

**Cass District Library  
Regular Board of Trustees Meeting  
December 14, 2022 Main Branch  
Minutes**

President Eileen Toney called the meeting to order at 6:23 p.m.

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

**Absent:** Trustee Laura Hughes.

**Agenda:** Ron McAdam moved to approve the agenda, supported by Rebecca Crocker. Motion carried.

**Minutes:** Sandra Asmus moved to approve the November 2022 Minutes, supported by Joe Gross. Motion carried.

**Treasurer's Report & Approval of Expenditures:** Andrew Churchill submitted the report. Total Assets \$2,192,673.33. Total \$1,513,716.96, Total Administration Expenses \$20,188.02. Total Books/Periodicals/Videos/Audio \$140,739.23, Total Contracts /Professional Fees \$71,434.59, Total Equipment \$439,128.78, Total Miscellaneous Expenses \$98,930.04, Total Payroll Expenses \$621,112.87, Total Programs and Promotions \$20,941.21, Total Repairs & Maintenance \$55,234.13, Total Telephone/Utilities \$62,127.25, Total Expenses \$1,529,836.12, Net Income -\$16,119.16.

Ron McAdam moved to approve the expenditures, supported by Rebecca Crocker. Motion carried.

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

**Correspondence:** Director Barbara Gordon shared that the library has received Christmas cards from vendors and patrons.

**Director's Report:**

December 2022

Unfortunately, we lost a number of very large tree limbs from the pine trees in Mary Dunn's garden. We purchased a new chain saw and Tom Harris was able to cut down and remove the debris and replace the deer fencing. We also lost a number of tree limbs on the trees near the entrance at Main during the last heavy snow fall.

Annual evaluations with staff are nearly complete. Everyone has expressed sincere gratitude for the generous Christmas bonus this year.

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The staff DEI Committee had a great meeting on November 30<sup>th</sup> and will meet once again this year. The Committee will have a draft mission/commitment statement for Board review early 2023. We are also working on planning training opportunities for staff and working on better display standards for the district.

On Friday December 9<sup>th</sup>, we issued a press release to several local media outlets regarding the Edwardsburg project. We have had a strong, positive reaction so far and many people are signing up for project notices via email.

Three new employees started the week of December 5<sup>th</sup>: Jim Thayer is the new part-time custodian at Main and has experience as an elementary school custodian. Cas Smith will be working part-time at Main at circulation. He is a local Cassopolis resident and a student at SMC. Vonda Marrow will be working part-time at Howard, Main, and Mason. Vonda comes to us with excellent non-profit experience and a law degree from Valparaiso University.

I am happy to report that at the end of November, we surpassed 2021 numbers for branch visits and print circulation.

It was recently announced that a number of important legal changes regarding minimum wage and paid sick leave for part-time employees will go into effect in Michigan in 2023. The minimum wage change will affect 5 of our part-time employees; changes are already in place in the 2023 budget. The Board should tentatively plan to amend the benefits policy in early 2023. The Library of Michigan is having an information session for Directors regarding these changes and I will have more to report at the meeting.

Remaining 2022 Programs

12 Days of Christmas Book Bags  
Main Branch  
Bag Pick Up: December 12-14

Disguise a Gingerbread Person  
Edwardsburg Branch  
All Month

T'ai Chi Class  
Mason/Union Branch  
December 19 - 11:00 am

Macrame Ornaments  
Edwardsburg Branch  
December 15 - 5:30 pm

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Winter Charm Bracelets (Take and Make Kit)  
Howard Branch  
Week of December 19

Charcuter-Wreath  
Main Branch  
December 20 - 5:30 pm

Holly Jolly Holiday Party (Roz Puppets, Whitney's Magic Minis & Pictures with Santa  
Main Branch  
December 22: 5:00 - 7:00 pm

**Committee Reports:**

- Ron McAdam submitted a report on the behalf of the Facilities Committee. As of December 1, 2022 CDL is officially a new property owner in Edwardsburg. McAdam also recommends having the trees on the property surveyed by an arborist.
  
- Joe Gross submitted a report on the behalf of the Personnel Committee. Gross shared that the committee will present a tuition reimbursement policy at the January meeting.

**Unfinished Business:**

- Financial Management Handbook Amendments
  - Barbara Gordon is still awaiting quotes and will present her findings on bill pay services at the January meeting.
  
- Cassopolis Public Schools, Emergency Evacuation MOU
  - Tabled until January

**New Business:**

- 2022 Budget Amendments
    - Andrew Churchill moved to approve the 2022 Budget Amendments, supported by Joe Gross.  
Roll call vote:  
Sandra Asmus Yes                      Laura Hughes      Absent  
Ron McAdam Yes                      Rebecca Crocker Yes  
Eileen Toney Yes                      Andrew Churchill Yes  
Joe Gross Yes
- Motion carried.

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- Fidelity Investment Account
  - Joe Gross moved to approve establishing an account with Fidelity and deposit \$87,500.00 into a six month CD, and \$87,500.00 into a Money Market account, supported by Andrew Churchill.  
Roll call vote:  
Sandra Asmus Yes                      Laura Hughes      Absent  
Ron McAdam Yes                      Rebecca Crocker Yes  
Eileen Toney Yes                      Andrew Churchill Yes  
Joe Gross Yes  
Motion carried.
  
- Reappointment: Howard Township-Eileen Toney
  - Ron McAdam moved to recommend the reappointment of Eileen Toney as Howard Township Trustee for 4 year term, supported by Rebecca Crocker.  
Roll call vote:  
Sandra Asmus Yes                      Laura Hughes      Absent  
Ron McAdam Yes                      Rebecca Crocker Yes  
Eileen Toney Abstain                      Andrew Churchill Yes  
Joe Gross Yes  
Motion carried.

**Adjournment**

7:17 p.m.

Sandra Asmus, moved.

Ron McAdam, supported.

Motion carried.

Respectfully submitted,  
Stephanie Knepple