

**Cass District Library
Regular Board of Trustees Meeting
February 15, 2023 Main Branch
Minutes**

President Eileen Toney called the meeting to order at 6:00 p.m. followed by the Pledge of Allegiance.

Present: President Eileen Toney, Vice President Ron McAdam, Treasurer Andrew Churchill, Trustees Sandra Asmus, Laura Hughes, Rebecca Crocker, Joe Gross (Virtually), Director Barbara Gordon, Recorder Stephanie Knepple, Guests Michael Rowland, Susie Cleaver, Roger Boyer.

Agenda: Ron McAdam moved to approve the agenda, supported by Laura Hughes. Motion carried.

Minutes: Ron McAdam moved to approve the February 2023 Minutes, supported by Andrew Churchill. Motion carried.

Guest: Michael Rowland, President/CEO, Michigan Gateway Community Foundation

- Michael Rowland shared Michigan Gateway Community Foundation's mission and ways they can help with a capital campaign for the Edwardsburg project.

Public Comment: None to report.

Unfinished Business:

- RFP Accounting Services: Tabled

Treasurer's report & Approval of Expenditures: Andrew Churchill submitted the report. Total Assets \$2,322,387.86, Total Income \$318,030.68, Total Administration Expenses \$2,185.86, Total Books/Periodicals/Videos/Audio: \$16,748.52, Total Contracts/Professional Fees \$7,734.22, Total Equipment \$12,683.44, Total Miscellaneous Expenses \$7,909.22, Total Payroll Expenses \$55,681.70, Total Programs and Promotions \$2,962.24, Total Repairs & Maintenance \$3,352.32, Total Telephone/Utilities \$6,285.71, Total Expenses \$115,543.23, Net Income \$202,487.45.

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

Roll call vote:

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

Motion carried.

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Correspondence: Barbara Gordon shared the following.

- An email from Cassopolis Public Schools Superintendent John Ritzler with an update that the schools have partnered with the Cass County Road Commission to be the emergency evacuation center.
- Invitation was received from Edwardsburg Chamber of Commerce to attend their annual dinner on March 9th at Our Lady of the Lake Catholic Church. Barbara Gordon and Molly Harwood plan to attend the dinner.
- On February 8, 2023 a FOIA request was received from Kingscott Associates in regards to bids that were received for the new Edwardsburg Branch project. The request was fulfilled.

Director's Report:
February 2023

Hotspots continue to be in demand and continue to be a cumbersome item for the library to manage. Four replacement hotspots were purchased in an effort to build up our collection again as the devices continue to go missing or at best, are returned very late.

The Village of Cassopolis' Building Inspector issued new certificates of occupancy for the Main and Local History Branches at 225 and 25 respectively.

The elevator at Local History received an unannounced inspection from the State of Michigan last month and a violation was issued indicating the emergency light and alarm were not working. Our elevator contractor, Otis, has been made aware of the issue and is working to send someone out for a follow-up.

The library is now registered with the state's Sigma VSS system which will facilitate direct deposit payments for state aid and grant funds.

January 2023 was an outstanding month for the district, especially when compared with January 2022. Print circulation was up by 745, Overdrive by 436, and Hoopla by 184 (2022 vs 2023). We also had 1,377 more visits. Way to go to everyone on staff for playing their part, sharing their talent, and working hard to make CDL the best it can be!

All 4 circulating branches have updated Black History Month displays featuring contemporary titles, authors, and films for all age groups. McKinzie created all materials in-house and many of the featured titles have been checked out across the system.

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Tom Harris installed new dynamic handicap/reserved signs at Main. This is now a state requirement when replacing signage. Other locations could use updated signs as well and we can work on this as time and budget funds allow. This is an important step in updating our facilities with an EDI lens.

The staff team working on the Edwardsburg project will be meeting with Abonmarche on February 22nd to review the first round of preliminary designs. I would encourage us to begin thinking about a town hall meeting or two (one evening, one Saturday afternoon?) sometime in late March. Several entities in Edwardsburg have offered use of their large meeting space (Ontwa Township, Our Lady of the Lake, VFW).

Baird and I are now meeting monthly in preparation for the bond issue this fall. Baird will have updated financial information related to rates and terms at our meeting later this month which I will promptly share.

I was pleased to be invited to speak at the Edwardsburg Chamber of Commerce's lunch meeting February 1st about the progress on the new branch and library resources for businesses. That presentation led to an opportunity to use a MeL database to pull a comprehensive list of businesses in the County for use by the County's GIS department.

On February 8th I attended a 2-part seminar on Intellectual Freedom and book bans at Western Michigan University. The seminar was led by Dr. Emily Knox who is a leading researcher in the profession and I found the day to be incredibly worthwhile and encouraging: *"free people read freely"*.

Please be advised that the next Board meeting, March 15th, will have the presentation of the 2022 audit and Michael Overly from MERS will attend to further discussion of pension plans.

Committee Reports:

- Ron McAdam reported on behalf of the facilities committee. McAdam shared the bids that were received for the painting project for the Flagg Room at the Main Branch and bids for Local History windows replacement and paint project.

- Andrew Churchill reported on the behalf of the personnel committee. Churchill shared that an education reimbursement request has been received from April Hughes in the amount of \$2,500.00. The request has been approved.

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New Business:

- Bids: Window work at Local History
 - Ron McAdam moved to approve the bids from Carpenter Willard Fenton Miller to not exceed \$10,000 and Double M Painting not to exceed \$8,000.00, supported by Laura Hughes.
Roll call vote:
Sandra Asmus Yes Laura Hughes Yes
Ron McAdam Yes Rebecca Crocker Yes
Eileen Toney Yes Andrew Churchill Yes
Joe Gross Virtual
Motion carried.

- Bids: Flagg Room painting
 - Ron McAdam moved to approve the bid from A Touch of Color for the amount of \$3,100.00, supported by Andrew Churchill.
Roll call vote:
Sandra Asmus Yes Laura Hughes Yes
Ron McAdam Yes Rebecca Crocker Yes
Eileen Toney Yes Andrew Churchill Yes
Joe Gross Virtual
Motion carried.

- Fundraising Donor Form
 - Rebecca Crocker moved to approve a memorandum of understanding with Michigan Gateway Community Foundation, supported by Sandra Asmus.
Roll call vote:
Sandra Asmus Yes Laura Hughes Yes
Ron McAdam Yes Rebecca Crocker Yes
Eileen Toney Yes Andrew Churchill Yes
Joe Gross Virtual
Motion carried.

- Equity Statement
 - Ron McAdam moved to adopt the equity statement, supported by Laura Hughes.
Roll call vote:
Sandra Asmus Yes Laura Hughes Yes
Ron McAdam Yes Rebecca Crocker Yes
Eileen Toney Yes Andrew Churchill Yes
Joe Gross Virtual
Motion carried.

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- High school library partnership
 - After discussion the board came to a conclusion that at this time CDL does not have the capacity to contribute staff or funding to the establishment of a new CDL branch within the school.

Adjournment

7:44 p.m.

Laura Hughes, moved.

Ron McAdam, supported.

Motion carried.

Respectfully submitted,
Stephanie Knepple