

**Cass District Library
Regular Board of Trustees Meeting
December 11, 2024 Main 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, Trustees Sandra Asmus, Joe Gross, Laura Hughes, and Rebecca Crocker. Guests Amelia Barker-King of The Barton Group, and Bill LaDitka of Intersect Studio, Director Barbara Gordon, and Recorder Stephanie Knepple.

Absent: Treasurer Andrew Churchill.

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

Minutes:

Ron McAdam moved to approve the November 2024 Minutes, supported by Sandra Asmus. Motion carried.

Joe Gross moved to approve the 2025 Budget Hearing Meeting Minutes, supported by Rebecca Crocker. Motion carried.

Public Comment: None to report.

Edwardsburg Build Update & Fundraising

- Amelia Barker-King, The Barton Group
 - Amelia Barker-King presented to the Board the Billing and Contract Summary, Contingency Log, and Project Summary-Project Update.
- Fundraising discussion: Gordon reported that t-shirt and ornament sales have been successful.

Bill La Ditka, Intersect Studio: Presented an updated proposal of Main Branch Facility Master Plan. Proposal included Main Facilities Update - \$8,650.00, Main Reno Budget Update - \$4,900.00, Main Library Program & Budget \$14,800, Community Engagement Info \$Included, Total: \$28,350.00. The discussion was tabled and will be placed under old business for January's Board Meeting.

Treasurer's Report:

Director Barbara Gordon submitted the report.

- Total Assets \$2,971,230.83, Total Income \$19,523.08, Total Administration Expenses -\$676.31, Total Books/Periodicals/Videos/Audio \$16,428.23, Total Contracts/Professional Fees \$6,957.89, Total Equipment \$49,914.65, Total Miscellaneous Expenses \$5,547.49, Total Payroll Expenses \$70,032.91, Total Programs and Promotions \$4,015.32, Total Repairs & Maintenance \$1,362.67, Total Telephone/Utilities \$4,289.48, Total Expenses \$157,872.33, Net Income -\$138,349.25.

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- Edwardsburg Capital Projects Fund: Total Assets \$4,375,333.76, Total Accounts Payable \$3,925.00, Total Liabilities \$3,925.00, Total Equity \$4,371,408.76, Total Liabilities and Equity \$4,375,333.76, Total Revenue \$3,379.43, Total Expenditures \$309,710.54, Net Revenue -\$306,331.11.

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: Director Barbara Gordon shared a letter from Pokagon Band Dowagiac Area Local Revenue Sharing Board.

Director's Report:

December 2024

What a whirlwind this year has been! I find it incredibly uplifting and exciting to think about December of 2025, when CDL will have celebrated the opening of the Edwardsburg Branch. A very big thank you to all Board members, staff members, and donors who have helped get this project off the ground this year!



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One-on-one meetings with staff members for annual evaluations are nearly complete. Once again I enjoyed the chance to connect with everyone and to reflect on a great year. Again, there have been HVAC difficulties at the Howard Branch. I will solicit estimates for new furnaces for the Board's consideration.

Molly Welsch has accepted the promotion to work full-time in circulation at Edwardsburg, effective Jan. 1. The application deadline for the Branch Manager position was extended to the end of the month.

With Edwardsburg project meetings, wrapping up the fiscal year, evaluation meetings, and Polaris preparation, the staff and I have had a busy few weeks and will continue to have much to do before year-end. I hope to complete the State Aid report by then as well.

Committee Reports: Joe Gross presented on behalf of the personnel committee will refresh the vacation policy in the new year.

Unfinished Business:

- Hoopla circulation limits and budget
 - The circulation limit will drop to 8 as of January 1, 2025.
 - Barbara Gordon instructed to investigate the feasibility of limiting Hoopla use to in-district patrons only.

New Business:

- LaGrange Township Trustee reappointment
 - Laura Hughes moved to approve the recommendation for the reappointment of Trustee Andrew Churchill's 4 year term, supported by Joe Gross. Motion carried.
- 2025 holiday schedule and 2025 staff meeting schedule
 - Rebecca Crocker moved to approve the 2025 holiday and staff meeting schedules, supported by Laura Hughes. Motion carried.
- Abonmarch-project scope change directive
 - Joe Gross moved to reject Abonmarche's \$10,500 contract extension invoice, 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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- 2024 budget amendments:
 - Laura Hughes moved to approve the 2024 budget amendments, supported by Sandra Asmus

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.

Adjournment:

7:30 p.m.

Ron McAdam, moved.

Rebecca Crocker, supported.

Motion carried.

Respectfully Submitted,
Stephanie Knepple