

**Cass District Library
Regular Board of Trustees Meeting
November 29, 2022 Edwardsburg Branch 6:30 p.m.
Minutes**

President Eileen Toney called the meeting to order at 6:36 p.m. followed by the Pledge of Allegiance.

Present: President Eileen Toney, Vice President Ron McAdam, Treasurer Andrew Churchill, Trustees Sandra Asmus, Joe Gross, Laura Hughes, Rebecca Crocker, Director Barbara Gordon, Recorder Stephanie Knepple, Guest Molly Harwood.

Agenda: Laura Hughes moved to approve the agenda, supported by Andrew Churchill. Motion carried.

Minutes: Ron McAdam moved to approve the October 2022 Minutes, supported by Rebecca Crocker. Motion carried.

Introduction of New Edwardsburg Branch Manager: Barbara Gordon introduced Molly Harwood as the new Edwardsburg Branch Manager to the board.

Treasurer's Report & Approval of Expenditures: Andrew Churchill submitted the report. Total Assets \$2,613,937.20. Total Income \$1,511,216.77, Total Administration Expenses \$18,125.26, Total Books/Periodicals/Videos/Audio \$125,411.31, Total Contracts/Professional Fees \$65,321.86, Total Equipment \$124,913.62, Total Miscellaneous Expenses \$93,153.63, total Payroll Expenses \$551,127.27, Total Programs and Promotions \$18,822.95, Total Repairs & Maintenance \$51,292.17, Total Telephone/Utilities \$57,995.01, Total Expenses \$1,106,163.08, Net Income \$405,053.69.

Joe Gross moved to approve the expenditures, supported by Sandra Asmus. Motion carried.

Public Comment: No public comment to report.

Correspondence: No correspondence to report.

Director's Report:

November 2022

At the last meeting of the Southwest Michigan Library Cooperative, Debbie Mikula, Executive Director of MLA attended and spoke at length with the group about the current state of libraries in Michigan and the role of MLA in the current difficult political

and cultural climate surrounding censorship. MLA is a non-partisan and non-profit organization but is pro-library and anti-censorship. The MLA team is being contacted daily about book bans and challenges. She advised that libraries should expect to see a continued drop in penal fines revenue. She also spent some time calling attention to the 3rd grade reading levels in the state, which are "devastating".

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The state aid report was completed in record time this year and submitted at the beginning of the month.

Annual performance self-evaluations have been issued to staff and I look forward to meeting with everyone one-on-one. All evaluations have been scheduled for the weeks of November 28th and December 5th.

A very big welcome to Molly Harwood, the new Edwardsburg Branch Manager, who started on October 31st. Molly's library background has allowed her to quickly learn the critical software component of her position and she is already working to bring some improvements to the branch. We are so happy to have her as part of the team!

Three interviews have taken place for the custodian position and part-time circulation position vacancies. I am optimistic that two new employees will be able to join us imminently.

We had a stellar month of programming in October with 369 patrons for the Spooktacular and great turnout for the shipwreck lecture and charcuterie program at Main. Kudos to McKinzie, Stephanie, and Brandi! The month of December is also packed with great programming across locations and will help get patrons in the buildings during a somewhat slow time otherwise.

The original closing date for the US 12 property was pushed back to December 1st. The Village of Edwardsburg's Zoning Committee has recommended the parcel's zoning status be changed to commercial so long as we purchase the property (conditional approval). This recommendation must be approved by the Village Board and will be on their meeting agenda for November 21st at 7pm. Some neighbors of the property attended the last Zoning Committee meeting and expressed disapproval over the change in zoning from residential to commercial, but were happy with the compromise of the conditional approval. Update: APPROVED!

The new carpet at Main is an absolute improvement and has really transformed the entire feel of the space. Early next fiscal year I would like to invest in some new furniture pieces and continue work to improve the Flagg Room with new wall covering, curtains, and new tables and chairs. This will bring an overdue update to our busiest facility and help carry us through until larger renovations can take place.



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Committee Reports:

- Ron McAdam submitted a report on the behalf of the Facilities Committee. McAdam shared the reviews of five firms that submitted RFP bids for the Edwardsburg project.
- Joe Gross submitted a report on the behalf of the Personnel Committee. Gross reported that a draft policy has been created for tuition reimbursement for staff pursuing a graduate degree and he will share it via email ahead of the next meeting. Committee is prepared to establish the policy. Policy will be presented at the January 2023 Board Meeting.
 - Gross also reported that a process has been established for the Director's annual evaluation.

Unfinished Business:

- Financial Management Handbook Amendments
 - Barbara Gordon will investigate bill pay services.
- Cassopolis Public Schools, Emergency Evacuation MOU
 - Tabled until January 2023
- Closed Session: Director's Contract
 - Andrew Churchill moved to enter Closed Session at 7:37 p.m., under Section 8(a) of the Open Meetings Act, seconded by Laura Hughes. Motion carried.
 - Eileen Toney ended the Closed Session at 7:55 p.m.

New Business:

- Reappointments: Howard Township-Eileen Toney; Calvin, Ontwa, Porter Townships-Joes Gross
 - Rebecca Crocker moved to recommend the appointments of Eileen Toney to the CDL Board as Trustee At-Large and Joe Gross to the CDL Board as Trustee for Calvin, Ontwa, & Porter Townships, supported by Laura Hughes. Motion carried.

- Staff Holiday Bonuses

- Andrew Churchill moved to approve staff holiday bonuses in the amount of \$250.00 after taxes for all staff on payroll as of November 29th and \$50.00 after taxes for the three new employees starting December 5th, supported by Sandra Asmus.

Roll call vote:

Sandra Asmus	Yes	Ron McAdam	Yes
Joe Gross	Yes	Laura Hughes	Abstain
Andrew Churchill	Yes	Rebecca Crocker	Yes
Eileen Toney	Yes		

Motion carried.

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- 2023 Meeting Schedule and Holiday Closures
 - Joe Gross moved to approve 2023 Meeting Schedule and Holiday Closures, supported by Rebecca Crocker. Motion carried.
- Main Branch Purchase
 - After discussion, the Board advised that the library's attorney should inform the County that a purchase at this time is not financially prudent until the full project scope and cost has been determined for the new Edwardsburg Branch.
- Edwardsburg RFP Bids
 - Ron McAdam moved to accept Abonmarche's bid of \$58,000.00 for the community engagement and programming and schematic design, supported by Joe Gross. Motion carried.

Adjournment

8:40 p.m.

Laura Hughes, moved.

Rebecca Crocker, supported.

Motion carried.

Respectfully submitted,
Stephanie Knepple