

**Cass District Library
Regular Board of Trustees Meeting
May 21, 2025 Main Branch
Minutes**

President Eileen Toney called the meeting to order at 6:21 p.m. followed by the Pledge of Allegiance.

Present: President Eileen Toney, Vice President Ron McAdam, Treasurer Andrew Churchill, Trustees Sandra Asmus, Laura Hughes, Rebecca Crocker, Joe Gross, Director Barbara Gordon, Recorder Stephanie Knepple, Guests Arvin Delacruz of Abonmarch, Amelia Barker-King of The Barton Group, and Rhonda Belcher.

Absent: Trustee Tabitha Schafer

Agenda: Laura Hughes moved to approve the agenda, supported by Joe Gross. Motion carried.

Minutes: Ron McAdam moved to approve the April 2025 Minutes, supported by Laura Hughes. Motion carried.

Minutes: Ron McAdam moved to approve the April Work Session Minutes, supported by Joe Gross. Motion carried.

Public Comment: None to report.

Brian Mortimore, SPHR Mortimore Consulting LLC: Mortimore joined via zoom, introduced himself and shared his process of finding a library director.

Edwardsburg Build & Fundraising Update

- Arvin Delacruz, Abonmarche
 - Shared an assortment of sound barrier designs for the meeting room.
 - The board agreed to not spend more than \$20,000.00 on the donor wall.
- Amelia Barker-King, The Barton Group
 - Construction update 43% complete.

Treasurer's Report & Approval of Expenditures

- Total Assets \$4,374,514.12, Total Income \$775,078.44, Total Administration Expenses \$1,441.12, Total Books/Periodicals/Videos/Audio \$9,672.21, Total Contracts/Professional Fees \$6,248.56, Total Equipment \$56,059.61, Total Miscellaneous Expenses \$754.72, Total Payroll Expenses \$88,170.49, Total Programs and Promotions \$1,804.72, Total Repairs & Maintenance \$3,726.43, Total Telephone/Utilities \$5,377.26, Total Expenses \$281,105.12, Net Income \$493,973.32.
- Edwardsburg Capital Projects Fund: Total Assets \$3,685,845.71, Total Accounts Payable \$92,342.00, Total Other Current Liabilities \$118,295.00, Total Liabilities \$210,637.00, Total Equity \$3,475,208.713, Total Liabilities and Equity \$3,685,845.71.

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

Roll Call:

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

Motion carried.

Correspondence:

- Gordon shared a notice received from MI MDHHS that due to a loss of federal funding, public libraries in the state no longer have access to free COVID-19 test kits for patrons.
- Gordon shared United Way VITA Program's appreciation for allowing them to utilize the library's space during tax season.

Director's Report:

May 2025

All remaining Board meetings for 2025 have been scheduled at the Main Branch.

Since implementing Hoopla changes May 1st, there have been some complaints about the loss of popular titles. The changes have made a significant difference in cost, as the total bill for May as of the 15th is \$1,880.24. If complaints continue, the Board could revisit adding titles back to the collection but reducing the number of checkouts.

On May 13th, Federal Judge John J. McConnell, Jr. issued a preliminary injunction in the case brought by 21 Attorneys General over the Trump administration's dismantling of the Institute for Museum and Library Services (IMLS). The ruling orders IMLS to reverse any actions taken to comply with President Trump's Executive Order 14238, "Continuing the Reduction of the Federal Bureaucracy." IMLS must take actions to restore the agency to its pre-Executive Order functions and staffing, resume grants and contracts, disburse funds, release awarded funds, and, within 7 days, file a status report confirming full compliance.

The annual summer reading program kicks off at all locations June 9th and runs through August 9th. This year's program, Color Our World, has more prizes and offers alternative ways to earn rewards (like signing a song with your child or attending a program) per patron feedback.

The Southwest Michigan Digital Library group voted to join the state-wide consortium for OverDrive. Local patrons will receive first priority for all holds and requests but will soon have access to other Libby collections across the state at no additional charge.

The renewal for Creativebug is due on June 30th at \$1,375.00 for 12 months. If use this year matches 2024's usage of 147 users, the amount per use is \$9.35.

An update on staff vacancies will be given at the meeting. There are two full-time vacancies, the Howard Branch Manager and Marketing and Program Coordinator roles, in addition to the Library Director vacancy.

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A \$100,000 Fidelity CD will mature on June 4th from PNC Bank. Three CDs remain for the year, one will mature in August, and two will mature in September.

CDL received its 2024 rent bill from Mason Township, reflecting the new agreement to cover one-third of the "hall costs". The amount is \$6,936.26 and was accompanied by an itemized register of expenses.

The L4029 for 2025 arrived, showing last year's millage rate of 0.7468 reduced to 0.7397. But, due to an increase in the total taxable value for Cass County in 2025, CDL can expect an income of \$1,814,400.81 for the 2026 fiscal year, assuming 100% collection.

The updated Facilities Master Plan for the Main Branch was delivered and is included in the meeting packet. Despite the significant investments made to the space since 2021, the total probable cost for repairs and improvements has increased by \$220,000 since the first report, now totaling \$880,225. I would recommend a presentation from Intersect to at least the Facilities Committee to ascertain options related to the Imagine Center and Main Branch renovations.

The reimbursement from AEP for lighting upgrades at the Howard Branch was \$1,560.00.

Committee Reports: Ron McAdam, representing the Facilities Committee, suggested for the Facilities Committee to meet with Bill of Intersect and have him walk through the report.

Unfinished Business:

New Board Committee-Advisory: No new updates to report.

New Business:

- Payment to Moore Brother's - general fund or project fund, Fidelity?: Vote is not needed. Expense to be paid from the Edwardsburg Build Fund.
- 2025 Budget amendments:
 - Rebecca Crocker moved to approve the 2025 budget amendments, supported by Andrew Churchill.
Roll Call:

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

Motion carried.
- Library Director resignation
 - Andrew Churchill moved to approve Director Barbara Gordon's resignation, supported by Rebecca Crocker. Motion carried.
Roll Call:

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

Motion carried.

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- Proposal from Mortimore Consulting, LLC
 - Laura Hughes moved to approve Mortimore Consulting, LLC proposal for the amount of \$18,000.00, supported by Sandra Asmus.
Roll Call:

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

Motion carried.
- Interim Library Director job description
 - Joe Gross moved to approve the Interim Library Director job description, supported by Ron McAdam. Motion carried.
- Interim Library Director memorandum
 - Joe Gross moved to approve Rhonda Belcher as Interim Library Director effective June 16th, supported by Andrew Churchill. Motion carried.
- Huntington Bank & Fidelity signatures
 - Laura Hughes moved to approve adding Rhonda Belcher to Huntington Bank & Fidelity as an administrator with signing responsibilities and to remove Barbara Gordon from said accounts, supported by Ron McAdam. Motion carried.
- CD PNC June 4th
 - Sandra Asmus moved to approve placing \$100,000.00 in a 6 month CD, supported by Andrew Churchill. Motion carried.
- Annual Report: Barbara Gordon shared the Annual Report

Adjournment:

8:10 p.m.

Ron McAdam, moved.

Andrew Churchill, supported.

Motion carried.

Respectfully submitted,
Stephanie Knepple