

**Cass District Library  
Regular Board of Trustees Meeting  
May 17, 2023 Howard 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, Joe Gross, Laura Hughes, Rebecca Crocker, Susie Cleaver, Director Barbara Gordon, Recorder Stephanie Knepple, Guest Michael Overley.

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

**Minutes:** Rebecca Crocker moved to approve the April 2023 Regular Meeting Minutes, supported by Laura Hughes. Motion carried.

**Minutes:** Sandra Asmus moved to approve the April 2023 Special Meeting Minutes, supported by Joe Gross. Motion carried.

**Public Comment:** None to report.

**Presentation MERS, Michael Overley, Regional Manager**

Michael Overley shared with the board details of the Cass District Library's DC plan change options.

**Treasurer's Report & Approval of Expenditures:** Andrew Churchill submitted the report. Total Assets \$3,056,230.91, Total Income \$1,086,861.05, Total Administration Expenses \$8,685.84, Total Books/Periodicals/Videos/Audio \$50,128.19, Total Contracts/Professional Fees \$26,354.46, Total Equipment \$75,286.07, Total Miscellaneous Expenses \$32,244.88, Total Payroll and Promotions \$220,814.73, Total Programs and Promotions \$7,389.70, Total Repairs & Maintenance \$15,127.83, Total Telephone/Utilities \$22,532.63, Total Expenses \$458,564.33, Net Income \$628,296.72.

Joe Gross moved to approve the expenditures, supported by Rebecca Crocker.

Roll call vote:

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

Motion carried.

**Correspondence:** None to report.

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**Director's Report**

May 2023

The Southwest Michigan Library Cooperative pays our annual MLA membership dues for the organization, which also includes a Director membership and Linked Trustee Memberships. I have recently added all of you to our MLA account with your Cass email addresses. You may receive information directly from them now regarding training opportunities and general news updates.

Related to this, I reserved 3 spaces for the Trustee Training Workshop at Benton Harbor Public Library with Shirley Bruursema on May 20<sup>th</sup>, from 10am-12pm with lunch to follow.

Cooperative Directors have also been discussing opening our OverDrive collections to schools in our service district through OverDrive's SORA app, designed exclusively for school use. OverDrive stipulates that the access must be provided freely, meaning we could not charge a school for use or access. If a student checks out one of our titles, it becomes unavailable for library patrons. It is certainly within our mission to facilitate access to literature but I do not believe this particular avenue is in our best interest. It will require a 2/3 majority vote to move on this initiative, the current tally is overwhelming against providing access.

At the last meeting of our Cooperative, Michigan's State Librarian Randy Riley was in attendance from Lansing. He and I had an encouraging conversation about the recent County happenings. He is most eager to assist and support us as he is able. I feel it is important to invite him for the groundbreaking ceremony for Edwardsburg.

As already communicated to the Finance Committee, I am thrilled to report that we have received 94% of our millage revenues for the year which amounts to \$98,267 more than budgeted.

Morgan Dull began work as the new Interloan Coordinator on Monday, May 15<sup>th</sup>. Candidates are being interviewed this week for the Howard Branch Manager position. I was very pleased to receive strong applications-4 candidates have excellent library experience and 3 candidates have their MLS/MLIS. In the fall, I would like to revisit the search for an additional programming coordinator as already budgeted. This will help ensure a higher caliber of programming for the district and will help to keep Molly's workload appropriate. She has tackled her new role with tremendous enthusiasm while continuing to balance her duties as Branch Manager.

CDL will have a table at the Fall Festival, September 16<sup>th</sup> in Edwardsburg from 10am-2pm. This will be a great opportunity to share building plans and capital campaign information.

Abonmarche anticipates completing the cost estimate this week. Once done, we will work on next steps for community meetings, with the intent to have at least one evening event prior to July 4<sup>th</sup>.

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Bond issuance is on track with Baird. I've worked closely with their team over the last 6 weeks to provide all of the necessary legal and financial information they need to continue preparatory work. June's board meeting will have an authorized resolution for adoption and budget amendments.

The schedule still reflects our deposit of funds to occur in early fall. Current market conditions show long term rates lower than short term rates which will allow us the opportunity to earn some interest on our bond proceeds. Once the cost estimating is complete, Baird will rework the budget and provide an update that includes ranges of amounts to consider for the annual debt service.

**Committee Reports:** Ron McAdam reported on the behalf of the Facilities Committee and shared an update of the work being done at the Local History Branch. The carpenter has completed making the windows. The painter Mike Moroz has completed the old windows and is working on finishing up the new windows.

**Unfinished Business:** None to report.

**New Business:**

- Cyber Security Policy adjustment: Andrew Churchill shared information about raising the coverage of cyber security and the benefits to do so. After discussion, annual coverage will be increased from \$250,000 to \$1,000,000.
- Internal Hiring Policy
  - Susie Cleaver moved to accept as written the internal hiring policy, supported by Ron McAdam. Motion carried.
- Exterior painting bids, Local History Branch
  - Laura Hughes moved to accept the bid from A Touch of Color for the amount of \$9,500.00 for exterior painting of Local History Branch, supported by Rebecca Crocker.

Roll call vote:

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

Motion carried.

**Adjournment**

8:00 p.m.

Ron McAdam, moved.

Joe Gross, supported.

Motion carried.

Respectfully submitted,  
Stephanie Knepple

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