

**Cass District Library  
Regular Board of Trustees Meeting  
January 18, 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 Susie Cleaver, Roseanne Marchetti, Jerry Marchetti, Chris D. Bergen, John Ritzler, Ryan Laylin, Mark Howie, Mary Howie, Jeff Carmen, Jennifer Rentfrow, Matthew Newton, R J Lee, Roley Kass.

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

**Minutes:** Ron McAdam moved to approve the December 2022 Minutes, supported by Sandra Asmus. Motion carried.

**Budget Hearing Minutes:** Andrew Churchill moved to approve the 2023 Budget Hearing Minutes, supported by Rebecca Crocker. Motion carried.

**Public Comment:**

- Cassopolis Public Schools Security Officer Chris D. Bergen explained the details of the proposed Emergency Evacuation MOU. He would like to bring students to the Main Branch in case of an emergency evacuation at Squires/the middle school.
- Cassopolis Public Schools Superintendent John Ritzler shared his appreciation for the consideration of the Emergency Evacuation MOU. Ritzler also shared preliminary discussions of a possible Ross Beatty High School library partnership with CDL.
- Jeff Carmen, Jefferson Township resident, expressed his desire to serve as a Library Board Trustee and his disappointment in the handling of the appointment by the Cass District Library Board.
- Ontwa Township Supervisor Jerry Marchetti stated he is excited about plans for the upcoming Edwardsburg project.

**Unfinished Business:**

- Cassopolis Public Schools, Emergency Evacuation MOU
  - Tabled until more information can be gathered pertaining to liability and occupancy concerns.

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**Treasurer's Report & Approval of Expenditures:** Andrew Churchill submitted the report. Total Assets \$2,279,347.02, Total Income \$1,517,777.56, Total Administration Expenses \$21,187.95, Total Books/Periodicals/Videos/Audio \$144,873.28, Total Contacts/Professional Fees \$75,011.28, Total Equipment \$439,128.78, \$102,714.25, Total Payroll Expenses \$680,776.24, Total Programs and Promotions \$21,628.86, Total Repairs & Maintenance \$59,316.51, Total Telephone/Utilities \$67,950.93, Total Expenses \$1,612,588.08, Net Income -\$94,810.52.

Rebecca Crocker moved to approve the expenditures, 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.

**Correspondence:** Barbara Gordon shared that she received an email from Dawn Bolock in regards to a Michigan DNR Grant to extend the sidewalk named Elkhart Trail Project. Gordon reported that she filled out the form and submitted it to Bolock.

**Director's Report:**  
January 2023

I met this month with a new representative from Woodlands to discuss the organization's new job development program. I hope there is an opportunity in the near future to devise suitable opportunities for this community's needs.

Kruggel Lawton submitted the engagement letter for the 2022 audit which was signed and accepted. Work should begin quickly. We hope to have final numbers by March to wrap up the 2022 annual report.

I met virtually with Abonmarche January 3<sup>rd</sup> and was introduced to their team who will be involved in our project. The CDL project team (Barbara Gordon, Molly Harwood, McKinzie Kistler, Stephanie Knepple, & Brandi Roberts) will have an in-depth design kick-off meeting with Abonmarche January 16<sup>th</sup> to review scope, discuss spaces (wants vs. needs) & amenities, culture & environment, and exterior spaces. I look forward to sharing more details at the Board meeting.

The Howard Branch remains closed on Saturdays and Branch Manager April Hughes and I feel a summer schedule with Saturday hours could be considered, possibly May-September. There has been minimal patron inquiry or complaints regarding Saturday hours at the branch.

Stephanie Knepple will be attending MLA's Spring Institute for Youth Services conference in Ann Arbor in March. *"This two-day event highlights the brilliance of Michigan's youth library*

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*professionals every year, from early literacy to teen programs and everything in between. The conference features educational sessions, author talks, vendor exhibits, and social events in a fun and collaborative learning environment. The 2023 theme is Sustaining Our Future and aims to highlight all the ways we are working to protect books, communities, and relationships.”*

The staff Equity/Diversity/Inclusion committee met in December and is currently working on securing a speaker for staff training at the upcoming March staff meeting in addition to

beginning work on a full in-service day for all CDL employees and neighboring library staff. Newly curated Black History Month displays will be up at all 4 circulating branches in February.

