

**Cass District Library  
Regular Board of Trustees Meeting  
August 21, 2024, Mason/Union Branch  
Minutes**

President Eileen Toney called the meeting to order at 6:01 p.m. followed by the Pledge of Allegiance.

**Present:** President Eileen Toney, Vice President Ron McAdam, Treasurer Andrew Churchill, Trustees Sandra Asmus, Joe Gross, Laura Hughes, Susie Cleaver, Director Barbara Gordon, Recorder Stephanie Knepple, and Guest Polly Mitchell.

**Absent:** Trustee Rebecca Crocker.

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

**Minutes:** Susie Cleaver moved to approve the July 2024 Meeting Minutes, supported by Ron McAdam. Motion carried.

**Public Comment:** Guest Polly Mitchell expressed her interest in serving on the library board. Mitchell currently teaches at SMC and is retired from Pokagon Band of Potawatomi, possessing a Masters Degree in Education.

**Edwardsburg Build Update & Fundraising:**

- CDL donor acknowledgement
  - Director Barbara Gordon reported that the foundation slab will be poured by the end of the month. That means all the underground utility work-plumbing, electrical, and sleeves for tech conduits, is nearly done. Unfortunately, steel is delayed at 4-6 weeks, which is the next major part of the build. During that time, site work will continue. Now that underground utilities are in place, work can begin connecting the building to the Village's water supply. Temporary power is also up and running on-site. Regarding project completion, we do not have an exact date yet but we are still looking at sometime next summer.
  - Donor list is attached to the board packet.
  - Trustee Joe Gross offered to draft a donor letter.

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

- Treasurer Andrew Churchill submitted the report. Total Assets \$3,436,216.27, Total Income \$154,626.95, Total Administration Expenses \$2,102.89, Total Books/Periodicals/Videos/Audio \$16,623.96, Total Contract/Professional Fees \$6,574.92, Total Equipment \$1,289.31, Total Miscellaneous Expenses \$4,641.55, Total Payroll Expenses \$60,761.61, Total Programs and Promotions \$2,502.93, Total Repairs & Maintenance \$7,619.13, Total Telephone/Utilities \$5,017.76, Total Expenses \$107,134.06, Net Income \$47,492.89.

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- Edwardsburg Capital Project Fund: Total Assets \$167,689.12, Total Accounts Payable \$150,951.02, Total Liabilities \$150,951.02, Total Equity \$16,738.10, Total Liabilities and Equity \$167,689.12, Total Revenue \$235.25, Total Expenditures \$237,381.85, Net Revenue -\$237,146.60.

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	Susie Cleaver	Yes

Motion carried.

**Correspondence:** Director Barbara Gordon received an inquiry from the previous property owner of the new Edwardsburg Branch site asking for clarification on a walking trail and other project specifics that were published in August's The Voice. Gordon clarified that she did not submit an article to The Edwardsburg Voice.

**Director's Report:**

August 2024

On August 22nd the bond sale will close. Please see the following page for the sale's final structure to Bernardi Securities. CDL received an impressive seven bids despite recent market volatility, an excellent reflection of the Library's creditworthiness, excellent preparatory work, and strong rating.

Summer reading was a success! This year 2,196 patrons attended programs while last year's program attendance was 1,243. The Main Branch's annual book sale was the best yet with 241 attending and \$1,113.61 profits earned.

There have been changes to the lawn and plowing services for Howard and Edwardsburg. These locations will now be serviced by McCall's Outdoor Chores who currently maintains the grounds at Mason Township.

The outreach team is participating in several back-to-school events in the coming weeks. Molly Harwood attended an event at White Pigeon's Central Elementary and connected with 106 attendees. Molly also worked with Jon Wuepper and set up a CDL display for the annual Underground Railroad Days.

I was happy to write a letter of support for the Southwest Michigan Planning Commission to serve as this region's Broadband Internet Resource Hub for the MITTEN grant.

The second-floor air conditioner at Local History was recently serviced after a late-night alarm indicated a water leak.

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The Edwardsburg Area Chamber of Commerce Fall Festival and Art Fair is happening on Saturday, September 21<sup>st</sup>. A team of CDL employees, including me, will be attending to promote the capital campaign. Additional help is most welcome!

There is an upcoming Trustee Roundtable at Van Buren District Library, 9/19,2024, 1:00pm-3:30pm, Webster Memorial Branch - Community Room located at 200 N Phelps St. in Decatur, MI. This Michigan Library Trustee gathering is to encourage conversations between trustees from different libraries. It will include an overview of resources available to Michigan public library trustees and a Board Q & A. There are also two upcoming online trainings via the Library of Michigan.

- Trustee Training 101 , 10/21/2024 10:00am - 12:00pm EST
- Trustee Training 102 , 10/28/2024 10:00am - 12:00pm EST

**Committee Reports:**

- Ron McAdam reported on behalf of the Facilities Committee powerwashing was completed on the fenced utility enclosure at the Main Branch and suggested contacting the County about obtaining permission for a mural on the utility building directly behind the Main Branch.
- Andrew Churchill reported on behalf of the Finance Committee bond money will be received Thursday, August 22nd. The library received AA rating and interest rate will be 4%.

**New Business:**

- Imagine Center attorney/legal fees commitment: Gordon reported that Imagine Center Partners (the Village of Cassopolis, Tri-County Head Start, and CDL) were asked to commit \$10,000.00 for attorney/legal fees to establish a governing board and/or legal entity who can take ownership of the project. After discussion, no motion was made to contribute at this time.
- Fidelity Investments: Joe Gross moved to invest \$250,000 in a 12 month CD and \$200,000 in a 3 month CD with Fidelity Investments. Andrew Churchill supported.

Roll Call:

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

Motion carried.

- Innovative Polaris: Sandra Asmus moved to accept the Innovative Polaris proposal of \$97,309.00, Laura Hughes supported.

Roll Call:

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

Motion carried.

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- Trustee At-Large resignation  
Laura Hughes moved to approve Susie Cleaver's trustee at-large resignation, supported by Andrew Churchill. Motion carried.

**Adjournment:**

7:32 p.m.

Joe Gross, moved.

Ron McAdam, supported.

Motion carried.

Respectfully submitted,  
Stephanie Knepple