

**Cass District Library
Regular Board of Trustees Meeting
April 19, 2023 Main Library
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 via Zoom, Trustees Sandra Asmus, Joe Gross, Laura Hughes, Rebecca Crocker, Susie Cleaver, Director Barbara Gordon, Recorder Stephanie Knepple, Guests David Klevorn and Roger Boyer.

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

Minutes: Ron McAdam moved to approve the March 2023 Minutes, supported by Rebecca Crocker. Motion carried.

Public Comment: None to report.

Special Closed Session (two-thirds roll call vote required) to discuss the attorney-client privileged written legal opinion of the Library’s attorney pursuant to MCL 15.268(l)(h) and MCL 15.243(l)(g): Rebecca Crocker moved to go into closed session at 6:02 p.m., supported by Sandra Asmus.

Roll call vote:

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

Motion carried.

Regular meeting resumed at 7:03 p.m.

Treasurer’s Report & Approval of Expenditures: Joe Gross submitted the report. Total Assets \$3,128,977.68, Total Income \$583,964.36, Total Administration Expenses \$1,623.76, Total Books/Periodicals/Videos/Audio \$12,144.94, Total Contracts/Professional Fees \$9,382.76, Total Equipment \$11,476.08, Total Miscellaneous Expenses \$6,835.12, Total Payroll Expenses \$62,152.93, Total Programs and Promotions \$1,072.28, Total Repairs & Maintenance \$7,887.73, Total Telephone/Utilities \$5,651.2, Total Expenses \$118,226.85, Net Income \$465,737.51.

Ron McAdam moved to approve the expenditures, supported by Joe Gross.

Roll call vote:

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

Motion carried.

Correspondence: None to report.

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Director's Report
April 2023

In celebration of March is Reading Month, Stephanie visited Sam Adams Elementary and spoke with 7 classes/161 students about all the library has to offer. We also enjoyed a field trip at Main from Head Start and Molly and Stephanie attended the Eagle Lake Young Authors Day and spoke with 378 students.

Stephanie also attended one day of MLA's annual Spring Institute Conference for youth services.

The formal contract with Michigan Gateway Community Foundation has been signed and our project fund is established. When we are ready, we can begin work on the marketing movie. I think an excellent first step would be footage of the property and footage of the community feedback events to come later this spring.

Anna Murphy, CEO of Southwest Michigan United Way, and I connected over zoom on April 13th to discuss a Board retreat. She is very interested in working with us and will send us more information in the coming weeks. We talked about a tentative date of a Saturday in June or July.

The time has come to revisit the transition of our staff email accounts to cassdistrictlibrary.org addresses. In attempting to turn on two factor authentication, I inadvertently locked myself and Brandi out of our library email accounts for a few days and the recovery process with Google was not straightforward. I see great benefit in have total control over our email accounts and will begin investigating our options again. This will be an expensive project in terms of contracted IT help.

The Marketing and Program Coordinator position has been posted on our website, Facebook page, the Michigan Library Association job board, and Indeed.com. I have received 7 applications and will look to begin interviews the week of April 24th. McKinzie Kistler's last day is April 21st, she will be greatly missed!

Brandi has been doing inventory at all branch locations and our collections are in very good shape. This important task helps us keep track of mis-shelved items and we often recover items we think are lost. It is a tedious and time-consuming task as every book in the collection is scanned.

We received our first state aid payment totaling \$19,051.60 which is 54% of our annual budget for this revenue line.

A very big thank you to employee Shiloh who volunteered to dress as the Easter bunny at Main this year. The program had 103 people in attendance.

I have started the formal disclosure work for Baird, providing detailed financial information about our millage, revenues, benefits, and other supplemental information about the organization of the library. Things are progressing!

Since the last Board meeting, we have had another two very productive Abonmarche meetings. The staff team is very proud of the design and we are eager to begin sharing with the community. Abonmarche's team indicated that cost estimating for the project will begin next week.

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Committee Reports: Ron McAdam reported on the behalf of the Facilities Committee and shared an update on the work being done at the Local History Branch. Window fabrication has started and is moving fast. An exterior painting bid still needs to be awarded, pending the budget.

Joe Gross reported on behalf of the Personnel Committee. Gross will draft a policy for the posting of staff vacancies internally and externally.

Agenda was amended to add the authorization of Board statement on CCCPA.

Unfinished Business:

- Authorization of Board statement on CCCPA
 - Sandra Asmus moved to authorize issuance of the statement on CCCPA, supported by Laura Hughes. Motion carried.

New Business:

- 2022 Annual Report: Barbara Gordon shared the 2022 Annual Report with the Board.
- Public Comment Policy:
 - Joe Gross moved to approve the Public Comment Policy, supported by Rebecca Crocker. Motion carried.

- Consideration of additional investments with Fidelity Investments
Ron McAdam moved to approve additional CD investments with Fidelity Investments at the following amounts:

\$250,000 @ 4.85% for 3 months with Goldman Sachs
\$155,000 @ 4.95% for 9 months with Wells Fargo
\$250,000 @ 5.10% for 12 months with JP Morgan Chase
Supported by Laura Hughes.

Roll call vote:

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

Motion carried.

Adjournment

7:43 p.m.

Laura Hughes, moved.

Susie Cleaver, supported.

Motion carried

Respectfully submitted,
Stephanie Knepple