

**Cass District Library
Regular Board of Trustees Meeting
February 21, 2024 Main Branch
Minutes**

President Eileen Toney called the meeting to order at 6:04 p.m. followed by the Pledge of Allegiance.

Present: President Eileen Toney, Vice President Ron McAdam, Treasurer Andrew Churchill, Trustees: Sandra Asmus, Rebecca Crocker, Laura Hughes, Susie Cleaver, Joe Gross (Zoom), Director Barbara Gordon, Recorder Stephanie Knepple, Guests Matt Neuburg of Abonmarche, Mateja Horonic-Kidder of Abonmarche, Jennifer Sawyer of Barton Group, Amelia Barker-King of Barton Group, Brian Lefler (Zoom) of Baird, James Srouji (Zoom) of Baird, Mike McCarty (Zoom) of Baird, Mark Ridgely (Zoom) of Baird, Ben Phelps of CCM, Erik Sample of E.S. Francis, Jason Alpenaar of TRG, Roger Boyer.

Agenda: Rebecca Crocker moved to approve the agenda, supported by Laura Hughes. Motion carried.

Minutes: Ron McAdam moved to approve the January 2024 Regular Meeting Minutes, supported by Susie Cleaver. Motion carried.

Minutes: Rebecca Crocker moved to approve the February 2024 Special Meeting Minutes, supported by Ron McAdam. Motion carried.

Public Comment: None to report.

New Business:

- Edwardsburg Branch: Construction award and Notice To Proceed
 - Brian Lefler, Mike McCarty, James Srouji, and Mark Ridgely of Baird presented Capital Improvement Bonds, Series 2024 and Comparison of Bids (Cornerstone CM vs. TRG)
 - Ron McAdam moved to make a recommendation to award Cornerstone CM a Notice To Proceed, supported by Andrew Churchill.

Roll Call:

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.

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- Fidelity CD investments:
 - Andrew Churchill moved to approve the purchase of three CDs at \$60,000.00 each for a 3 month, 6 month, and 9 month term, supported by Sandra Asmus.

Roll Call:

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.

- Purchase offer-George C. Corbit oil painting
 - Susie Cleaver moved to sell the George C. Corbit oil painting to George Stern of George Stern Fine Arts for the amount of \$5,000.00, supported by Laura Hughes.

Roll Call:

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.

Treasurer’s Report & Approval of Expenditures: Treasurer Andrew Churchill submitted the report. Total Assets \$2,588,095.80, Total Income \$8,919.12, Total Administration Expenses \$3,118.05, Total Books/Periodical/Videos/Audio \$14,691.14, Total Contracts/Professional Fees: \$6,359.01, Total Equipment \$19,685.90, Total Miscellaneous Expenses \$5,005.35, Total Payroll Expenses \$58,675.42, Total Programs and Promotions \$1,505.90, Total Repairs & Maintenance \$2,974.63, Total Telephone/Utilities \$5,642.77, Total Expenses \$117,658.17, Net Income -\$108,739.05.

Rebecca Crocker moved to approve the expenditures, supported by Laura Hughes.

Roll Call:

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: None to report.

Director’s Report:

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February 2024

Trustee McAdam and I attended a very productive meeting for the Imagine Center on the 12th. Public engagement sessions will take place April 11th and May 21st. As directed by the steering committee, Molly Harwood and I are working on the compilation of CDL marketing materials for these events. In researching funding, I wanted to share that out of 21 Class 5 district libraries in the state, CDL has the 5th lowest millage rate. Only 6 of these libraries levy under 1 mill and the average millage rate is 1.167. CDL levied 0.7478 in 2023. If CDL were to have levied the average millage rate of Class 5 district libraries in 2023, that would have totaled an additional \$840,640 in revenue.

On the 14th, Trustee McAdam and I also had the pleasure of interviewing four bidders for the Edwardsburg Branch construction along with our Abonmarche team and the Barton Group. I am incredibly thankful to have a strong support team who is engaged, enthused, and very informed!

After much deliberation and discussion with staff, I made the recommendation to the Finance Committee that CDL does not change ILS providers at this time. Three bids from Apollo, Atrium, and Polaris, were considered, along with product demonstrations. Ultimately, the

implementation costs are not a prudent expenditure this fiscal year as the Edwardsburg project begins. There may be opportunities to enhance some of the current services we have through SirsiDynix Horizon. This is a project that should be looked at again in the near future.

Thanks to Molly Harwood, branches have excellent & inclusive displays for Black History Month.

Brandi Roberts and Carrie Williams completed system wide inventory in record time this year. This important work allows CDL to address procedural inconsistencies across locations and tidy up our physical collections and item records.

Preparatory work for the annual audit has begun, fieldwork will take place February 27th.

I am continuing to volunteer as chair for SMDL consortium, the regional group who oversees the OverDrive collection. New offerings from OverDrive (like the Notify Me tag) and increasing use across the membership continues to drive high wait times. The group is working to amend policies and increase budgets.

Howard Branch Manager, Susan Schroeder, will be attending the PLA in Columbus, Ohio in April. The Public Library Association (PLA) is an annual conference of thousands of public library workers, supporters, and vendors from across the country and around the world who come together to celebrate all things public libraries. This three-day event offers more than 100 thoughtfully curated education sessions, inspiring speakers and authors, engaging networking opportunities, career services, micro-learning moments, and a bustling exhibits hall featuring the latest in products, services, and innovations.

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Committee Reports:

- Ron McAdam reported on behalf of the Facilities Committee that the gate by the shed at Main Branch should not cost more than \$350.00. McAdam expressed his appreciation to all who participated and was involved with the extra Facilities Committee meetings.
- Andrew Churchill reported on behalf of the Finance Committee that the committee met with Baird to discuss the bond issuance. Committee also met to discuss CD rates through Fidelity.
- Joe Gross reported on behalf of the Personnel Committee and inquired Director Barbara Gordon to submit an updated Director job description and description of responsibilities for board trustees.

Edwardsburg Build Update: A meeting with Barton Group is scheduled for Thursday, February 22nd via Zoom at 1:30 p.m. to discuss next steps and setting up meetings with Cornerstone.

Unfinished Business: None to report.

Adjournment

7:44 p.m.

Ron McAdam, moved.

Sandra Asmus, supported.

Motion carried.