CCMCF would like to enlarge and print as art for the facility. I am thrilled we will be able to do this "in-house" with our new digitization equipment, purchased with gift funds from the DAR. Dale Layman's equipment has been removed from the property and he will be leading myself and Ron McAdam on a final walkthrough on August 30<sup>th</sup>. C & S Masonry completed their work in August too and the building looks practically new. Please see photos on the following page for before and after.

**Unfinished Business**

- Bylaw updates
  - Discussion pertaining to inclusion of term limits for officer positions. Trustee Gross will share other possible edits with the Board prior to the September meeting. No action taken.

**New Business**

- Baird engagement letter
  - Board has asked Barbara to arrange a presentation from Baird for the next Board meeting. No action taken.
- Potential Edwardsburg property
  - Ron McAdam moved to authorize Barbara Gordon Library Director, to negotiate terms and execute a purchase agreement for Lots 1 & 2 on US 12, Edwardsburg, Michigan for \$275,000 cash, contingent upon a successful phase 1 environmental assessment and survey, subject to attorney review. Supported by Andrew Churchill .  
Roll call vote.

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

Motion carried.
- Appointment Mason Township Trustee Rebecca Crocker
  - Joe Gross moved to recommend the appointment of Rebecca Crocker to the CDL Board as Mason Township Trustee, supported by Andrew Churchill. Motion carried.

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- Closed Session
  - Andrew Churchill moved to enter into Closed Session at 7:56 pm, under Section 8(a) of the Open Meetings Act. Seconded by Eileen Toney. Motion carried.
  - Andrew Churchill moved to end the Closed Session at 8:21pm. Seconded by Ron McAdam . Motion Carried.
- Resignation Trustee at Large Nancy Stoner
  - Ron McAdam moved to accept the resignation of Trustee at Large Nancy Stoner, supported by Joe Gross. Motion carried.

**Adjournment**

8:23 p.m.

Ron McAdam, moved.  
Eileen Toney, supported.  
Motion carried.

Respectfully submitted,  
Barbara Gordon