

**Cass District Library
Regular Board of Trustees Meeting Minutes
October 18, 2023 Main Branch**

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, Guests Roger Boyer and Julie Roberts.

Agenda: Ron McAdam moved to approve the amended agenda removing Closed Session: Director's Contract under New Business and adding Recommendation of Appointment under New Business, supported by Joe Gross. Motion carried.

Minutes: Laura Hughes moved to approve the September 2023 Meeting Minutes, supported by Susie Cleaver. Motion carried.

Public Comment: None to report.

Treasurer's Report & Approval of Expenditures: Treasurer Andrew Churchill submitted the report. Total Assets \$3,156,622.19, Total Income \$14,452.41, Total Administration Expenses \$1,472.34, Total Books/Periodicals/Videos/Audio \$15,170.23, Total Contracts/Professional Fees \$3,967.78, Total Equipment \$2,495.10, Total Miscellaneous Expenses \$11,089.76, Total Payroll Expenses \$63,218.65, Total Repairs & Maintenance \$12,321.14, Total Telephone/Utilities \$4,804.15, Total Expenses \$115,680.62, Net Income \$101,228.21.

Sandra Asmus 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:

Barbara Gordon shared the following:

- A thank you note was sent from a patron who won the Adult Summer Reading Basket expressing her appreciation for the gift and the efforts of the library.
- A patron contacted Barbara with a request to use a metal detector to search the new Edwardsburg Branch property for historical artifacts. He will give the library any found items and will agree to sign a hold harmless agreement. The Library Board granted permission and Barbara will formalize the agreement.
- Ancestry.com would like to digitize the library's microfilm of historic local newspapers. Ancestry.com has received permission from the owner/copyright holder to digitize, and would offer CDL free access to the digitized records for 3 years. The Board suggested

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extending the free access for patrons to 5 years and recommended a legal review of the contract before proceeding.

Director's Report:

October 2023

At the request of patrons, another order of free COVID tests was placed with MDHHS and tests will again be available at all locations.

The annual state aid reporting window opened on October 1st. I have begun the report and plan to finish it prior to the month's end. The sooner the report is submitted, the sooner state aid payments are dispersed to libraries.

Municipal bankers from Fifth Third and Huntington have reached out with great interest regarding our bond proceeds. I will share rates and account information with the Finance Committee. A decision does not need to be made until 2024 but this will provide adequate time to prepare.

We hosted a successful Community Forum with Abonmarche on the 5th. We have received overwhelming support and enthusiasm from the public since publishing images and renderings of the new building. Soon our staff team will meet to begin decisions regarding furniture, shelving, and equipment. Abonmarche has indicated that pricing will be available soon and work on a donor wall/donor acknowledgement can begin.

Brandi Roberts, April Hughes, Holly Nelson, Molly Harwood, Susan Schroeder and I attended three ILS (Integration Library System) demonstration meetings; two virtually and one in-person. As a team, we are working on further exploring these systems and learning more about the intricacies and offerings of each. There is an opportunity for tremendous annual cost savings, but functionality will remain critical. I will share more on this topic in the coming months. A formal decision could be made in early 2024. The process of switching ILS providers will take 10-12 months and require robust staff training.

An integrated library system (ILS) is an enterprise resource planning system for a library, used to track items owned, orders made, bills paid, and patrons who have borrowed. It usually comprises a relational database, software to interact with that database, and two graphical user interfaces (one for patrons, one for staff). Most systems separate software functions into discrete programs called modules, each of them integrated with a unified interface. Examples of modules might include: acquisitions (ordering, receiving, and invoicing materials); cataloging (classifying and indexing materials); circulation (lending materials to patrons and receiving them back); serials (tracking magazine and newspaper holdings); and the OPAC (on-line public access interface for users).

[\(https://librarytoolbox.wordpress.com/behind-the-scene-solutions/ils/\)](https://librarytoolbox.wordpress.com/behind-the-scene-solutions/ils/)

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November's meeting is the annual budget hearing and will also require amendments to this year's fiscal budget. The 2024 budget is drafted but is missing the key elements related to the bonds. Our current working schedule assumes:

- 3/1/2024 Dated Date and Delivery Date
- Interest due, December 1, 2024, and semi-annually thereafter
- Principal due, December 1, commencing 2024 through 2053
- Final Maturity: December 1, 2053 (~30-years)

Brandi and I are meeting in early November with our auditor to ensure that the new accounts are properly reflected in the budget.

Committee Reports:

- Joe Gross reported on behalf of the Personnel Committee. Gross shared that Director Barbara Gordon's performance review was conducted prior to the Board Meeting that evening and it went well. Gross suggested having a Personnel Committee meeting to review the Director's Contract to be able to make a recommendation at the next board meeting. Meeting was scheduled for Tuesday, October 31, 2023 at 3:30 pm.
- Ron McAdam reported on behalf of the facilities committee. The exterior painting and window work at the Local History Branch is finally complete. He thanked the Village for the use of their lift. The storage shed for Main Branch will cost under the projected amount that was allocated for the project. Dussel's Market will prepare the site for the shed for the amount of \$800.00.

Unfinished Business:

- MERS Discussion: It was agreed to continue to the current Defined Benefit plan for full-time employees.

New Business:

- 2024 draft budget (not to be approved until November 15th, 2023): Barbara Gordon reviewed the draft with the Board. Suggestions were made to add additional funding to some budget lines because of rising costs due to inflation.
- Recommendation of Appointment
 - Rebecca Crocker moved to make the recommendation to re-appointment Trustees Laura Hughes and Sandra Asmus, supported by Andrew Churchill. Motion carried.

Adjournment 7:30 p.m.

Susie Cleaver, moved.

Joe Gross, supported.

Motion carried.

Respectfully submitted,

Stephanie Knepple