

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

President Eileen Toney called the meeting to order at 6:13 p.m. followed by the Pledge of Allegiance.

Present: President Eileen Toney, Vice President Ron McAdam, Treasurer Andrew Churchill, Trustees Sandra Asmus, Laura Hughes, Susan Cleaver, Director Barbara Gordon, Recorder Stephanie Knepple, Guests Alex Schaeffer and Brandi Roberts.

Absent Trustees: Joe Gross and Rebecca Crocker.

Agenda: Ron McAdam moved to approve the agenda, supported by Sandra Asmus. Motion carried.

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

Public Comment: None to report.

Guest: Alex Schaeffer, CPA, Partner Kruggel Lawton-Presentation of 2022 audit
Andrew Churchill moved to approve the 2022 audit, supported by Sandra Asmus. Motion carried.

Treasurer's Report & Approval of Expenditures: Andrew Churchill submitted the report. Total Assets \$2,396,483.90, Total Income \$487,589.78, Total Administration Expenses \$4,264.24, Total Books/Periodicals/Videos/Audio \$27,385.19, Total Contracts/Professional Fees \$11,582.31, Total Equipment \$39,965.35, Total Miscellaneous Expenses \$20,633.56, Total Payroll Expenses \$110,623.70, Total Programs and Promotions \$5,035.11, Total Repairs & Maintenance \$5,575.73, Total Telephone/Utilities \$11,917.76, Total Expenses \$236,982.95, Net Income \$250,606.83.

Ron McAdam moved to approve the expenditures, supported by Susan Cleaver.

Roll call vote:

Sandra Asmus	Yes	Ron McAdam	Yes
Joe Gross	Absent	Laura Hughes	Yes
Andrew Churchill	Yes	Rebecca Crocker	Absent
Eileen Toney	Yes	Susan Cleaver	Yes

Motion carried.

Correspondence: None to report.

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Director's Report:

March 2023

Donations from area businesses in support of the 2023 SRP program total \$880, totaling about half of where donations were at this time last year.

March's financials will reflect a large millage revenue deposit of \$332,002, bringing our earnings to \$787,534.50, which is approximately \$196,800 more than revenues at this time last year.

Midwest Energy reached out asking for support of their efforts to expand fiber internet coverage in the County through a grant funded by the State of Michigan. CDL will help publicize their informational events at the Mason/Union Branch. I was also asked about capital campaign information regarding Edwardsburg and replied that donation information will be available in the next few months.

The library van was towed due to a dead battery in early March. The battery was replaced and everything was checked over by C. Wimberley, the van should continue to serve our needs for some time.

After continued patron requests, 10 new video games were purchased. The collection was started in 2019. Games were purchased for newer systems and rated for either everyone (all ages) or teen. Last year, our video games circulated 68 times.

On March 7th, we visited Abonmarche's South Bend office for another great meeting to further detail the new branch's floor plan, department congruencies, and workroom needs. We will meet once more in March prior to the presentation Arvin and team will give at the April Board meeting. Abonmarche is continuing to correspond with MDOT ahead of the June crosswalk/stop light project and has also ordered a topographic survey of the property.

The new flatbed scanner and computer has been set-up at Local History. Jon and I will begin digitization work and connect with the Library of Michigan for hosting our digital collections.

The Flagg Room will be painted the week of March 13th and the new blinds installed on March 20th.

Please note the following guests for the upcoming Board Meetings:

April 19th: Abonmarche

May 17th: MERS

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Program	Date and Time	Location	In-Per son	Passiv e	Take and Make
March					
Infant Storytime (Mondays)	3/6, 3/13, 3/20, 3/27: 10:00am	CMU	X		
Preschool Storytime (Tuesdays)	3/7, 3/14, 3/21, 3/28: 11:00am	CHO + CED	X		
Preschool Storytime (Wednesdays)	3/8, 3/15, 3/22, 3/29: 11:00am	CMU	X		
Preschool Storytime (Thursdays)	3/9 & 3/16: 11:00am	CAS	X		
T'ai Chi (Mondays)	3/6, 3/13, 3/20, 3/27: 11:00 am	CMU	X		
Avocado Fleece Pillow Take and Make Kit	3/6 - 3/11	CED			X
Ross Beatty High Art Show	3/1-3/31 Artwork on Display Art Show 3/9 5:30pm-6:30pm	CAS	X	X	
Abernathy Brothers Program - Registration Required	3/9 - 1:00pm	CLH	X		
Village Book Club	3/16 - 5:30pm	CED	X		

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Women's History Month: Local Author Visit Samantha Wilcoxson	3/21 - 6:00pm	CED	X		
DIY Doormat Craft - Registration and Payment Required	3/22/2023 - 1:00pm & 5:30pm	CAS	X		
Pictures with the Easter Bunny	3/28/2023 4:30pm-6:00pm	CAS	X		
Easter Bunny Book Folding - Registration Required	3/30 - 5:30pm	CED	X		
April					
Great Start: Young At Art - Art Show	April 1-30 Artwork on Display Art Show Evening April 20th	CAS	X		
One Seed, One State Take and Make	Week of 4/1	ALL			X
Roz Puppet Show	4/3 - 1:00pm	CAS	X		
Infant Storytime (Mondays)	4/3, 4/10, 4/17, 4/24: 10:00am	CMU	X		
Preschool Storytime (Tuesdays)	4/4, 4/11, 4/18, 4/25: 11:00am	CHO + CED	X		
Magic Show - John Dudley	4/4: 2:00pm	CMU	X		
Preschool Storytime (Wednesdays)	4/5, 4/12, 4/19, 4/26: 11:00am	CMU	X		

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Preschool Storytime (Thursdays)	4/13, 4/20, 4/27: 11:00am	CAS	X		
Knotted Necklace - Registration Required	4/12 - 5:30 pm	CAS	X		
Around the World: Yurfolk Music Program	4/13 - 6:00pm	CHO	X		

Committee Reports: Ron McAdam reported on the behalf of Facilities. McAdam shared the following updates.

- Main Branch’s Flagg Room painting project is expected to be completed by March 17th.
- Local History Branch’s window project: McAdam has a meeting scheduled with the contractor to review plans of the restoration of windows. The painter is planning to begin painting the windows in April.

Unfinished Business:

- RFP Accounting Services: Barbara Gordon shared that one RFP has been submitted.
- High school library partnership: After discussion, the decision was made to not provide drop off library services at this time.

New Business:

- Howard Branch Saturday hours
 - After discussion, the decision was made to begin summer hours Memorial Day to Labor Day from 9:00 a.m. to 1:00 p.m.
- Schedule work session/special meeting
 - After discussion, it was decided to schedule a work session/special meeting with details to follow. Barbara will work to engage a moderator/trainer for the meeting and report further details at April’s meeting.

Adjournment

8:13 p.m.

Ron McAdam, moved.

Laura Hughes, supported.

Motion carried.

Respectfully submitted: Stephanie Knepple