

**Cass District Library
Regular Board of Trustees Meeting
January 15, 2025 Main Branch
Minutes**

President Eileen Toney called the meeting to order at 6:33 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 (Zoom), Director Barbara Gordon, Recorder Stephanie Knepple, Guest Julie Dye.

Absent: Trustee Rebecca Crocker.

Agenda: Sandra Asmus moved to approve the agenda, supported by Andrew Churchill. Motion carried.

Minutes: Ron McAdam moved to approve the December 2024 Minutes, supported by Laura Hughes. Motion carried.

Public Comment: Julie Dye resident of Wayne Township introduced herself and shared interest in the board member opening. Unfortunately she lives outside of the servicing district to serve on board.

Edwardsburg Build Update & Fundraising

- Build Update: Gordon shared updated pictures of the build.
- Fundraising discussion: No donations reported.

Treasurer's Report:

Treasurer Andrew Churchill submitted the report.

- Total Assets \$2,839,275.30, Total Income \$7,244.77, Total Administration Expenses \$2,214.26, Total Books/Periodicals/Videos/Audio \$9,030.44, Total Contracts/Professional Fees \$3,767.96, Total Equipment \$667.89, Total Miscellaneous Expenses \$3,913.06, Total Payroll Expenses \$60,316.45, Total Programs and Promotions \$1,157.16, Total Repairs & Maintenance \$6,324.85, Total Telephone/Utilities \$5,336.04, Total Expenses \$92,728.11, Net Income -\$85,483.34.
- Edwardsburg Capital Projects Fund: Total Assets \$4,171,882.83, Total Accounts Payable \$0, Total Liabilities \$0, Total Equity \$4,171,882.83, Total Liabilities and Equity \$4,171,882.83, Total Revenue \$14,434.88, Total Expenditures \$215,824.11, Net Revenue -\$201,389.23.

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Ron McAdam moved to approve the expenditures, supported by Laura Hughes.

Roll Call:

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

Motion carried.

Correspondence: Director Barbara Gordon shared that a decision needs to be made on the fencing at Edwardsburg Branch's new location. For vinyl black fence that will last longer is \$2,464.00 additional to the original quote. The board agreed to have the black fence installed.

Director's Report:

January 2025

-As required by the Library of Michigan for the award of state aid funds, the FY2023 state aid report has been submitted.

-The December 19th staff meeting was a great success. All employees in attendance participated well in the *Surviving in the Midst of Change* presentation from MCLS. Several staff members told me they found the training helpful and enjoyable.

-Brandi Roberts and I are continuing to meet and work with our Polaris implementation team. Test data from Horizon has been successfully extracted and we are looking forward to the test environment, available soon.

-The start of the new fiscal year has prompted the purchase of several wish list items for branches including a new table and chairs at Mason/Union and new seats for storytime at Howard and Edwardsburg. Tonie boxes were purchased along with 5 new hotspots. A new digital subscription for our young learners and educators, Scholastic Teachables, will launch soon as well.

-Applications are still being accepted for the Edwardsburg Branch Manager position. Staffing levels at the branch are currently adequate with Molly Welsch moving into a full-time role 1/1/25.

-I would like to commend all staff members who work in tech services and participate in program development and scheduling. Inventory has started, programs are planned months ahead, and the team is already hard at work preparing for summer reading. Truly wonderful

Committee Reports:

- Ron McAdam reported on behalf of the Facilities Committee that he visited the new Edwardsburg Branch site and observed the installation of steel trusses.
- Joe Gross reported on behalf of the Personnel Committee that the vacation policy has been amended and shared the proposed changes.

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- Original Policy: One (1) week upon completion of one (1) year of employment on anniversary of hire date
 - Updated Policy: Five (5) days upon completion of 90 days probationary period
- New addition to vacation policy: Seven days (7) upon completion of two (2) years of employment on anniversary of hire date

Unfinished Business:

- Facilities Master Plan Update, Main Branch-Intersect Studio proposal
 - Laura Hughes moved to approve the Main Reno Budget Update \$4,900.00, supported by Andrew Churchill.

Roll Call:

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

Motion carried.

- Main Library Program + Budget \$14,800 was tabled.

New Business:

- Election of Officers:
 - Laura Hughes moved to keep the current slate of officers for 2025, supported by Sandra Asmus. Motion carried.
- Committee Appointments: Tabled until a new board member is appointed.
- 2025 Board Meeting Schedule:
 - Sandra Asmus moved to approve the 2025 Board Meeting Schedule, supported by Ron McAdam. Motion carried.
- Employee Handbook amendments:
 - Ron McAdam moved to approve the Employee Handbook amendments, supported by Laura Hughes. Motion carried.
- Main Branch furniture proposal
 - Laura Hughes moved to approve Office Interiors Main Branch quote for 7 task chairs, 1 coffee table, 1 bench seat, 4 club chairs at \$9,054.37, supported by Andrew Churchill.

Roll Call:

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

Motion carried.

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- Polaris ILS configuration
 - Director Barbara Gordon made the following recommendations:
 - Continue with a three-year renewal period for library card accounts.
 - \$5 processing fee added to accounts when items are lost or damaged.
 - Do not migrate expired patron records to Polaris.
 - Board Members agreed to the recommendations that Director Barbara Gordon proposed.

Adjournment:

7:46 p.m.

Andrew Churchill, moved.

Ron McAdam, supported.

Motion carried.

Respectfully Submitted,
Stephanie Knepple