

**Cass District Library
Regular Board of Trustees Meeting
June 18, 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, Rebecca Crocker, Joe Gross, Tabitha Schafer, Interim Director Rhonda Belcher, Recorder Stephanie Knepple, Guests Amelia Barker-King of The Barton Group, Miss Cassopolis Merrill Adams, Whitney Sposato of Miss Cassopolis.

Absent: Trustee Laura Hughes

Agenda: Rebecca Crocker moved to approve the agenda, supported by Joe Gross. Motion carried.

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

Public Comment: None to report.

Brian Mortimore, SPHR Mortimore Consulting LLC: Mortimore joined via Zoom, providing an update on the Director search. A nationwide posting resulted in five out of seven applicants being accepted. Zoom interviews are scheduled for June 30th, structured as brief 25-minute meet-and-greet sessions. Brian Mortimore will conduct the interviews to ensure adherence to the allotted timeframe. The final two candidates will be interviewed on July 14th.

Edwardsburg Build & Fundraising Update

- Amelia Barker-King, The Barton Group: Presented the construction update, recommending Library Design for shelving. Landscaping remains under investigation. Office Interiors will provide the furniture. The projected completion date is winter 2025.

Merrill Adams, Miss Cassopolis-Blessings Box presentation: Miss Cassopolis, Merrill Adams, requested the board's approval to establish a "Blessings Box" at the Main Branch for community use. The box would contain hygiene products for men and women, as well as make-up. Miss Adams aims to have the Blessings Box operational by September 1st. The board granted its approval to Miss Adams' proposal.

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Treasurer’s Report & Approval of Expenditures

- Total Assets \$4,153,580.85, Total Income \$10,557.92, Total Administration Expenses \$2,243.12, Total Books/Periodicals/Videos/Audio \$10,391.32, Total Contracts/Professional Fees \$12,865.88, Total Equipment \$8,644.69, Total Miscellaneous Expenses \$5,418.39, Total Payroll Expenses \$63,781.70, Total Programs and Promotions \$746.26, Total Repairs & Maintenance \$7,184.29, Total Telephone/Utilities \$11,954.51, Total Expenses \$123,230.16, Net Income -\$112,672.24.
- Edwardsburg Capital Projects Fund: Total Assets \$3,668,631.90, Total Accounts Payable \$282,893.77, Total Other Current Liabilities \$118,295.00, Total Liabilities \$401,188.77, Total Equity \$3,267,443.13, Total Liabilities and Equity \$3,668,631.90.

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

Roll Call:

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

Motion carried.

Correspondence:

- President Eileen Toney reported that a complaint was received regarding the changes to Hoopla; a response was sent to the patron, and no reply has yet been received.

Interim Director’s Report:

June 2025

Director Transition

- Barbara and I met several times in the last 3 weeks, preparing for her departure. She created and shared a hand-off document, her contacts, passwords, and other pertinent information. We transitioned many important accounts into my name, including Huntington, Fidelity, and our security system. I have a good understanding of where to find items in the director's office, as well as the contact information for whom to call when issues arise.
- I have attended several meetings for the Edwardsburg Building Project and the director's search. I attended one virtual meeting with the Health and Human Services Committee and another for the Michigan Public Library Directors.
- I’m feeling more comfortable and confident in my ability to lead this library system in Barbara's absence and am honored to do so.

Summer Reading

- Summer reading is off and running with 181 patrons already signed up.

Main Programs

- Color Run - Had a good turnout and an increase in the number of registered attendees.
- In collaboration with Neighborhood Trees, we helped distribute 149 trees.

Personnel

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- Local History Intern - Ian Daly started his summer internship with Jon at Local History. Barbra and I met with him to discuss cataloging and organization projects, including priorities and supplies needed. Ian will be working for 6 weeks.
 - Part-time Circulation Position - Gabby and I interviewed 3 candidates for the part-time circulation position and anticipate extending an offer to one soon.
 - Marketing Coordinator - I had a promising applicant for the Marketing Coordinator position and have an interview on Tuesday morning.
- Professional Development
- MLA Connect Webinar - Compassion Over Conflict: Responding to Patron Concerns About Unhoused Library Users - I'm determining whether to use this as part of our September Staff Professional Development, or send the link out for staff to watch on their own, and generate email conversations.

Committee Reports: Joe Gross provided a report on behalf of the Personnel Committee regarding Barbara Gordon's exit interview.

Unfinished Business: None to report.

New Business: None to report.

Adjournment:

8:15 p.m.

Ron McAdam, moved.

Joe Gross, supported.

Motion carried.

Respectfully submitted,
Stephanie Knepple