

**Cass District Library
Regular Board of Trustees Meeting
May 15, 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 Joe Gross, Laura Hughes, Rebecca Crocker, Susie Cleaver, Director Barbara Gordon.

Absent: President Eileen Toney, Trustee Sandra Asmus, Recorder Stephanie Knepple.

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

Minutes: Rebecca Crocker moved to approve the April 2024 Meeting Minutes, supported by Laura Hughes. Motion carried.

Public Comment: None to report.

Edwardsburg Build Update:

- Barbara Gordon reported that tree removal was delayed due to the tornados and subsequent state of emergency issued for the Portage/Kalamazoo areas as well as Cass County. Still waiting on AIA contract and MDOT permit due to Cornerstone insurance.
- Discussion on fundraising: Committee will meet to consider options, possible cocktail event in Fall.

Treasurer's Report & Approval of Expenditures:

- Treasurer Andrew Churchill submitted the report. Total Assets \$3,477,728.70, Total Income \$921,402.23, Total Administration Expenses \$4,015.41, Total Books/Periodicals/Videos/Audio \$13,688.92, Total Contracts \$9,300.42, Total Equipment -\$50,004.69, Total Miscellaneous Expenses \$5,926.09, Total Payroll Expenses \$62,671.06, Total Programs and Promotions \$2,241.94, Total Repairs & Maintenance \$3,275.04, Total Telephone/Utilities \$4,879.51, Total Expenses \$406,834.18, Net Income \$514,568.05,
- Edwardsburg Capital Projects Fund: Total Assets \$350,846.18, Total Accounts Payable \$4,350.00, Total Other Current Liabilities \$61,345.41, Total Current Liabilities \$65,695.41, Total Liabilities \$65,695.41, Total Equity \$285,150.77, Total Liabilities and Equity \$350,846.18.

Joe Gross moved to approve the expenditures, supported by Rebecca Crocker.

Roll Call:

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

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Motion carried.

Correspondence: None to report.

Director's Report:

May 2024

Cheers to a great groundbreaking event on May 8th! Much positive feedback has been received both on social media & in the Edwardsburg Branch. The fundraising committee should convene to discuss next steps now that fundraising information is live.

This month I led a meeting for the OverDrive consortium including another vote on allowing public school access to the group's collections via the Sora app from OverDrive. Member libraries remain split on the topic and the motion to allow access failed. This month I also attended another meeting for the SWMi Broadband Digital Equity Committee and continued to work on establishing CDL branches on the state's BEAD map. I also met with former County Administrator Terry Proctor regarding ongoing projects at Local History and his interest in helping to inventory collections.

The Post-Pandemic Library Director Cohort has a break until late June following two eye-opening and informative sessions regarding messaging. In the profession, it is often and very wrongly assumed that everyone values the library. Libraries are not "magically delicious" to all. Messaging has to establish shared values before offering solutions and must describe what the organization seeks, not opposes.

Survey results regarding the professional development sessions with Skill Blenders indicate that staff were engaged and found the material relevant and useful. Anonymous feedback made clear that PT staff would appreciate the opportunity to do a DiSC assessment. Moving forward with any new full-time hires, I will plan for them to take the DiSC assessment after the 90-day probationary period.

A new Branch Manager for Howard has been hired, and a start date in late June has been identified. All CDL staff have contributed to the coverage of shifts at the Howard Branch. I commend Circulation Manager Gabby Porter for keeping the schedules organized!

Brandi Roberts and I met with Kruggel Lawton to work on establishing two new companies in QuickBooks. To keep funds distinct, KL recommended this approach, which requires two additional subscriptions to QBO, which we obtain through UHY.

At the all staff meeting on May 9th, there was an excellent discussion about benefits (specifically vacation time accrual) and proposed revisions to the policy regarding renewals of library cards. Please look for those items under new business at the June board meeting.

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I am very pleased to report successful library millages on May 7th, including that of our neighbor, Van Buren District Library who passed a 0.4mills proposal for the next 11 years. VBDL anticipates an additional \$855,000 in funds in the first year.

Save the date: Tuesday, May 21st at 6pm at Sam Adams Elementary School for the second session of the Imagine Center community collaboration event.

A reminder that our summer meetings will be held across the district unless a Zoom meeting is needed. Advance notice will be provided should the meeting need to be held at the Main Branch.

June 19 th	6pm	Edwardsburg Branch
July 17 th	6pm	Howard Branch
August 21 st	6pm	Mason Union Branch

Committee Reports:

- Andrew Churchill reported on behalf of the Finance Committee currently waiting for Baird and will meet with Baird prior to bond issuance.
- Ron McAdam reported on behalf of the Facilities Committee that he spoke with Willard about the gate at Main Branch next to the shed.

Unfinished Business: None to report.

New Business:

- 2023 Annual Report: Commendations to Molly and team on a well done report.
- Remote Work Policy
 - Joe Gross moved to approve the Remote Work Policy, supported by Andrew Churchill.

Roll Call:

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

Motion carried.

- Library Director's Job Description: Andrew Churchill moved to approve the Library Director's Job Description, supported by Susie Cleaver.

Roll Call:

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

Motion carried.

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- 2024 Salary Scale: Joe Gross moved to approve the 2024 Salary Scale as amended, supported by Rebecca Crocker.

Roll Call:

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

Motion carried.

- Fidelity Investments: Rebecca Crocker moved to approve the purchase of two new CDs; \$200,000.00 for 3 months & \$100,000.00 for 6 months, supported by Laura Hughes.

Roll Call:

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

Motion carried.

Adjournment

7:15 p.m.

Laura Hughes, moved.

Andrew Churchill, supported.

Motion carried.

Respectfully submitted,
Stephanie Knepple