

**Cass District Library
Regular Board of Trustees Meeting Minutes
December 13, 2023 Main Branch**

President Eileen Toney called the meeting to order at 6:02 p.m. followed by the Pledge of Allegiance.

Present: President Eileen Toney, Vice President Ron McAdam, Treasurer Andrew Churchill, Trustees, Sandra Asmus, Joe Gross, Rebecca Crocker, and Susie Cleaver, Director Barbara Gordon, Recorder Stephanie Knepple, Guests Roger Boyer, Emilie LaGraw, Arell Chapman, Dave Allen, Mike Flynn, Shelby Kintz, and Chris Keefer.

Absent: Trustee Laura Hughes.

Agenda: Joe Gross moved to approve the agenda, supported by Ron McAdam. Motion carried.

2023 Budget Minutes: Rebecca Crocker moved to approve the amended 2023 Budget Hearing Meeting Minutes, supported by Ron McAdam. Motion carried.

Minutes: Rebecca Crocker moved to approve the November Minutes, supported by Sandra Asmus. Motion carried.

Public Comment: None to report.

Presentation: Cassopolis Imagine Center

- Cassopolis Village Manager Emilie LaGow, Abonmarche Byce representatives Mike Flynn and Shelby Kintz, Midwest Energy Cooperative Representatives Arrell Chapman and Dave Allen, and Attorney Chris Keefer presented information about the Cassopolis Imagine Center.

Rebecca Crocker moved to make a formal commitment to explore public interest and funding opportunities through a partnership with the Village of Cassopolis for the Cassopolis Imagine Center, supported by Andrew Churchill. Motion carried.

Treasurer's Report & Approval of Expenditures: Treasurer Andrew Churchill submitted the report. Total assets \$2,860,059.15, Total Income \$1,832,109.83, Total Administrative Expenses \$25,442.47, Total Books/Periodicals/Videos/Audio \$144,425.96, Total Contracts/Professional Fees \$78,839.28, Total Equipment \$276,890.90, Total Miscellaneous Expenses \$71,066.74, Total Payroll Expenses \$666,409.65, Total Programs and Promotions \$23,894.07, Total Repairs and Maintenance \$58,425.15, Total Telephone/Utilities \$62,370.78, Total Expenses \$1,407,765.00, Net Income \$424,344.83.

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

Roll call vote:

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

Motion carried.

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Correspondence: None to report.

Director's Report

Garry Daniels was hired as the custodian for the Main Branch and began on December 11th.

Cass County Treasurer Hope Anderson asked if I would write a letter of support for a blight elimination grant that the Cass County Lank Bank Authority is hoping to secure to demolish the former gas station at 26828 W. Main Street in Edwardsburg. This site is 0.1 miles from the new library site and its clean up will create safer conditions for pedestrian traffic to and from the library. I was happy to provide a letter detailing our upcoming investment.

Our website designer, Pixelvine, made some excellent updates to the Edwardsburg project page which now features embedded videos, images, and the current project timeline. Updates to website will continue regularly as milestones are completed.

Annual staff evaluations are complete. This year one question posed to staff was "*The following changes made in my position and/or at the library would absolutely ROCK MY WORLD in 2024*". I greatly appreciated everyone's honest answers, sense of humor, and tremendous collective desire to continue to serve patrons. Service is where everyone is finding a fulfilling sense of purpose in their position and I feel that our current team is continuing to grow and improve.

I was recruited by the Southwest Michigan Planning Commission to serve on a newly formed Broadband Digital Equity Committee, along with many other community leaders in Berrien, Cass, and Van Buren counties. Public libraries are well suited to expanding internet access and as indicated by the continued demand for mobile hotspots, this is an important matter for our patrons. I am looking forward to participating and learning more about this issue.

Mike Moroz/Double M Painting is planning to complete the water damage repairs at Local History during the week of December 25th.

Committee Reports:

- Ron McAdam reported on behalf of the Facilities Committee that Alice Lewis's original paintings have been stored at the Main Branch and suggested having a silent auction and having the proceeds to the Edwardsburg Branch build.
- Joe Gross shared information about updating salary scales.

Edwardsburg Build Update:

- Schedule a special meeting to open bids
 - Special meeting date is scheduled for February 7, 2024 at 5:30pm.

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New Business

- 2024 Holiday Schedule
- 2024 Meeting Schedule
 - Susie Cleaver moved to approve both the 2024 Holiday and Meeting Schedules, supported by Andrew Churchill. Motion carried.
- Hotspot/Chromebook Policy Update
 - Ron McAdam moved to approve the Hotspot/Chromebook Policy update with a two week waiting period for new card holders effective January 1, 2024, supported by Joe Gross. Motion carried.
- Mason Township Agreement
 - Andrew Churchill moved to approve the Mason Township Lease Agreement, effective Jan. 1, 2024-Dec. 31, 2028, supported by Rebecca Crocker.

Roll call vote:

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

Motion carried.

Adjournment

8:22 p.m.

Ron McAdam, moved.

Rebecca Crocker, supported.

Motion carried.

Respectfully submitted,

Stephanie Knepple