

**Cass District Library  
Regular Board of Trustees Meeting Minutes  
January 31, 2024 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, Rebecca Crocker, Laura Hughes, Susie Cleaver, Joe Gross (Zoom), Director Barbara Gordon, Recorder Stephanie Knepple, Guest Roger Boyer.

**Agenda:** Laura Hughes moved to approve the agenda, supported by Sandra Asmus. Motion carried.

**Minutes:** Vice President Ron McAdam proposed to have the minutes amended with the rescheduled Special Board Meeting date and time of February 7, 2024 at 5:30pm.

Susie Cleaver moved to approve the amended minutes to reflect the rescheduled Special Board Meeting date and time February 7, 2024 at 5:30pm, supported by Ron McAdam. Motion carried.

**Public Comment:** Guest Roger Boyer complimented the Board Meeting table set-up and the name cards for Board Members.

**Treasurer's Report & Approval of Expenditures:** Treasurer Andrew Churchill submitted the report. Total assets \$2,732,204.47, Total Income\$8,873.51, Total Administration Expenses \$1,073.93, Total Books/Periodicals/Videos/Audio \$6,015.61, Total Contracts/Professional Fees \$7,324.74, Total Equipment \$45,357.17, Total Miscellaneous Expenses \$3,937.44, Total Payroll Expenses \$66,218.52, Total Programs and Promotions \$1,732.42, Total Repairs & Maintenance \$4,003.93, Total Telephone/Utilities \$5,163.38, Total Expenses \$140,827.14, Net Income \$131,953.63.

Rebecca Crocker moved to approve the expenditures, 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.

**Correspondence:**

- Eileen Toney shared the thank you that was received from CDL staff sharing their appreciation for the Holiday Staff Meeting and the generous annual cost of living adjustment awarded for 2024.
- Barbara Gordon shared Cass County Treasurer Hope Anderson's appreciation for the letter of support for a grant to address the revitalization of the former gas station at 26828 W. Main Street, in Edwardsburg. Anderson believes the letter made a difference

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to the State Land Bank as the County received a Blight Elimination Grant to clean up the site in its entirety.

**Director's Report:**

January 2024

-As required by the Library of Michigan for the award of state aid funds, the FY2022 state aid report has been submitted.

-Last month the additional \$10,000 payment to MERS was successfully made.

-Congratulations to Molly Harwood who has been working with the Patron Point software and successfully sent out CDL's first e-newsletter. Front desk staff are working to collect more patron email addresses so we can continue to build this channel.

-The Facilities Committee should expect to meet the week of February 12 with TBG to review construction bids. TBG has also suggested a fundraising meeting in February.

-On Base Productions will be producing a short marketing video of the local history branch, showcasing all the natural beauty and improvements. This video will be widely distributed on our social media and website and we hope it will encourage patrons to visit and create further excitement about the Edwardsburg project.

-Brandi Roberts and Carrie Williams have started the annual inventory process, and the Main Branch is complete. This is an important (and time-consuming) task that ensures our collections database is current and accurate.

-Jennifer Senger and Stephanie Knepple will be attending MLA's Spring Institute for Youth Services in Muskegon in early March. The 2024 theme is It's a Beautiful Day in the Library and aims to rejuvenate library workers and celebrate them as neighborhood and community helpers.

-We provided craft kits along with other libraries in Berrien County as part of LMC's 2024 MLK Week.

-I am pleased to inform you that my application to the Post-Pandemic Public Library cohort through the Library of Michigan and the University of Michigan was accepted. I have completed January's meeting which focused on "who we are and where we are right now".

-I am requesting that a committee of Trustees meet with members of the staff to learn more about our options regarding CDL's ILS. Pricing has been obtained and once construction bids are due, a decision will be easier to reach.

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**Committee Reports:**

- Andrew Churchill is looking forward to meeting with staff members to discuss the ILS system.
- Ron McAdam shared that he is looking into getting a gate fabricated at the Main Branch to prevent anyone getting to the storage shed.

**Edwardsburg Build Update:**

Barbara Gordon reported that the Barton Group and herself have been receiving many questions from contractors. Currently six contractors have confirmed to submit bids. There is a possibility that up to three more contractors will submit bids.

**Old Business:** None to report.

**New Business:**

- Election of Officers
  - Rebecca Crocker moved to approve Eileen Toney as President, Ron McAdam as Vice President, and Andrew Churchill as Treasurer, supported by Susie Cleaver. Motion carried.
- Committee Appointments: Andrew Churchill-Finance, Rebecca Crocker-Personnel, Ron McAdam Facility and Fundraising, Eileen Toney Facilities, Joe Gross-Personnel and Finance.
  - Eileen Toney requested trustees to contact and share their interest of which committee/committees that they would like to partake in to Barbara Gordon.
- 2024 Board Meeting Schedule
  - Laura Hughes moved to approve the 2024 Board Meeting Schedule, supported by Rebecca Crocker. Motion carried.
- Trustee Ethics Statement
  - Andrew Churchill moved to approve the Trustee Ethics Statement, supported by Susie Cleaver. Motion carried.
- Policy updates: circulation periods and non-resident fees
  - Susie Cleaver moved to increase the DVD and video game circulation limit to 10 and to increase the out-of-district library card fee to \$45.00 and the annual out-of-state library card fee to \$80.00. Supported by Andrew Churchill. Motion carried.
- Proposal: Skillblenders staff development
  - Andrew Churchill moved to accept the Skillblenders staff development proposal at \$3,537.00, supported by Laura Hughes. Motion carried.

**Adjournment**

7:17 p.m. Ron McAdam, moved. Laura Hughes, supported. Motion carried.

Respectfully submitted,  
Stephanie Knepple

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