

**Cass District Library
Regular Board of Trustees Meeting
September 18, 2024, Edwardsburg Branch
Minutes**

President Eileen Toney called the meeting to order at 5:16 p.m. followed by the Pledge of Allegiance.

Present: President Eileen Toney, Vice President Ron McAdam, Trustees Sandra Asmus, Joe Gross, Laura Hughes, Rebecca Crocker, Director Barbara Gordon, Guests Matt Nerurerburg of Abonmarche, Amelia Barker-King of The Barton Group (Zoom), Gary Bundle, and Recorder Stephanie Knepple.

Absent: Treasurer Andrew Churchill.

Agenda: Ron McAdam moved to approve the agenda, supported by Joe Gross, motion carried.

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

Public Comment: None to report.

Edwardsburg Build Update & Fundraising:

- Matt Neurerburg, Abonmarche: Neurerburg shared an update of the current happenings at the build site. Concrete slab to be poured next week, steel will be delivered in October, and the parking lot is being developed. A board with samples of the interior finishes was presented.
- Amelia Barker-King, The Barton Group (Zoom): Shared building update report. Attached to the board packet.
- Fundraising discussion: Director Barbara Gordon reported that since the last board meeting there has not been any new donations. Trustee Joe Gross expressed that he will work on the donor list and encouraged other Trustees to take on connecting with some of the identified possible donors. Barbara Gordon and Molly Harwood are preparing designs for t-shirts to be sold.

Treasurer's Report & Approval of Expenditures:

- Director Barbara Gordon submitted the report. Total Assets \$3,354,141.69, Total Income \$18,219.55, Total Administration Expenses \$1,310.31, Total Books/Periodicals/Videos/Audio \$10,110.37, Total Contracts/Professional Fees \$14,573.74, Total Equipment \$33.99, Total Miscellaneous Expenses \$10,806.34, Total Payroll Expenses \$60,762.79, Total Programs and Promotions \$3,990.45, Total Repairs & Maintenance 42,994.18, Total Telephone/Utilities \$13,293.13, Total Expenses \$117,875.30, Net Income -\$99,655.75.
- Edwardsburg Capital Project Fun: Total Assets \$5,104,452.23, Total Accounts Payable \$3,000.00, Total Liabilities \$3,000.00, Total Liabilities and Equity \$5,101,452.23, Total Revenue \$1,437.52, Total Expenditures \$12,285.00, Total Other Revenue \$5,095,561.61, Total Revenue \$5,084,714.13.

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

Roll Call:

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

Motion carried.

Correspondence: None to report.

Director's Report:

September 2024

-While the meeting will have several updates from all parties regarding the Edwardsburg Build project, there are two matters to highlight:

-The notion of a left turn onto US12 to exit the property has been raised by some concerned residents. A decision must be made soon as the base layer for the drive will be installed this fall. MDOT does not have an issue with a left exit nor does the Village of Edwardsburg.

-No monetary donations have been received since the August meeting.

-From September 30th through October 1st, the Main Branch will host a silent auction fundraiser for the collection of Alice Lewis prints and original watercolors. Proceeds will benefit the Edwardsburg Build.

-CDL is without a notary as Brandi Roberts elected to not renew her license. There are certain advantages to providing this service, as well as some considerations. CDL should consider covering associated costs for the employee if notary services are desired.

-The August statistics highlight the ever-grown popularity of CDL's digital collections. Hoopla expenses were high during the summer months. Depending on use this fall, lowering borrowing limits/cost per item may need to be explored:

Sep 2023	\$3,683.17
Oct 2023	\$3,784.83
Nov 2023	\$3,377.31
Dec 2023	\$3,514.14
Jan 2024	\$3,766.03
Feb 2024	\$3,765.19
Mar 2024	\$3,932.46
Apr 2024	\$4,014.79
May 2024	\$4,191.13
Jun 2024	\$4,329.91

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Jul 2024	\$4,530.52
Aug 2024	\$4,445.01

-September is National Library Card Sign-Up Month. This year new card registrants can have their photo taken with an extra-large CDL library card. These photos are receiving great engagement on our Facebook page.

-One quote for \$2,000 has been received for junk removal of the items in the basement at Edwardsburg. The Board may also wish to consider an auction of furniture and shelving. A budget for this process should be set and the work completed this fiscal year if possible.

-MDHHS will soon provide air purifiers for public libraries free of cost, with additional filters. Branches are looking forward to these devices ahead of flu season.

-Budget work for the 2025 fiscal year has started and major items of consideration are additional hotspots, new upholstered seating for Main, LED lights for Howard, minimum wage increases to \$12.48/hr, and a paid summer intern at Local History.

-Trustees are invited to join the CDL table at the Edwardsburg Fall Festival, Saturday September 21st from 10-2pm.

Committee Reports:

- Joe Gross reported on behalf of the Personnel Committee-a performance review of Director Barbara Gordon will be completed in October.
- Ron McAdam reported on behalf of the Facilities Committee that he is currently working on the Silent Auction Fundraiser: Alice Lewis Artworks September 30-October 12th. McAdam also reported that he, Barbara Gordon, and Laura Hughes recently looked at eight possible locations for a new Main Branch location.

Unfinished Business:

- Board Vacancy discussion: Cassopolis resident Gary Bundle introduced himself and shared his interest in joining the Board as a Trustee.

New Business:

- Main Branch Facilities Master Plan update-bid Intersect/Bialosky
 - Ron McAdam moved to approve the Main Branch Facilities Master Plan update-bid Intersect/Bialosky for the amount of \$8,650.00, supported by Rebecca Crocker. Roll Call:

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

Motion carried.

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- Trustee At-Large appointment:
 - Ron McAdam made a recommendation for the appointment of Gary Bundle to the vacant Trustee At-Large position, supported by Joe Gross. Motion carried.

Adjournment:

6:37 p.m.

Ron McAdam, moved.

Joe Gross, supported.

Motion carried.

Respectfully submitted,
Stephanie Knepple