

**Cass District Library
Regular Board of Trustees Meeting
October 12, 2022 Mason/Union Branch 6:00 p.m.
Minutes**

Treasurer Andrew Churchill called the meeting to order at 6:05 p.m. followed by the Pledge of Allegiance.

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

Agenda: Ron McAdam moved to approve the agenda, supported by Joe Gross. Motion carried.

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

Treasurer's Report & Approval of Expenditures: Andrew Churchill submitted the report. Total Assets \$2,698,546.75. Total Income \$3,770.67, Total Administration Expenses \$1,585.48, Total Books/Periodicals/Videos/Audio \$15,180.05, Total Contracts/Professional Fees \$4,901.55. Total Equipment \$38,040.65, Total Miscellaneous Expenses \$4,260.04, Total Payroll Expenses \$48,642.21, Total Programs and Promotions \$8,109.80, Total Repairs & Maintenance \$3,093.59, Total Telephone/Utilities \$4,819.49, Total Expenses \$128,632.86, Net Income -\$124,862.19.

Joe Gross moved to approve the expenditures, supported by Laura Hughes. Motion carried.

Public Comment: No public comment to report.

Correspondence: Barbara Gordon shared an invitation received from the Cassopolis/Vandalia Chamber of Commerce event will be held at Diamond Lake Yacht Club.

Branch Tour, Holly Nelson, Branch Manager: Mason/Union Branch Manager Holly Nelson led the Board of Trustees on an informative tour of the building.

Director's Report:
October 2022

-Due to changes in subscriptions and pricing structures, Baker and Taylor extended our access to the DEI collection analysis software through May of 2023, in addition to

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offering us 4 assessments during that time, at no additional charge. This is a huge cost savings and an excellent opportunity for the library to really dig into our collection development work.

-After several weeks of investigation, it was determined that the library has been paying the Village of Cassopolis a water bill, every month for the last 11 years and 5 months, despite having a well. At some point in the past, the Village installed a water meter at the Main Branch but neither myself nor the Village could find any record indicating the reason for that work. The Village Manager and I assume there was a plan at one time to connect the building to the Village's water supply but for unknown reasons, that project was never executed. The Village agreed to pay the library back for this error, in entirety, for a total of \$7,782.08.

- We are on track for carpet installation at Main the week of November 7th. Library Design believes the work will take less than 1 week. I will be sure to send pictures and updates as the project progresses. We have signs out indicating the closure for patrons.

-Local History Branch Manager Jon Wuepper will be out for a few weeks at the end of December on vacation. Considering how the holidays fall this year and knowing that is a particularly slow time for the branch, I am requesting to close Local History from December 22nd through January 2nd.

-A number of full-time employees, April Hughes, Jon Wuepper, Sue Pickar, McKinzie Kistler, and Carrie Williams attended the unconscious bias training at SMC on October 13th. The group and myself will attend the second session in November, I heard very positive feedback about the content and quality of the event.

-Molly Harwood will be starting as Branch Manager at Edwardsburg on October 31st. She has excellent Michigan public library experience and holds a BA in Information Science from the University of Arizona.

-I recommend the Facilities Committee and other interested Trustees (no more than 4) set a time to review bids for the Edwardsburg project sometime the week of October 31st or November 7th.

-After last month's discussion regarding fundraising strategies for the Edwardsburg project, I reached out to a few consulting groups in the state who work with public libraries and nonprofits on capital campaigns. Enclosed is a description of services and costs from a leading consultant in the field.

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Program Highlights

My Life at Fort St. Joseph Presentation Local History Branch October 12 - 6:30 pm

"Charcuter-what? Seasonal Snack Board Main Branch October 20 - 5:30 pm

Lost on Lake Michigan: The Wreck of the SS Chicora - Main Branch October 25 - 6:00 pm

Library Spooktacular - Main Branch October 28 - 6:00 pm

After receiving several requests and inquiries, we will be hosting our second Holiday Market at the Main Branch on Saturday, November 19. This market allows local businesses and vendors to set up a table and sell goods, similar to a craft fair. The market will run from 9:00am - 1:00pm. Vendors will be required to register before the event.

Unfinished Business:

- Bylaw Amendments
 - Rebecca Crocker moved to approve the Bylaw Amendments, supported by Andrew Churchill. Motion carried.

- Financial Management Handbook Amendments
 - Tabled for next meeting.

New Business:

- Cassopolis Public Schools, Emergency Evacuation MOU
 - Tabled for next meeting.

- Reimbursement Resolution
 - Ron McAdam moved to approve the Reimbursement Resolution, supported by Joe Gross.

Roll call vote:

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

Motion carried.

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- Election of Officers-President
 - Joe Gross moved to approve the appointment of Eileen Toney as President of the Board of Trustees, supported by Sandra Asmus.
 - Eileen Toney moved to approve the appointment of Ron McAdam as Vice President of the Board of Trustees, supported by Sandra Asmus.

Roll call vote:

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

Motion carried.

- Closed Session: Director's Contract
 - Eileen Toney moved to enter into Closed Session at 7:52 p.m., under Section 8(a) of the Open Meetings Act, seconded by Joe Gross. Motion carried.
 - Andrew Churchill moved to end the Closed Session at 8:19 p.m., seconded by Laura Hughes. Motion carried.

Adjournment

8:20 p.m.

Sandra Asmus, moved.

Eileen Toney, supported.

Motion carried.

Respectfully submitted,
Stephanie Knepple