

**Cass District Library
Regular Board of Trustees Meeting
August 16, 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 Joe Gross, Laura Hughes, Rebecca Crocker, Susie Cleaver, Director Barbara Gordon, Guest Roger Boye.

Absent: Trustee Sandra Asmus and Recorder Stephanie Knepple.

Agenda: Ron McAdam moved to approve the amended agenda by adding Discussion/Action Abonmarche Phase 2 to New Business and to move New Business after approval of minutes, supported by Joe Gross. Motion carried.

Minutes: Ron McAdam moved to approve the July 2023 Regular Meeting Minutes, supported by Laura Hughes. Motion carried.

New Business:

- Resolution Authorizing the Issuance of Capital Improvement Bonds
 - Rebecca Crocker moved to adopt the Resolution Authorizing the Issuance of Capital Improvement Bonds, supported by Susie Cleaver.
Roll call vote:

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

Motion carried.
- Howard Branch Saturday hours.
 - Board discussed continuing Saturday hours at the Howard Branch through the end of the calendar year.
- Discussion/Action Abonmarche Phase 2
 - Ron McAdam moved to table the signing of the Abonmarche Phase 2 contract until September, supported by Joe Gross.
Roll call vote:

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

Motion carried.

Public Comment: Roger Boyer shared that he likes the placecards and is learning the board members names. Boyer also shared his concerns about Robert's Rules of Order and funding, he will follow-up with a phone call with Director Barbara Gordon.

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Treasurer's Report & Approval of Expenditures: Andrew Churchill submitted the report. Total Assets \$3,187,951.30, Total Income \$1,598,686.03, Total Administration Expenses \$15,778.85,

Total Books/Periodicals/Videos/Audio \$81,839.70, Total Contacts/Professional Fees \$51,676.56, Total Equipment \$142,268.81, Total Miscellaneous Expenses \$43,963.61, Total Payroll Expenses \$399,459.33, Total Programs and Promotions \$11,687.50, Total Repairs & Maintenance \$29,164.34, Total Telephone/Utilities \$36,487.81, Total Expenses \$812,326.51, Net Income \$ \$786,359.52.

Ron McAdam moved to approve the expenditures, supported by Laura Hughes.

Roll call vote:

Sandra Asmus	Absent	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.

Director's Report:

August 2023

Finance

The second and final state aid payment was received and will be reflected on August's financials. We received \$3,372 more than anticipated. Penal fine revenue was received on the 11th at \$139,443.41 which is \$7,443.41 more than anticipated. \$3,000 in grant funds were awarded by the Southwest Michigan Library Cooperative as reimbursement for collection development expenses. Per the last Board meeting, two new CDs were purchased through Fidelity: 9 months at JP Morgan Chase at 5.35% and 6 months at Bank of America for 5.15%.

Personnel

All staff vacancies have been filled! Molly Welsch has been hired as a Circulation Assistant at Edwardsburg and started July 31st. Molly is very familiar with the Edwardsburg area and patrons have enjoyed seeing a familiar face. Jennifer Senger has been hired as the Programming and Outreach Assistant. Jennifer brings 10 years of library experience and has an MLIS degree. She was previously a sub for CDL in 2018.

A reminder that Sue Pickar's retirement open house is August 23rd at 4pm at Main.

I will be attending two days of the MLA Annual Conference in Kalamazoo. I will also be attending a one-day conference at the University of Michigan on September 19th, titled Public

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Librarianship in Contentious Times. Molly Harwood will be attending the Library Marketing & Communications Conference in Indianapolis and will also be applying for the Continuing Education Stipend from the Library of Michigan to cover the registration and accommodation expenses.

Facilities

Bids are being solicited for the necessary repair work needed at Local History-paint, plaster, and hardwood floor repair. Servpro had great success with remediation. The insurance claim is in motion, an adjuster visited the branch the week of the 7th.

The elevator at Local History may need major repair as it can no longer maintain the correct alignment. Otis Elevator will attempt one more repair solution, but we may need to prepare for a costly upgrade.

North Star Landscape did a beautiful job cleaning up the Howard Branch property, a worthwhile investment!



Outreach/Programming

I attended a tri-county legislative forum for members of the Van Buren, Berrien, and Cass County Human Services Coordinating Councils at LMC. It was a good reminder to be sure we are including the district's elected officials in all announcements.



CDL will be participating in the second annual Community and Family Fall Expo Event for providers and families in Cass County, hosted by Cass County Great Start Collaborative and Great Start Parent Coalition, on Thursday Sept 14th 4-7 at SMC.

Molly Harwood, Stephanie Knepple, and I will be giving a 75-minute presentation three times throughout the day on August 24th for Cultivating Cass, a county-wide professional learning day including over 350 educators from four school districts. We will be covering a number of topics, including how to evaluate titles and find reputable reviews.

Molly Harwood will be attending a back to school night at Howard Ellis Elementary School as we are working on better outreach in Howard Township. The new library card flag is now in front of the Howard Branch on Yankee Street.

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Committee Reports:

- Ron McAdam reported on behalf of the facilities committee and shared updates of the windows at Local History Branch, the exterior portion is almost complete. \$800.00 of glass was purchased from Hayden's Hardware.
- Joe Gross reported on behalf of the personnel committee would like to invite MERS to attend the September meeting to discuss the received "ballpark estimates" and to explain impact. Committee will conduct an annual performance evaluation of Director Barbara Gordon in October.

Unfinished Business:

- Policy revision-Collection Development, Safety and Well-being of Children, & Library Displays

- Rebecca Crocker moved to approve the Collection Development, Safety and Well-being of Children, & Library Displays policy revisions, supported by Joe Gross.

Roll call vote:

Sandra Asmus	Absent	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.

Laura Hughes, moved.

Andrew Churchill, supported.

Motion carried.

Respectfully submitted,
Stephanie Knepple