

**Cass District Library
Regular Board of Trustees Meeting
February 19, 2025 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 Sandra Asmus, Laura Hughes, Joe Gross, Director Barbara Gordon, Recorder Stephanie Knepple, Guests Burne Miller, Madalyn Wold, Amelia Barker-King of Barton Group (Zoom).

Absent: Trustee Rebecca Crocker.

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

Minutes: Ron McAdam moved to approve the January 2025 Minutes, supported by Sandra Asmus. Motion carried.

Public Comment:

- Burne Miller, resident of Howard Township introduced himself and shared interest in the board member opening.
- Madalyn Wold introduced herself and shared interest in the board member opening. Unfortunately she lives outside of CDL's service district.

Edwardsburg Build Update & Fundraising

- Build Update: Amelia Barker-King of the Barton Group gave an update on the Edwardsburg build. Current weather conditions have slowed down building progress. The new expected completion date is October 31st. RFPs for furniture and landscaping will be issued soon, four bids have been received for A/V.
- Fundraising discussion: Eileen Toney has sent letters to two foundations and is looking forward to positive feedback. Director Barbara Gordon has a meeting scheduled with Huntington Foundation in early March. It was suggested to follow-up on the fundraising letters that were mailed to Edwardsburg chamber businesses in December. Eileen Toney drafted a phone script to guide follow up calls.

Treasurer's Report:

Treasurer Andrew Churchill submitted the report.

- Total Assets \$3,058,218.91, Total Income \$216,269.31, Total Administration Expenses \$1,998.19, Total Books/Periodicals/Videos/Audio \$12,432.18, Total Contracts/Professional Fees \$6,218.89, Total Equipment \$4,907.35, Total Miscellaneous Expenses \$6,406.63, Total Payroll Expenses \$65,428.64, Total Programs and Promotions \$1,362.73, Total Repairs & Maintenance \$3,267.53, Total Telephone/Utilities \$6,298.41, Total Expenses \$108,320.55, Net Income \$107,948.76.

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- Edwardsburg Capital Projects Fund: Total Assets \$4,089,996.72, Total Accounts Payable \$1,200.00, Total Liabilities \$1,200.00, Total Equity \$4,088,796.72, Total

Liabilities and Equity \$4,089,996.72, Total Revenue \$13,915.48, Total Expenditures \$97,001.59, Net Revenue -\$83,086.11.

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.

Correspondence: Director Barbara Gordon shared a Valentine received from Intersect and an Invitation from Flowers Early Learning for their upcoming Breakfast Fundraiser.

Director's Report

February 2025

In partnership with the American Heart Association, libraries in Michigan can circulate at-home blood pressure monitoring kits, provided to the libraries at no cost. The program, called Libraries with Heart, seeks to provide more equitable access to health resources. I believe this would be an excellent partnership for CDL. The same program also offers grants for the purchase of AED machines, another opportunity worth pursuing. Staff will have to be CPR trained to fulfill the grant requirements for the AED machines.

Over the past few years, CDL has solicited donations from local businesses in support of the Summer Reading Program. Due to fundraising efforts for Edwardsburg, I am hesitant to solicit for SRP this year. I welcome your thoughts and discussion on this topic.

Earlier this month I shared communication from the Library of Michigan indicating that certain grant opportunities are paused due to the lack of a congressional budget. These grants are funded through federal dollars and in previous years, CDL has used these grants to offset conference and travel expenses for staff and fund enhancements to the collections, like STEAM kits. While these grant dollars are not already accounted for in the 2025 budget, we do not currently have the opportunity to apply for the support. The Library of Michigan staff is closely watching developments and indicated that grant funds will be made available, even if reduced, as soon as possible. MeL is fully funded for now, but funding is flat. The new fiscal year starts Oct. 1 and it remains unknown how LSTA and state funding for this critical service will be affected.

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Molly Harwood is continuing to explore options for revising our website to meet the new ADA standards. While many companies offer this service, they will only offer it on a site hosted on their server and/or built with their software.

Baker & Taylor, our main vendor for print books, is having shipping and order fulfillment issues. We have had to buy an increasing number of popular titles from Amazon. This creates more work for the Tech Processing department as Amazon books do not arrive shelf-ready.

An RFP for lawn and snow services has been issued. Please look for bids in your March meeting packet. I will forward bids to the Facilities Committee as I receive them.

Since the introduction of Scholastic Teachables last month, use has been excellent. CDL staff are taking advantage of youth programs and school visits to promote this great literacy tool.

At the March 19th meeting, Kruggel & Lawton will present the 2024 audit. If the Board wishes, key staff and I could provide a sneak peek at the new card catalog for patrons that will go live on March 20th.

A new sump pump was installed at the Local History Branch.

Michigan State Rep Carra hosted office hours at the Main Branch at 6pm on January 17th.

MEC will be hosting a digital literacy program focused on internet safety at the Mason Union Branch this spring.

Earlier this month, we issued a press release for Polaris indicating key project details and a timeline for implementation so patrons could be aware of upcoming changes. Feedback has been positive, patrons are very excited about retaining their reading history.

The new patron table and chairs arrived for the Mason Union Branch.



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Committee Reports:

- Facilities, Personnel, and Finance Committees will stay the same for 2025 with the exception of Ron McAdam, who will be added to the Finance Committee.
- The committees did not have any formal updates to report.

Unfinished Business: None to report.

New Business:

- Trustee Resignation, Gerry Bundle
 - Andrew Churchill moved to accept Gerry Bundle's trustee resignation, supported by Laura Hughes, Motion carried.
- Revision to Employee Handbook 5.6
 - Joe Gross moved to approve the revision to Employee Handbook 5.6 with the addition to cap earned sick time at 320 hours, supported by Andrew Churchill. Motion carried.
- Revision to Circulation Periods Policy
 - Laura Hughes moved to approve the revision to Circulation Periods Policy, supported by Sandra Asmus. Motion carried.
- Local History Summer Intern job description
 - Job posting will be shared to Notre Dame students.
- Bids for LED lighting conversion-Howard Branch
 - Ron McAdam moved to accept Esper Electric's bid for the amount of \$7,990.00, 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: There was a discussion to lower the check-out limit to 5 per month and/or cap materials over a certain dollar amount. The Board asked to continue discussion at the March meeting. No decision was made.

Adjournment: 7:29 p.m.

Ron McAdam moved, supported by Joe Gross. Motion carried.

Respectfully submitted: Stephanie Knepple