

**Cass District Library
Regular Board of Trustees Meeting
March 20, 2024, Main Branch
Minutes**

Vice President Ron McAdam called the meeting to order at 6:00 p.m. followed by the Pledge of Allegiance.

Present: Vice President Ron McAdam, Treasurer Andrew Churchill, Trustees Sandra Asmus, Laura Hughes, Susie Cleaver, Director Barbara Gordon, Recorder Stephanie Knepple, Guests Alex Schaeffer of Kruggel Lawton CPAs, Brandi Roberts, Roger Boyer, Jen Sawyer of The Barton Group (Zoom).

Absent: President Eileen Toney, Trustees Joe Gross and Rebecca Crocker.

Agenda: Laura Hughes moved to approve the agenda, supported by Susie Cleaver. Motion carried.

Minutes: Susie Cleaver moved to approve the February 2024 Regular Meeting Minutes, supported by Laura Hughes. Motion carried.

Public Comment: None to report.

Presentation of 2023 Audit, Alex Schaeffer, Partner, Kruggel Lawton CPAs

Andrew Churchill moved to accept the 2023 Audit, supported by Laura Hughes. Motion carried.

Edwardsburg Build Update

- Value engineering progress-Jen Sawyer, The Barton Group

Treasurer’s Report & Approval of Expenditures: Treasurer Andrew Churchill submitted the report. Total Assets \$2,640,935.08, Total Income \$\$191,650.81, Total Administration Expenses \$2,317.50, Total Books/Periodicals/Videos/Audio \$8,783.13, Total Contracts/Professional Fees \$4,705.06, Total Equipment \$32,403.19, Total Miscellaneous Expenses \$60,482.97, Total Programs and Promotions \$1,308.03, Total Repairs & Maintenance \$3,450.07, Total Telephone/Utilities \$5,015.78, Total Expenses \$134,533.22, Net Income \$57,117.59.

Laura Hughes moved to approve the expenditures, supported by Susie Cleaver.

Roll Call:

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

Motion carried.

Correspondence: Director Barbara Gordon shared that George Stern of George Stern Fine Arts requested a Bill of Sale for the purchase of George C. Corbit’s painting. Gordon created a Bill of Sale on CDL letterhead and submitted the Bill of Sale to George Stern.

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Director's Report
March 2024



Through the Michigan Gateway Community Foundation's Woodhouse Family Fund, CDL is the recipient of a \$700 grant to support new circulating STEAM kits. Some of the funds will be used to create dark sky kits for use at Dr. Lawless International Dark Sky Park.

CDL received two FOIA requests in March from American Transparency which moderates OpenTheBooks.com. After consulting with CDL's attorney, the requested information was provided and includes a 2023 financial transaction report and a file of employee name, title, and gross wages earned in 2023.

Molly Harwood, Brandi Roberts, and I are evaluating two, new-to-CDL products from SirsiDynix as we consider ILS enhancements. Costs and recommendations will be presented at the April Board meeting.

Through the University of Michigan, libraries whose Directors are participating in the Post-Pandemic Public Library Cohort have the opportunity to participate in a survey for adults from March 25th-April 10th. This is an excellent opportunity to collect local feedback regarding the success and relevance of our spaces, collections, and programs. The survey also offers the opportunity to leave general feedback regarding community assets and challenges (please see the following two pages). While CDL cannot edit the questions, I believe our participation is a wonderful opportunity to inform priorities and next steps, post Edwardsburg.

As of March 15th, CDL has only received two millage checks totaling \$614,991.06. By March 15th of last year, CDL had received four checks totaling \$1,006,343.48. I will keep the Finance Committee informed of additional revenues received.

Marketing materials for the Imagine Center have been sent to the planning committee and will be discussed and revised at the next meeting on March 21st. CDL will be expected to contribute to the two community engagement sessions. I do not have a total cost for each evening but will plan to share an update after the 21st.

A payroll service bid from Accrual Accounting World in Cassopolis was received. While it presents an opportunity for modest cost savings, AAW does not offer Form 990 services. I recommend CDL continues with UHY, whose service has quite noticeably improved.



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Committee Reports: None to report.

Unfinished Business: None to report.

New Business: None to report.

Adjournment

7:14 pm

Andrew Churchill, moved.

Laura Hughes, supported.

Motion carried.

Respectfully submitted,
Stephanie Knepple