

**Cass District Library
Regular Board of Trustees Meeting Minutes
November 15, 2023 Main Branch**

President Eileen Toney called the meeting to order at 6:13 p.m.

Present: President Eileen Toney, Vice President Ron McAdam, Treasurer Andrew Churchill, Trustees Sandra Asmus, Laura Hughes, Joe Gross (Zoom), Rebecca Crocker, Susie Cleaver, Director Barbara Gordon, Recorder Stephanie Knepple, Guests Roger Boyer, Amelia Barker-King, Gary Barton, Jennifer Sawyer.

Agenda: Rebecca Crocker moved to approve the agenda, supported by Ron McAdam. Motion carried.

Minutes: Laura Hughes moved to approve the October minutes, supported by Andrew Churchill. Motion carried.

Public Comment: None to report.

Presentation: The Barton Group

Rebecca Crocker moved to approve the Owner's Representative bid from The Barton Group for the amount of \$134,300.00, supported by Sandra Asmus.

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.

Treasurer's Report & Approval of Expenditures: Treasurer Andrew Churchill submitted the report. Total Assets \$3,054,786.21, Total Income \$1,820,210.77, Total Administration Expenses \$23,751.52, Total Books/Periodicals/Videos/Audio \$129,662.74, Total Contracts/Professional Fees \$74,948.22, Total Equipment \$234,030.60, Total Miscellaneous Expenses \$64,707.64, Total Payroll Expenses \$577,708.83, Total Programs and Promotions \$23,053.54, Total Repairs & Maintenance \$54,950.56, Total Telephone/Utilities \$57,901.14, Total Expenses \$1,240,714.79, Net Income \$579,495.98.

Ron McAdam moved to approve the expenditures, supported by Rebecca Crocker.

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: None to report

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Director's Report:



- The shed was installed at the Main Branch. The quality is impressive and it will be an immense help.
- The engagement letter with Kruggel Lawton for the 2023 audit has been signed. Work will begin in late January.
- Molly attended the 2023 Library Marketing & Communications Conference in Indianapolis. Molly received a Library of Michigan Continuing Education Stipend of \$1,600 to attend.
- The staff workgroup for Edwardsburg has met twice with Abonmarche over the last month at their South Bend office to review and discuss options for furnishings, design, and finishes.
- Annual employee self-evaluations have been received and I am in the process of reviewing them, preparing remarks, and meeting with staff.
- I appreciated the opportunity to attend the Michigan Library Association Conference in Kalamazoo. There was an intentional focus on intellectual freedom and I found this year's sessions to be particularly relevant and meaningful.
- For professional development in 2024, I applied to the Post-Pandemic Public Libraries Project for skill building in crisis communications. This opportunity is free thanks to the Library of Michigan and U-M School of Information.
- Due to scheduling concerns and in anticipation of low foot traffic, I am recommending the Local History Branch close again this year from Dec. 26th-Jan. 2.
- Attached is a draft Trustee Code of Ethics which will be considered as new business at the December meeting.

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Committee Reports:

- Andrew Churchill reported on behalf of the Finance Committee recommending meeting a 5% pay increase for staff and holiday bonus for the amount of \$250.00 after taxes.
- Ron McAdam reported on the behalf of the Facilities Committee noting an invoice has not yet been received from Willard Fenton Miller for the work at Local History.

Unfinished Business:

- Closed Session: Director's Contract
 - Andrew Churchill moved to enter Closed Session at 7:24 p.m., under Section 8(a) of the Open Meetings Act, supported by Susie Cleaver. Motion carried.
 - Susie Cleaver moved to end the Closed Session at 7:35 p.m., supported by Laura Hughes. Motion carried.

New Business:

- Owner Representative Proposal
- FY 2023 Budget Amendments
 - Rebecca Crocker moved to approve the FY 2023 Budget Amendments and to include \$10,000.00 additional payment to MERS. 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.

- Staff Holiday Bonuses
 - Andrew Churchill moved to approve staff holiday bonuses for the amount of \$250.00 after taxes and to award Jim Thayer's bonus to his spouse, 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.

Adjournment: 8:05 p.m.

Laura Hughes, moved.

Ron McAdam, supported.

Motion carried.

Respectfully submitted,
Stephanie Knepple