

**Cass District Library
Regular Board of Trustees Meeting
March 19, 2025 Main Branch
Minutes**

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

Present: President Eileen Toney, Treasurer Andrew Churchill, Trustees Sandra Asmus, Laura Hughes, and Rebecca Crocker. Director Barbara Gordon, Recorder Stephanie Knepple, Guests Tabitha Schafer, Carla Lowe, Shirley Andrews, Burne Miller, Arvin Delacruz of Abonmarche, Brandi Roberts, Alec Schaeffer of Kruggel Lawton CPAs, Amelia Barker-King of The Barton Group (Zoom).

Absent: Vice President Ron McAdam and Trustee Joe Gross.

Agenda: Laura Hughes moved to approve the agenda, supported by Rebecca Crocker. Motion carried.

Minutes: Rebecca Crocker moved to approve the February 2025 Minutes, supported by Sandra Asmus. Motion carried.

Public Comment:

- Tabitha Schafer, resident of Jefferson Township introduced herself and shared interest in the board member opening.
- Carla Lowe, resident of Ontwa Township introduced herself and shared interest in the board member opening.
- Burne Miller, resident of Howard Township introduced himself and shared interest in the board member opening. (At the end of the meeting Miller decided that due to other commitments he would remove his application from consideration).
- Shirley Andrews, resident of Ontwa Township introduced herself and shared interest in the board member opening.

Presentation of 2024 Audit, Alex Schaeffer, Partner, Kruggel Lawton CPAs

Andrew Churchill moved to accept the 2024 Audit with a change of date, supported by Rebecca Crocker. Motion carried.

Edwardsburg Build & Fundraising Update

- Arvin Decacruz, Abonmarche
 - Delacruz reported that the roof installation will begin within a week, refinements to entrance will be delivered next week. Suggested to host a Sign A Beam event for staff, donors, and board members.
- Amelia Barker-King, The Barton Group (via Zoom)
 - Barker-King shared a project update, contingency log, and billing and contract summary. Concluded with the schedule of completion date of winter 2025.

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Treasurer’s Report & Approval of Expenditures:

- Total Assets \$3,478,645.14, Total Income \$398,878.92, Total Administration Expenses \$2,705.42, Total Books/Periodicals/Videos/Audio \$11,852.87, Total Contracts/Professional Fees \$9,339.79, Total Equipment \$2,828.75, Total Miscellaneous Expenses \$5,297.51, Total Payroll Expenses 458,992.26, Total Programs and Promotions \$1,840.94, Total Repairs & Maintenance \$3,144.99, Total Telephone/Utilities \$6,283.21, Total Expenses \$102,285.74, Net Income \$296,593.18.
- Edwardsburg Capital Projects Fund: Total Assets\$3,999,898.30, Total Accounts Payable \$91,142.00, Total Other Current Liabilities \$118,295.00, Total Liabilities \$209,437.00, Total Equity \$3,790,461.30, Total Liabilities and Equity \$3,999,898.30

Rebecca Crocker moved to approve the expenditures, supported by Laura Hughes.

Roll Call:

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

Motion carried.

Correspondence: None to report.

Director’s Report

March 2025

Four Winds revenue was received on March 13th, totaling \$13,777.95. The annual PPT reimbursement was also deposited at the end of February, at \$8,258.75, exceeding the budget’s \$7,500 projection.

I was pleased to write a letter of support for MEC and their pursuit of additional grant funding to expand broadband internet access to rural areas.

I met with CDL’s insurance agent to review rates for the upcoming contract. CDL’s cost is up 11.7% due to increases in property value (from \$250 sq ft to \$300 sq ft) and the cyber policy. 2024’s premium was \$10,088 and 2025’s premium will be \$11,273. Lowering cyber coverage amounts would reduce overall costs.

After sharing the Local History internship description with Hesburgh Library, I am pleased to report that an interview has been scheduled with an affiliated applicant later this month.

I completed a grant application for support of the Edwardsburg Branch through Enbridge Energy. I also met with a representative from the Huntington Brank Foundation.

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On March 13th, Intersect Studio was at the Main Branch to begin work on the facilities master plan update.

I will be meeting with the Imagine Center team at the end of the month as the Village was awarded a \$50,000 grant from the Office of Rural Prosperity for the advancement of the project, including: *“establishing a legal framework for the project and solidifying key partnerships, positioning us to pursue additional grants and launch a fundraising campaign. Over the past 18 months, we’ve engaged with several promising potential partners who have expressed strong interest but wanted to see further progress in this area before committing. Now is an opportune time for our group to reconvene, assess where each stakeholder stands, and develop a strategic plan for moving forward.”*

The bankruptcy filing of JOANN may impact the availability of the Creative Bug database. I will keep the Board apprised of developments.

The Main Branch had some water issues this month, thanks to a roof leak from a known problem spot, and a plumbing equipment failure in the men’s public bathroom.

I will be attending and presenting at the Strong Connections, Strong Libraries conference at the Library of Michigan on March 21st.

It has been a challenging several weeks working through the transition to Polaris. While we are set to go-live on March 20th, there remains a significant amount of onboarding and training for some staff to work on over the next few months, including learning new processes for acquisition and becoming familiar with the suite of products related to marketing and promotion. This project has been a sure reminder that good things take time, patience, and much hard work.

Committee Reports: Andrew Churchill reported on behalf of the Finance Committee. The committee recently met and discussed the maturing CDs and suggested a 6 month CD. Concern expressed regarding possible loss of E-rate funding/USF grants, which could be a potential loss of \$85,000.

Unfinished Business:

- Hoopla circulation limits: Andrew Churchill suggested dropping circulation limits and cap prices.
- Hoopla borrowing will continue to be monitored and will be added to April’s meeting agenda again under Unfinished Business.

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New Business:

- Fidelity Investments: Laura Hughes moved to invest \$200,000.00 in a 6 month CD, supported by Andrew Churchill.

Roll Call:

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

Motion carried.

- Responses for RFP for lawn/snow: Rebecca Crocker moved to accept Prime Property's RFP for lawn/snow for the amount of \$5,460.00, supported by Andrew Churchill.

Roll Call:

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

Motion carried.

- Establish Huntington Bank merchant account: Laura Hughes moved to establish a Huntington Bank merchant account and authorized the Director to negotiate terms, supported by Sandra Asmus.
- Prospective Trustee Interviews: Current board members asked questions of those in attendance who are interested in the vacancy.

Adjournment:

7:54 p.m.

Laura Hughes, moved.

Rebecca Crocker, supported.

Motion carried.

Respectfully submitted,
Stephanie Knepple