

**Cass District Library  
Regular Board of Trustees Meeting  
July 19, 2023 Edwardsburg 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 (Zoom), Laura Hughes, Rebecca Crocker, Susie Cleaver, Director Barbara Gordon, Recorder Stephanie Knepple, Guest Roger Boyer.

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

**Minutes:** Ron McAdam moved to approve the June 2023 Regular Meeting Minutes, supported by Sandra Asmus. Motion carried.

**Public Comment:** None to report.

**Treasurer’s Report & Approval of Expenditures:** Andrew Churchill submitted the report. Total Assets \$3,302,651.96. Total Income \$1,593,769.97, Total Administration Expenses \$13,520.42, Total Books/Periodicals/Videos/Audio \$70,383.56, Total Contracts/Professional Fees \$40,472.53, Total Equipment \$40,472.53, \$136,614.87, Total Miscellaneous Expenses \$39,730.95, Total Payroll Expenses \$344,333.76, Total Programs and Promotions \$10,590.38, Total Repairs and Maintenance \$24,299.29, Total Telephone/Utilities \$31,871.12, Total Expenses \$711,816.88, Net Income \$881,953.09.

Susie Ceaver moved to approve the expenditures, supported by Laura Hughes.

Roll call vote:

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

Motion carried.

**Correspondence:** Barbara Gordon shared two emails that she received. One was from a patron that visits all of the branches with her family and shared that she would like to see the Howard Branch’s Saturday hours continue throughout the year. The second email was received from a patron that recently visited the Local History Branch. The patron shared her appreciation of the upkeep of the building and the customer service that she received from Branch Manager Jonathan Wuepper.

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**Director's Report**  
July 2023

District Updates:

-We are experiencing severe delays in shipping from Baker & Taylor and are keeping in-demand titles circulating through additional digital purchases and purchases from Amazon.

-Issues with payroll continue and initial attempts at connecting with nearby firms in Berrien County have been unsuccessful. I am working through recommendations from other Directors and will continue to explore alternative options.

-Molly is working to prepare CDL's first print (and digital) newsletter in many years. The goal is to provide a newsletter on a quarterly basis with a full schedule of upcoming programs, new book releases, and other library updates. I would like to try a mass mailing for a time and keep track of any fluctuations in program attendance and foot traffic.

-Summer Reading wraps up at the end of July. I will provide a summary of programs and participation next month. So far, we've enjoyed an excellent turnout.

-Two vacancies remain at the Edwardsburg Branch: the full-time Programming & Outreach Assistant and part-time Circulation Assistant. Few qualified applicants have applied. The full-time position is posted on Indeed. Dowagiac District Library is currently hiring a full-time Youth Services position.

-Stephanie Knepple is leading our annual event at Kiddies' Day August 1<sup>st</sup> at the Cass County Fair.

-The library was assigned a new account manager at Comcast who is attempting to help resolve ongoing billing issues. July's bill reflected \$44,156 in late fees. This relates to an ongoing dispute about E-rate charges and reimbursements for the installation of fiber.

Main Branch:

-Due to low inventory, there will not be a large August book sale this summer.

-Please save the date of August 23<sup>rd</sup> from 4-6pm for Sue Pickar's retirement open house.

-Through a partnership with the Library of Michigan, Main has had a Braille Enhanced StoryWalk available for patrons.

Edwardsburg Branch:

-I provided the Village of Edwardsburg a summary of our current project plans for their upcoming revision to the Village Master Plan.

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Howard Branch:

-Ron McAdam has been assisting in researching possible upgrades to the lighting in the main part of the branch. Staff are also eager to change the organization of the branch by moving the children's collection to the back room. An ideal time to change the lighting and have new computer wiring installed would be during a closure to put these plans into motion. A late fall date is being considered, more will follow on this topic at subsequent meetings.

-Saturday foot traffic averaged 9.75 patrons in June.

Local History Branch:

-Jon will be partnering again with the COA to offer the historic walking tour of downtown Cassopolis September 8<sup>th</sup> and 15<sup>th</sup>.

-The branch has had some bee and wasp issues again this summer. The pest control contractor has not been able to successfully eradicate them. A more aggressive approach may be needed should issues continue.

-Unfortunately, sometime over July 4<sup>th</sup>, the condensate pump on the third-floor a/c unit became clogged, causing a significant amount of water to spill onto the floor. Servpro evaluated the damage and recommended a multi-part remediation plan starting at \$5,013.75, up to an additional \$2,000, depending on the success of their first attempts to dry the hardwood floors and plaster. Some plaster on the third floor was damaged beyond repair and will need to be replaced. I have worked with our insurance firm to file a claim for this issue. After repairs are made, a wet sensor and alarm will be installed.

**Committee Reports:** Ron McAdam reported on behalf of the Facilities Committee and shared an update of the windows project at the Local History Branch. The project is scheduled to be completed by October 1, 2023. McAdam added that he has looked at new light fixtures for the Howard Branch and a decision will need to be made on the design of the fixtures in the near future.

Joe Gross reported on the behalf of the Personnel Committee and shared updates were made to job descriptions.

**Unfinished Business:** None to report.

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**New Business**

- Job Description updates: Circulation Assistant & Interloan Coordinator
  - Rebecca Crocker moved to approve the job description updates for Circulation Assistant and Interloan Coordinator, supported by Laura Hughes.
- Howard Branch pavilion rental discussion
- Fundraising marketing materials: Barbara Gordon shared the fundraiser booklet that she and Marketing and Programming Coordinator Molly Harwood created together. Notes were taken of the Board's revisions and suggestions, further drafts to be presented.
- Fidelity Investments-maturing CDs
  - Ron McAdam approved Barbara Gordon's purchase of two new CDs for the amount of \$85,000 each at the best available rate, for two different term maturity dates, once the current CDs have matured, supported by Laura Hughes.  
Roll call vote:

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

Motion carried.
- Policy revisions - Collection Development, Safety and Well-being of Children, and Library Displays
  - Tabled for further review, will be on the agenda for August's meeting.

Adjournment

7:20 p.m.

Laura Hughes, moved.

Ron McAdam, supported.

Motion carried.

Respectfully submitted,  
Stephanie Knepple