Beginning next month, the Main Branch will again be a host site for United Way’s VITA program.

Molly Harwood’s addition to the CDL team continues to be positively remarked on by patrons, some of whom have called just to express their thanks and exuberance on her positivity, professionalism, and expertise. I am beginning to hand off some projects and duties to Molly now that she is settled and the Board can expect to see more reporting from Molly at meetings. Way to go Molly!

Generally speaking, we have had very few facilities issues. Trane serviced the troublesome air handler at Main again and feels the issue has finally been resolved. Maintenance Manager Tom Harris installed some new lights in the basement at Edwardsburg as the former fixtures no longer worked. He also installed some battery-operated spot lights on the exterior of the Howard Branch to better light the parking lot at the request of several patrons.

<b>January Programs</b>		
T'ai Chi	1/9, 1/16, 1/23, 1/30: 11:00 am	CMU
LEGO @ The Library	1/7: 9:30am - 12:30pm	CED
Winter Activity Challenge	1/9 - 2/28	ALL
Savage Readers Book Club	1/19: 9:00am	CAS
Tassel Keychain Craft	Week of 1/23	CHO
<b>Bad Art Night - Registration Required</b>	1/26: 5:30 pm	CED
<b>February Programs</b>		

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Winter Activity Challenge	1/9 - 2/28	ALL
T'ai Chi	2/6, 2/13, 2/27: 11:00 am	CMU
LEGO @ The Library	2/4: 9:30am - 12:30pm	CED
"Love" Dotting Craft - Registration Required	2/9 : 5:30pm	CAS
Love Your Pet, Love Your Library	2/11: 10:00am - 12:00pm	CMU
Cookie Decorating Workshop - Registration & Payment Required	2/13: 6:00pm	CAS
Savage Readers Book Club	2/16: 9:00am	CAS
Village Book Club	2/16: 5:30pm	CED

**Committee Reports:** None to report.

**New Business:**

- Election of Officers
  - Ron McAdam nominated Eileen Toney as President, supported by Rebecca Crocker. Motion carried.
  - Eileen Toney nominated Ron McAdam as Vice President, supported by Rebecca Crocker. Motion carried.
  - Ron McAdam nominated Andrew Churchill as Treasurer, supported by Eileen Toney. Motion carried.
  - Rebecca Crocker moved to approve the nominated slate of officers, 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.

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- Committee Appointments
  - Eileen Toney: Facilities, Financial and Personnel, Ex-Officio
  - Ron McAdam: Facilities
  - Andrew Churchill: Financial and Personnel
  - Joe Gross: Financial and Personnel
  - Sandra Asmus: Facilities
  - Rebecca Crocker: Personnel
  - Laura Hughes: Facilities
  
- 2023 Board Meeting Schedule
  - Ron McAdam moved to approve the 2023 Board Meeting Schedule, supported by Laura Hughes. Motion carried.
  
- Flagg Room Furniture Bids
  - Ron McAdam moved to approve Office Interiors furniture bid of \$18,160.50, 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.
  
  - Ron McAdam moved to approve Budget Blinds bid for blinds of \$4,395.60, 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.
  
- RFP-Accounting & Payroll Services
  - Andrew Churchill moved to approve the RFP-Accounting & Payroll Services, supported by Ron McAdam. Motion carried.
  
- Education Reimbursement Policy
  - Andrew Churchill moved to adopt the Education Reimbursement Policy, supported by Rebecca Crocker. Motion carried.
  
- Fundraising Feasibility Study
  - No action was taken.

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- Appointment Trustee at Large
  - No action was taken.

**Adjournment:** 7:45 p.m.

Ron McAdam, moved.

Rebecca Crocker, supported.

Motion carried.

Respectfully submitted,  
Stephanie Knepple