

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

President Eileen Toney called the meeting to order at 6:28 p.m.

**Present:** President Eileen Toney, Vice President Ron McAdam, Treasurer Andrew Churchill, Trustees Sandra Asmus, Joe Gross, Laura Hughes, Director Barbara Gordon, Guest Gerry Bundle (Zoom), and Recorder Stephanie Knepple.

**Absent:** Trustee Rebecca Crocker.

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

**Minutes:** Laura Hughes moved to approve the October 2024 Minutes, supported by Ron McAdam. Motion carried.

**Public Comment:** None to report.

**Edwardsburg Build Update & Fundraising:**

- Fundraising discussion
  - Director Barbara Gordon shared the project update report provided by The Barton Group. Updated included asphalt base, underground utilities, and steel arrival. The report is attached to the board packet.
  - T-shirts and ornaments are now on sale; proceeds will benefit the Edwardsburg Branch. T-shirt sales have been successful.

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

Treasurer Andrew Churchill submitted the report.

- Total Assets \$3,123,268.06, Total Income \$7,594.95, Total Administration Expenses \$2,711.38, Total Books/Periodicals/Videos/Audio \$23,486.58, Total Contracts/Professional Fees \$5,957.04, Total Equipment \$485.08, Total Miscellaneous Expenses \$4,316.13, Total Payroll Expenses \$88,277.25, Total Programs and Promotions \$1,151.49, Total Repairs & Maintenance \$3,359.15, Total Telephone/Utilities \$5,762.73, Total Expenses \$194,824.33, Net Income -\$187,229.38.
- Edwardsburg Capital Projects Fund: Total Assets \$4,677,739.87, Total Accounts Payable \$0.00, Total Liabilities \$0.00, Total Equity \$4,677,739.87, Total Liabilities and Equity \$4,677,739.87. Total Revenue \$4,090.02, Total Expenditures \$132,133.57, Net Revenue -\$128,023.55.

Joe Gross moved to approve the expenditures, supported by Ron McAdam.

Roll Call:

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

Motion carried.

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**Correspondence:** Director Barbara Gordon received an anonymous email correspondence citing concerns of the many animals that lost their homes due to the construction of the Edwardsburg Branch. Email is attached to the board packet.

**Director's Report:**  
November 2024

With much help from Cornerstone, steel work at the site is scheduled to begin the week of November 18<sup>th</sup>. Pictures and a press release will follow!

T-shirts and ornaments are now on sale to support fundraising efforts for the Edwardsburg Branch.

The Main Branch had a tremendous turnout for the Spooktacular program this year with 469 in attendance. Kudos to all our programming staff who continue to create wonderful, engaging, and quality opportunities for patrons!

The Edwardsburg promotional video featuring Jasper from On Base Productions won a silver Davey Award.

The annual state aid report is in process.

For the staff meeting on December 19<sup>th</sup>, a trainer from Midwest Collaborative for Library Services (MCLS) will be conducting a 3.5 hour session on change management for staff.

Staff self-evaluations have been completed. I will meet one-on-one with employees in the coming weeks to review their year. I also asked staff for wish list items and am working on fulfilling those requests with remaining budget funds or have planned for items in the 2025 budget.

This month I met one-on-one with all branch managers at their respective locations to address questions and concerns regarding their collections and facilities.

The Edwardsburg Branch Manager position has been posted on Indeed, the Michigan Library Association job board, and shared through the Cooperative's regional listserv. Applications have been sparse thus far. The job is currently advertised to accept applications through November 22<sup>nd</sup>.

At the end of previous years, there has not been much business for the Library Board, however, the upcoming December meeting will have the 2024 budget amendments, 2025 holiday and meeting schedules, personnel policy updates, and decisions regarding patron data in Polaris. I have also invited Bill LaDitka from Intersect Studio to present an updated proposal Intersect feels is more in line with our objectives and expectations for the Main Branch facilities master plan update.

**Committee Reports:**

- Ron McAdam shared that he would like to schedule a meeting with the Facilities Committee before the next board meeting.

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- Joe Gross reported on behalf of the Personnel Committee that vacation time and related benefits will be reviewed in 2025.

**Unfinished Business:** None to report.

**New Business:**

- Huntington Bank RFP for Investment Services
  - Andrew Churchill moved to approve Huntington Bank RFP for Investment Services, supported by Laura Hughes.Roll Call:

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

Motion carried.
- Fidelity Investments
  - Sandra Asmus moved to approve to invest \$200,000.00 in a 3 month CD, \$100,000.00 in a 6 month CD, \$60,000.00 in a 9 month CD, supported by Joe Gross.Roll Call:

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

Motion carried.
- Hoopla circulation limits and budget: Tabled for further review and discussion in December.
- Local History Branch Holiday Recess (12/23-1/4)
  - Board members agreed with Director Barbara Gordon to close Local History for a Holiday Recess (12/23-1/4)
- One-time salary adjustment for CDL staff
  - Andrew Churchill moved to approve a one-time salary adjustment for all CDL staff for the amount of \$250.00 after tax, supported by Joe Gross. Motion carried.
- Director's Contract (closed session):
  - 7:46 p.m. Joe Gross moved to go into closed session, under Section 8(a) of the Open Meetings Act, supported by Laura Hughes. Motion carried.
  - 7:52 p.m. Andrew Churchill moved to end the closed session, supported by Ron McAdam. Motion carried.

**Adjournment:** Joe Gross moved to adjourn at 7:52 p.m., supported by Ron McAdam. Motion carried.

Respectfully submitted: Stephanie Knepple