

**Cass District Library
Regular Board of Trustees Meeting
April 16, 2025 Main 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, Laura Hughes, Rebecca Crocker, Joe Gross, Director Barbara Gordon, Recorder Stephanie Knepple, Guests Arvin Delacruz of Abonmarch, Amelia Barker-King of The Barton Group, and Julie Dye.

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

Minutes: Andrew Churchill moved to approve the March 2025 Minutes, supported by Laura Hughes. Motion carried.

Public Comment: None to report.

Edwardsburg Build & Fundraising Update

- Arvin Delacruz, Abonmarche
 - A revised design for the entryway and primary feature wall was presented. This design offers an elegant solution for displaying donor recognition and information regarding library activities.
 - An idea for wall coverings in the meeting room was shared, which would enhance sound absorption and improve the room's aesthetic appeal.
- Amelia Barker-King, The Barton Group
 - Billing and contract summaries were reviewed. It was noted that there have been no changes since the previous month.
 - Project updates included the completion of the SIPS on April 16th, the commencement of underlayment installation, and the placement of roof joists. Quotes are being collected to resolve storm and tree damage.

Treasurer's Report & Approval of Expenditures

- Total Assets \$3,787,002.99, Total Income \$426,653.56, Total Administration Expenses \$2,705.42, Total Books/Periodicals/Videos/Audio \$13,303.71, Total Contracts/Professional Fees \$15,727.46, Total Equipment \$10,923.56, Total Miscellaneous Expenses \$11,817.27, Total Payroll Expenses \$63,200.69, Total Programs and Promotions \$1,023.32, Total Repairs & Maintenance \$5,595.42, Total Telephone/Utilities \$6,354.71, Total Expenses \$128,918.20, Net Income \$297,735.36.
- Edwardsburg Capital Projects Fund: Total Assets \$3,003,318.53, Total Accounts Payable \$91,142.00, Total Other Current Liabilities \$118,295.00, Total Liabilities \$209,437.00, Total Equity \$2,793,881.53, Total Liabilities and Equity \$3,003,318.53.

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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	Yes	Rebecca Crocker	Yes
Eileen Toney	Yes		

Motion carried.

Correspondence:

- Gordon reported that Robert Parrish had contacted her to confirm the lighting at the Edwardsburg Branch new build site will be compliant with dark sky regulations.
- Gordon reported receiving a mixture of favorable and unfavorable feedback from patrons regarding staff performance.

Director's Report:

April 2025

In March, a First Amendment Audit occurred at the Edwardsburg Branch. Our attorney advised that these visits cannot harass patrons or interfere with the ability of others to use the library.

The Young at Art display is again on view at the Main Branch, sponsored and installed by HSISD Early Childhood Education. The event has grown exponentially over the years and hundreds of visitors attended the opening on April 10th.

I am working with Baird on the 2024 Qualifying Statement and signed a contract extension with them to ensure their assistance with our required annual bond reporting.

New email addresses at the cassdistrictlibrary.org domain are now being utilized by some staff. CDL is still utilizing a Google Business environment and the new email addresses are aliases for the previous [cass.lib.mi.us](mailto:info@cass.lib.mi.us) addresses. This is not a permanent solution as CDL does not and cannot ever own the DNS records for [cass.lib.mi.us](mailto:info@cass.lib.mi.us). By next month, we hope to have all staff and Trustees on the new, secondary domain.

A partnership with the American Heart Association has been finalized and we expect to receive the circulating heart monitor kits soon.

The CDL app is now live and its promotion will roll out this week. There are still four remaining modules/components of Polaris that Brandi Roberts, Molly Harwood, Morgan Dull, and I are working on to configure and implement. Our goal is for a full transition by June. There will be an upcoming pause in MeL services which will be communicated well in advance with patrons.

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Eileen Toney and I remotely attended an Imagine Center meeting to discuss the Village of Cassopolis's receipt of a \$50,000 grant to assist with legal work. I shared with the team the recent investment to the update of the facilities master plan for the Main Branch and hope to share those findings with the group at the next meeting in May.

As previously shared, a tornado in Edwardsburg on March 30th caused extensive tree damage at the new branch construction site. Fortunately, the structure was not affected. Ron McAdam and Cornerstone are working on bids for tree removal.

The upgrade to LED lighting at the Howard Branch was completed and has made a noticeable impact on the space. I am working with AEP on rebates and will report back with the final totals when available.



Committee Reports: Ron McAdam, representing the Facilities Committee, provided a report regarding storm-related damage at the Edwardsburg Branch construction site. He stated that he is currently investigating the removal of the fallen trees.

Unfinished Business:

- Hoopla circulation limits: Rebecca Crocker moved to approve to cap audiobooks and ebooks at \$2.84 and \$2.99, supported by Laura Hughes. Motion carried.

New Business:

- Revision-Payment of Fees policy: The Board considered revisions to the Payment of Fees policy. Joe Gross moved to approve to keep the minimum charge amount of \$1.00 and implement a 3% service charge, supported by Andrew Churchill. Motion carried.
- Revision-Edwardsburg Branch Manager job description: Joe Gross moved to approve the revised Edwardsburg Branch Manager job description that included a salary increase and additional responsibilities, supported by Ron McAdam. Motion carried.
- Contract for Microfilming-Clarke Historical Library at Central Michigan University: Andrew Churchill moved to approve the contract for Microfilming-Clarke Historical Library at Central Michigan University, supported by Sandra Asmus. Motion carried.

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- New Board Committee-Advisory: Andrew Churchill noted the increased interest in library board membership from individuals who do not fulfill the requisite criteria. To address this, Mr. Churchill proposed the establishment of a subcommittee, enabling patrons to participate and contribute their suggestions. Ron McAdam affirmed his support for this concept. Mr. Churchill will proceed with developing a proper proposal.

Adjournment:

7:59 p.m.

Joe Gross, moved.

Laura Hughes, supported.

Motion carried.

Respectfully submitted,
Stephanie Knepple