

**Cass District Library  
Regular Board of Trustees Meeting  
July 17, 2024, Howard Branch  
Minutes**

President Eileen Toney called the meeting to order at 6:00 p.m. followed by the Pledge of Allegiance.

**Present:** President Eileen Toney, Vice President Ron McAdam, Treasurer Andrew Churchill, Trustees Laura Hughes, Rebecca Crocker, Susie Cleaver, Director Barbara Gordon, Guest Rhonda Belcher, Recorder Stephanie Knepple.

**Absent:** Trustees Sandra Asmus and Joe Gross.

**Agenda:** Andrew Churchill moved to approve the agenda, supported by Susie Cleaver. Motion carried.

**Minutes:** Rebecca Crocker moved to approve the June 2024 Meeting minutes, supported by Ron McAdam. Motion carried.

**Public Comment:** New Cass District Library employee Howard Branch Manager Rhonda Belcher introduced herself to the Board of Trustees.

**Edwardsburg Build Update:** Reference Director's Report.

**Treasurer's Report & Approval of Expenditures:**

- Treasurer Andrew Churchill submitted the report. Total Assets \$3,386,109.48, Total Income \$6,866.34, Total Administration Expenses \$1,776.59, Total Books/Periodicals/Videos/Audio \$12,582.01, Total Contracts/Professional Fees \$4,265.26, Total Equipment \$1,370.49, Total Miscellaneous Expenses \$6,168.92, Total Payroll Expenses \$57,750.35, Total Programs and Promotions \$4,182.82, Total Repairs & Maintenance \$1,149.49, Total Telephone/Utilities \$4,460.33, Total Expenses \$93,706.26, Net Income -\$86,839.92.
- Edwardsburg Capital Project Fund: Total Assets \$253,884.70, Total Account Payable \$0, Total Liabilities \$0, Total Equity \$253,884.70, Total Liabilities and Equity \$253,884.70, Total Revenue \$275.21, Total Expenditures \$9,330.00, Net Revenue -\$9,054.79.

Ron McAdam moved to approve the expenditures, supported by Laura Hughes.

Roll Call:

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

Motion carried.

**Correspondence:** Director Barbara Gordon shared the updated schedule from Baird. Schedule is attached to the board packet.

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**Director's Report**  
July 2024

Edwardsburg Build Updates:

- The MDOT permit has been approved and is in hand!
- Cornerstone issued the first construction invoice at \$73,244.03.
- Updates on the bond sale will be given at the Board meeting, following a progress meeting on July 16 th.
- Two quotes for moving the collections from the current branch to the new branch were obtained and both were very close in price, approximately \$20,000. Depending on the level of staff & volunteer involvement, this cost could be less. This expense will be accounted for in the preparation of the FY2025 budget.
- Library Design submitted a quote for new library shelving at \$129,365. This will be the most expensive furnishings purchase.
- With TBG, additional quotes are being obtained for security cameras.
- I am working on a grant through the Michigan Arts & Culture Council which is granting awards of up to \$30,000 for facility improvement. Awardees will be announced in September.
- I am pleased to report fundraising efforts are underway. I have received a verbal commitment from a private donor for \$5,000. I have had an initial meeting with the AEP Foundation and will meet with representatives from MEC on July 19 th . I also introduced the capital campaign to the Village of Edwardsburg Board and will attend the Edwardsburg Chamber meeting in August. Our website host/designer is making updates to our project page to include enhanced fundraising information.
- I have started the conversation with our primary book supplier, Baker & Taylor, to build a quote for opening day collection services for the new branch which will entail the temporary rental of books to ensure shelves are full.
- TBG is working with Esper Electric to price infrastructure work needed for 2-3 EV chargers. Based on a recent MLA webinar, the installation of a few level 2 chargers is not a significant cost but will require CDL policies on use.

District Updates:

- The Mason Union Branch will be closed on November 5 th for election day.
- Next month's financials will reflect a \$3,500 grant from Southwest Michigan Library Cooperative.
- CPR training for staff is available through the local health department at \$40 per person. I am considering this investment as part of an upcoming staff day and would appreciate any feedback.
- Google is continuing to raise prices for email services which are now at \$648.00 a month. The switch away from Google to a Microsoft 365 environment has been discussed previously but will prove difficult and costly. I will investigate this again ahead of August's meeting.

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-The FY25 budget for the State included an additional \$ 1 million in state aid allocation for libraries. CDL will receive an approximate \$2,000 increase in state aid revenues next year.

-Despite a small drop in circulation and foot traffic, SRP has boasted strong programming numbers. In June, 1,049 people attended programs. Visits from Potawatomi Zoo and Big Truck Day were the most popular. Final participation numbers will be reported next month.

-At the Main Branch, many windows have leaked during the recent storms.

-Summer intern Leah Peluchowski has been an extraordinary asset. She and I have made significant progress in the organization of the archives at the Local History Branch. She has contributed to programming and will assist at Kiddies' Day at the Cass County Fair and the annual book sale at Main the week of July 29th .

-The Justice Department passed a new rule on website and mobile accessibility guidelines under Title II of the ADA. This rule requires state and local government entities to adhere to "WCAG 2.1 Level AA success criteria and conformance requirements." (Web Content Accessibility Guidelines). More information about these requirements and costs for compliance will be discussed with new business.

**Committee Reports:**

- Ron McAdam reported the custom wood gate which securs entry to the shed/utility area at the Main Branch was \$350.00. McAdam plans to power wash and stain the fence to match. He will also install the handrail going up to the second floor at the Local History Branch.
- Terry Proctor will be volunteering at the Local History Branch to help with sorting and identifying artifacts.
- The next Imagine Center partners meeting is scheduled for August 8th at 10:00am.

**Unfinished Business:**

- Fundraising: Barbara Gordon reported that she has presented the fundraising packets to the Village of Edwardsburg Board and will be speaking with the Edwardsburg Chamber of Commerce before the next meeting. A master sheet of donors and potential donors will be circulated at the August meeting.

**New Business:**

- Pixelvine SEO Pro Package quote-Municipal for required ADA compliance on library website.
  - No action taken. The update will need to be completed within the next 2 years. Director Gordon will investigate other approaches and gather quotes.

**Adjournment**

7:38 p.m.

Susie Cleaver, moved. Laura Hughes, supported. Motion carried.

Respectfully submitted,  
Stephanie Knepple