

**Cass District Library
Regular Board of Trustees Meeting
October 16, 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, Treasurer Andrew Churchill, Trustees Joe Gross, Laura Hughes, Rebecca Crocker, Director Barbara Gordon, Guests Gerry Bundle, Jen Sawyer of The Barton Group (Zoom), and Recorder Stephanie Knepple.

Absent: Trustee Sandra Asmus.

Agenda: Andrew Churchill moved to approve the agenda, supported by Rebecca Crocker. Motion carried.

Minutes: Ron McAdam moved to approve the September 2024 Meeting Minutes, supported by Joe Gross. Motion carried.

Public Comment: None to report.

Edwardsburg Build Update & Fundraising:

- The Barton Group (Zoom): Jen Sawyer presented to the board the Billing Contact Summary, Contingency Log, and project update including underground utilities, sitework, and concrete.
- Fundraising discussion:
 - Director Barbara Gordon shared that she and Molly H. have been working on t-shirts and Christmas ornaments to sell, with hopes that both items are available in November.
 - Silent Auction Profits: 22 paintings were available for sale. 14 paintings were sold at the auction for a profit of \$1,010.00. The remaining 8 paintings were suggested to sell as a lot together.

Treasurer's Report & Approval of Expenditures:

Treasurer Andrew Churchill submitted the reports.

- Total Assets \$3,253,418.46, Total Income \$12,301.69, Total Administration Expenses \$2,800.89, Total Books/Periodicals/Videos/Audio \$11,945.05, Total Contracts/Professional Fees \$3,785.47, Total Miscellaneous Expenses \$4,701.05, Total Payroll Expenses \$63,375.66, \$1,472.01, Total Repairs & Maintenance \$4,399.31, Total Telephone/Utilities \$5,227.50, Total Expenses \$97,706.94, Net Income -\$85,405.25.
- Edwardsburg Capital Projects Fund: Total Assets \$4,805,763.42, Total Accounts Payable 0, Total Liabilities 0, Total Liabilities and Equity \$4,805,763.42, Total Revenue \$4,229.26, Total Expenditures \$299,918.07, Net Revenue -\$295,688.81.

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

Roll Call:

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

Motion carried.

Correspondence: None to report.

Director's Report: October 2024

Since the September Board meeting, much preparatory work has gone into the 2025 budget, the compilation of data for the State Aid Report which opened on Oct. 1, handling numerous items for the Edwardsburg project, covering substitution shifts at the Local History Branch, and working on the upcoming Polaris project.

There has not been any staff interest thus far in notary services. Last month's meeting did not allow for a discussion regarding basement cleanout/junk removal at Edwardsburg. Would it be best to establish a not to exceed price?

The Cass County BOC Appointments Committee meets at 4 p.m. on the first Thursday of April, June, August, October, and December. Therefore, I do not expect a decision regarding Gerry Bundle's appointment to the Library Board until December.

United Way has asked to use the Main Branch again as a VITA tax assistance location in 2025 and we are happy to continue this valued service.

The Edwardsburg Fall Festival was very hot but well attended. It was a good opportunity for me to connect with that portion of our service area, the excitement continues!

Eileen Toney and I attended the Michigan Gateway Community Foundation annual event held at the COA on October 10th. It was a wonderful event and we were able to connect with several community stakeholders. We are penciled in as hosts for this event in 2026.

The University of Michigan has compiled the survey data we collected from patrons as part of my participation in the Post-Pandemic Public Library Directors cohort. CDL received 249 responses and the final report will have both individual branch summaries as well as an overall look at the district. The data is a small sample but is an overall positive snapshot of our services.

There is nothing to report yet on the update to the Main Branch Facilities Master Plan.

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Molly Harwood and I are still working on etched glass Christmas ornaments with Bolt Laserworks and a t-shirt order for winter fundraising for Edwardsburg.

Committee Reports:

- Joe Gross reported on the behalf of the Personnel Committee prior to the Board Meeting a performance review was completed with Barbara Gordon. The committee will meet to review Gordon's 2025 contract.
- Andrew Churchill reported on behalf of the Finance Committee which will meet and review the 2025 draft budget, possibly in conjunction with the Personnel Committee.

Unfinished Business: None to report.

New Business:

- Update Payment of Fees Policy: Rebecca Crocker moved to approve the update to remove the refund section of the Payment of Fees Policy, supported by Andrew Churchill. Motion carried.
- Update Hotspot Circulation Policy: Rebecca Crocker moved to approve the update to the Hotspot Circulation Policy to reflect patrons capability to place holds on hotspots. Patrons have 48 hours to pick-up the hotspot. Policy change effective November 1, 2024, supported by Joe Gross. Motion carried.
- Review of 2025 draft budget: Board members reviewed the suggested budget updates for 2025.

Adjournment:

7:35 p.m.

Laura Hughes, moved.

Joe Gross, supported.

Motion carried.

Respectfully submitted,
Stephanie Knepple