

**Cass District Library
Regular Board of Trustees Meeting
September 20, 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, Joe Gross, Laura Hughes, Rebecca Crocker, Susie Cleaver, Director Barbara Gordon.

Absent: Recorder Stephanie Knepple

Agenda: Laura Hughes moved to approve the agenda, supported by Andrew Churchill. Motion carried.

Minutes: Rebecca Crocker moved to approve both the August 2023 Regular Meeting Minutes and the August 31, 2023 Special Board 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 \$3,266,253.88, Total Income\$1,775,788.48, Total Administration Expenses \$21,277.39, Total Books/Periodicals/Videos/Audio \$93,718.08, Total Contracts/Professional Fees \$56,571.05, Total Equipment \$155,205.66, Total Miscellaneous Expenses \$49,007.03, Total Payroll Expenses \$456,265.83, Total Programs and Promotions \$20,525.60, Total Repairs & Maintenance \$33,485.20, Total Telephone/Utilities \$49,190.77, Total Expenses \$935,246.61, Net Income \$840,541.87.

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

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: Eileen Toney shared a thank you card from Barbara Gordon for the Board's memorial donation.

Director's Report:
September 2023

After finalizing the updated schedule of work with Abonmarche, marketing materials about the project have been debuted to the community at the Edwardsburg Fall Festival (203 interactions!) and Edwardsburg Chamber of Commerce September meeting. Renderings and updates are now in place in the branch for the public to review and we are actively inviting patrons to the community forum on October 5th. Invites were also emailed to pertinent village, township, and county boards. We continue to receive overwhelming support and positive feedback.

Generally, very few requests are received for materials in Spanish. However, a local teacher recently reached out looking for award winning middle grade fiction titles in Spanish and we were able to purchase copies for use in her classroom. This speaks to a great team effort and efficient workflow between multiple library departments.

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Library staff took the opportunity to come together for an all staff meeting on the morning of September 7th and it was time well spent, especially with the number of new employees hired over the summer.

A staff committee has begun to formally evaluate a possible new ILS (integrated library system). More will be reported on this project in the coming months.

The insurance claim for water damage at Local History is still under review. All work up to date has been submitted and the library will receive a reimbursement of \$5,922.84 (less our \$500 deductible).

Unfortunately, a computer drive in one of the Main Branch's air handlers has died and must be replaced, a repair totaling \$3,987 to Trane.

As the Facilities Committee will report, a new painter will need to be hired to finish the exterior window painting at Local History.

Unfortunately, hotspot lending is continuing to be problematic. CDL owns 45 units-19 are lost/long overdue and 23 are currently checked out. Demand for these items remains strong. It continues to demand much staff time and coordination to monitor use. Amendments to the current borrowing policy may need to be considered.

Committee Reports:

- Joe Gross reported on behalf of the personnel committee that he and Barbara Gordon will schedule a date in October for the Director's performance review. The committee is heading into budget prep season. Will look back at previous years for staff increases. Also will look at health insurance renewal rates.
- Ron McAdam reported on behalf of the facilities committee Touch of Color was hired for exterior painting. Only worked one week in late July despite numerous promises to be on site and finish. Ron McAdam terminated Touch of Color. McAdam met with Willard Fenton Miller who is willing to take on the exterior painting and start next week. Ron McAdam is willing to help and will donate his time. WFM will use the same hourly rate of \$30.00 and will finish in two weeks. Work should not exceed a Touch of Color's bid.

New Business:

- Local History Branch bid for interior painting
 - Ron McAdam moved to approve CLH bid for interior painting from Double M Painting Services for the amount of \$2,972.00, supported by Joe Gross.
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.

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- Main Branch storage shed purchase
 - Andrew Churchill moved to approve the purchase of a shed, including necessary site work and delivery charges, not to exceed \$12,000, supported by Susie Cleaver.
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.
- MERS Discussion
 - On behalf of the Board, Joe Gross will continue to work through the findings of the ballpark estimate with assistance from the MERS team. Any changes to the library's plan will not take place until the budget for 2024 is finalized due to anticipated cost increases for salaries and health insurance.
- Local History Branch bid for exterior paint project
 - Ron McAdam moved to accept the Willard Fenton Miller's bid, not to exceed \$9,500.00 to complete the CLH exterior paint project, 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:

7:23 p.m.

Joe Gross, moved.

Laura Hughes, supported.

Motion carries.

Respectfully submitted,
Stephanie Knepple