

**Cass District Library  
Regular Board of Trustees Meeting  
September 21, 2022 Main Branch 6:00 p.m.  
Minutes**

Vice President Eileen Toney called the meeting to order at 6:02 p.m. followed by the Pledge of Allegiance.

**Present:** Vice President Eileen Toney, Treasurer Andrew Churchill, Trustees Sandra Asmus, Laura Hughes, Rebecca Crocker, Director Barbara Gordon, Recorder Stephanie Knepple. Guest Brian Lefler of Robert W. Baird & Co. Incorporated.

**Absent:** Trustee Joe Gross and Ron McAdam.

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

**Minutes:** Laura Hughes moved to approve the August 2022 Minutes, supported by Andrew Churchill. Motion carried.

**Presentation: Baird Financial:** Brian J. Lefler Managing Director Public Finance presented information and answered questions of how Baird will serve as exclusive municipal advisor to the Cass District Library.

**Treasurer's Report:** Andrew Churchill submitted the report. Total Assets \$2,800,500.18, Total Income \$1,473,477.37, Total Administration Expenses \$1,473,477.37, Total Administration Expenses \$14,756.73, Total Books/Periodicals/Videos/Audio \$89,903.12, Total Contracts/Professional Fees \$54,298.59, Total Equipment \$86,806.98, Total Miscellaneous Expenses \$84,341.30, Total Payroll Expenses \$453,837.00, Total Programs and Promotions \$9,250.43, Total Repairs & Maintenance \$44,759.50, Total Telephone/Utilities \$48,735.12, Total Expenses \$886,688.77, Net Income \$586,788.60.

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

**Correspondence:** No correspondence to report.

**Director's Report**

September 2022

-In late August/early September McKinzie Kistler attended a number of back to school events for Edwardsburg schools:

August 29 - Eagle Lake Elementary - 80 families  
August 30 - Intermediate School - 65 families  
August 31 - Primary School - 50 families  
Total: 195

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*Students picked from a variety of pencils and scented bookmarks while I had the chance to ask families if they had a library card with us. Most families did, and those who did not took our brochure to sign up at the branch at a later date. Those with cards still took informational handouts about Libby, Hoopla and upcoming storytimes.*

-Interviews have been ongoing for the Edwardsburg Branch Manager position. Sue Pickar, Brandi Roberts, McKinzie Kistler and myself have been working regular shifts at the branch to assist with desk coverage. Della Bundle was hired to work at Main as a part-time Circulation Assistant and her first day was September 19<sup>th</sup>. Beginning October 1<sup>st</sup>, five employees will start a rotating Saturday schedule at Main and Howard in an effort to alleviate staffing shortages and ensure consistent coverage.

-Starting Friday September 23<sup>rd</sup>, Stephanie Knepple and I will be signing up students for digital library cards at Ross Beatty High School as the first step in beginning to revive and reimagine the school library collections and space.



-Sue Pickar and I planted a new perennial garden bed at Main's front entrance, an area in much need of attention, especially after the large rocks were moved to Mary Dunn's garden.

-Brandi Roberts has nearly completed inventory at Main and Edwardsburg. We have had very few missing items and few areas of concern.

-The first historical walking tour of the Village of Cassopolis is Thursday, September 22<sup>nd</sup> at 10am. The event starts and ends at the Local History Branch and is a partnership with the COA.

-The Mason Union Friends are sponsoring an outdoor concert at the branch on September 29<sup>th</sup> at 7pm, featuring popular local artist the Van Dyke Revue.

-This month's locations are celebrating Library Card Sign-Up Month and Banned Books Week.

-Per approval of the Building Committee, an alarm will soon be installed at the Main Branch to help us monitor use of the garden and for added security in the evenings.

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-I submitted a signed agreement for the environmental assessment for the US 12 property to Fleis & VandenBrink Engineering, Inc., based in Grand Rapids. On September 27<sup>th</sup> I will be attending the Village of Edwardsburg's monthly Planning Commission meeting to introduce the project, per request of the Commission.

**Unfinished Business:**

- Bylaw updates
  - Tabled for next meeting
  
- Baird engagement letter
  - Andrew Churchill moved to approve Baird's engagement letter, supported by Rebecca Crocker.  
Roll call vote:  
Sandra Asmus      Yes      Ron McAdam      Absent  
Joe Gross            Absent      Laura Hughes      Yes  
Andrew Churchill    Yes      Rebecca Crocker    Yes  
Eileen Toney        Yes  
Motion carried.

**New Business:**

- RFP Design and Build-Edwardsburg Branch Library
  - Rebecca Crocker moved to accept with proposed changes the RFP Design and Build-Edwardsburg Branch Library, supported by Laura Hughes. Motion carried.
  
- Employee Driving Policy
  - Sandra Asmus moved to adopt the Employee Driving Policy, supported by Laura Hughes. Motion carried.
  
- Financial Management Handbook updates
  - Tabled for next meeting.

**Adjournment**

8:17 p.m.

Laura Hughes, moved.

Andrew Churchill, Supported.

Motion carried.

Respectfully submitted,  
Stephanie Knepple