

**Cass District Library  
Regular Board of Trustees Meeting  
April 17, 2024, Main Branch  
Minutes**

President Eileen Toney called the meeting to order at 6:07 p.m. followed by the Pledge of Allegiance.

**Present:** President Eileen Toney, Vice President Ron McAdam, Treasurer Andrew Churchill, Trustees Sandra Asmus, Laura Hughes, Susie Cleaver, Joe Gross (Zoom), Rebecca Crocker (Zoom), Guest Amelia Barker-King of Barton Group, Director Barbara Gordon, Recorder Stephanie Knepple.

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

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

**Public Comment:** None to report.

**Edwardsburg Build Update**

- Value engineering matrix
  - Amelia Barker-King of The Barton Group presented the value engineering matrix with the Facilities Committee recommendations. Total savings to be at least \$30,000.00.
    - Susie Cleaver moved to approve the value engineering matrix, supported by Laura Hughes.

Roll Call:

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

Motion carried.

**Treasurer’s Report & Approval of Expenditures:** Treasurer Andrew Churchill submitted the report. Total Assets \$2,965,138.17, Total Income \$467,207.67, Total Administration Expenses \$4,424.68, Total Books/Periodicals/Videos/Audio \$12,808.03, Total Contracts/Professional Fees \$10,976.08, Total Equipment \$43,947.93, Total Miscellaneous Expenses \$4,983.79, Total Payroll Expenses \$61,766.50, Total Programs and Promotions \$1,466.58, Total Repairs & Maintenance \$5,439.33, Total Telephone/Utilities \$10,611.24, Total Expenses \$156,424.16, Net Income \$310,783.51.

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Ron McAdam 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	Zoom
Eileen Toney	Yes	Susie Cleaver	Yes

Motion carried.

**Correspondence:** Barbara Gordon shared an email from Susan Crane’s (Edwardsburg Patron) looking forward and has high hopes for the new Edwardsburg Branch location. She expressed that she is looking for a community center and hopes that the new branch can fit that need. Gordon also shared an appreciation from Betsy Bradley Strong Beginnings Family Liaison of Heritage Southwest ISD. Bradley expressed her appreciation of partnering with the Cass District Library Main Branch for being the hosting site of the Young at Art art show and reception in which 386 people attended the reception..

**Director’s Report  
April 2024**

-On April 8 th , all branches were incredibly busy with walk-in visits and phone calls inquiring about solar eclipse glasses. CDL was able to provide 100 glasses to students at Howard Ellis Elementary School.

-Recent programs of note include CDL’s participation in the Southwest Michigan Library Hop and the Young at Art art show and reception at Main.

-April’s bill from Comcast reflected a “courtesy credit” of \$37,488. However, Comcast still indicates CDL owes \$17,994 which our E-Rate coordinator is vehemently protesting on our behalf as extra build charges were not included at the contract renewal time.

-The first check for State Aid was received at \$19,051. As of April 12 th , no further millage revenue has been received. The County Treasurer indicated that February was a slow month for collections and thatthree final checks will be issued very soon.

-Elite Fund, our E-Rate coordinator, selected CDL as the recipient of a fee waiving. The company allows agents to select one deserving client a year who has a compelling project and needs extra funds. This saves CDL \$3,150 on application fees for the new Edwardsburg building.

-The Village of Edwardsburg received a letter requesting a reduction or elimination of permit and utility fees for the new building. The Board will discuss the request at their meeting on the 15 th and Ron McAdam will attend.

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-Staff development with SkillBlenders takes place April 17 th and 18 th . Full-time staff who have taken the DiSC assessment have expressed great enthusiasm and interest in this process.

-The Howard Branch Manager position will be publicly posted on April 15 th . We have managed to arrange coverage for the branch for about four weeks as I hope to fill the position quickly.

-I was pleased to attend the dedication of the MEC SMART Park on March 26 th and enjoyed the opportunity to connect with community partners.

-Community engagement session 1 for the Imagine Center was attended by approximately 100 people. Likely half of those participants were affiliated with one of the partner organizations (the Village of Cassopolis, MEC, and TriCounty Headstart). However, respondents appeared very interested in the concept and provided excellent data throughout the evening. That data was recorded via an app and will be organized by the Village and shared with you as soon as it becomes available.

-April 16 th is Advocacy Day in Lansing. I am scheduled to meet with Senator Lindsey and Representative Carra, along with other neighboring Directors. I will provide more detail at our meeting on the 17th.

-Hope to see you at the Edwardsburg Ground Breaking on May 8 th at 10am. Please be prepared for a photo or two!

Upcoming action items:

- Finalize fundraising goals
- Updates to the Director's job description
- Review of salary scales
- Updates to library card issuance policy

**Committee Reports:**

- Ron McAdam reported on behalf of the Facilities Committee: He attended the Village of Edwardsburg's April Board Meeting and shared that the building permit fee will be reduced by 20% (80% is the building inspector's portion). CDL will also not be charged for the water meter hardware per the Village Board. A letter will be sent to Ontwa Township to enquire about waiving the connection to water fee. End result can save \$4,000.00.
- Joe Gross reported on behalf of the Personnel Committee that a review of salary scales and updates to the Director's job description will take place before the May meeting.

**Unfinished Business:** None to report.

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**New Business:**

- Dig It Excavating bid-Main Branch
  - Ron McAdam moved to approve the Dig It Excavating \$3,549.00 bid for the Main Branch for installation of a new sewer line, supported by Andrew Churchill. Motion carried.

**Adjournment**

7:08 p.m.

Sandra Asmus, moved.

Laura Hughes, supported.

Motion carried.

Respectfully submitted,  
Stephanie Knepple