

**Cass District Library  
Regular Board of Trustees Meeting  
June 21, 2023 Mason/Union 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 Roger Boyer.

**Agenda:** Ron Mcadam moved to approve the amended agenda adding North Star Landscape bid for CHO under New Business, supported by Laura Hughes. Motion carried.

**Minutes:** Ron McAdam moved to approve the May 2023 Regular Meeting Minutes, supported by Joe Gross. Motion carried.

**Public Comment:** None to report.

**Treasurer's Report & Approval of Expenditures:** Andrew Churchill submitted the report. Total Assets \$3,418,475.26, Total Income \$1,582,023.00, Total Administration Expenses \$11,675.83, Total Books/Periodicals/Videos/Audio \$60,632.72, Total Contracts/Professional Fees \$36,978.66, Total Equipment \$85,814.46, Total Miscellaneous Expenses \$32,940.05, Total Payroll Expenses \$294,038.68, Total Programs and Promotions \$8,726.71, Total Repairs and Maintenance \$17,305.20, Total Telephone/Utilities \$27,070.00, Total Expenses \$575,182.31, Net Income \$1,006,840.69.

Susie Cleaver 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:** Director Barbara Gordon shared to the Board an invitation to MERS Conference in Detroit September 28th and 29th.

**Director's Report:**

June 2023

There are many personnel updates to share. Interviews are ongoing for the part-time vacancy at Edwardsburg, few applications have been received. April Hughes officially transitioned to Edwardsburg and Molly Harwood to Main on June 12<sup>th</sup>. Many staff have picked up extra desk shifts at various locations to make this change possible. Susan Schroeder and Gabby Porter begin the week of June 19<sup>th</sup>.

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In anticipation of a new Branch Manager at Howard, Stephanie Knepple and I dedicated significant time to the organization, cleaning, and decluttering of the branch, which also had a long-over due and thorough deep clean. The workroom will soon be painted. Ron McAdam is investigating possible upgrades to the interior light fixtures there as well. On the whole, there have been very few facilities issues this summer. Steady progress continues at Local History. All boards have been removed from the windows!

I was happy to provide the Village of Edwardsburg a letter of support for their grant application to renovate and add amenities to Gunn Park, walking distance to the new library site. The “coming soon” sign on US12 was installed on June 17<sup>th</sup>.

Cost estimating for the Edwardsburg project has come in between \$4.1 and \$4.9 million. Baird will provide revised estimates for possible bond amounts. This will allow for any adjustments, if needed, before the adoption of the Authorized Resolution allowing for the issuance of bonds. The Board may consider a special meeting to organize details of the fundraising campaign.

Molly Harwood, April Hughes, Brandi Roberts, and I met with Lindsay Dangl on June 13<sup>th</sup> to begin discussions regarding policy changes and amendments.

Product demos of three potential ILS systems have been scheduled for September and October. This will be a staff committee led evaluation process.

The first Board development session with Anna Murphy will be June 22<sup>nd</sup> at 12pm. Lunch will be provided.



Our annual Summer Reading program is off to a tremendous start. Registration numbers and program participation numbers are strong. It is wonderful to see the branches in their “busy season.” Kudos to all staff who continually step up to the plate to deliver quality service.

**Committee Reports:** Ron McAdam reported on the behalf of the Facilities Committee and shared that Touch of Color has scheduled painting at the Local History Branch on August 1st.

Andrew Churchill reported on behalf of the Finance Committee and shared the MERS 2022 Report and recommendations.

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**Unfinished Business:** None to report.

**New Business**

- Job Descriptions: Circulation Manager, Programming & Outreach Assistant, Technical Processing Assistant
  - Joe Gross moved to approve the Circulation Manager, Programming & Outreach Assistant, Technical Processing Assistant job descriptions, supported by Laura Hughes. Motion carried.
- Bond issuance and Edwardsburg project discussion
- Display policy discussion
- Bid from North Star for landscaping at Howard Branch \$2,860.71
  - Ron McAdam moved to approve the bid from North Star for landscaping at Howard Branch \$2,860.71, supported by Andrew Churchill.

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**

7:19 p.m.

Rebecca Crocker, moved.

Laura Hughes, supported.

Motion carried.

Respectfully submitted,  
Stephanie Knepple