

**Cass District Library
Regular Board of Trustees Meeting
July 16, 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, Tabitha Schafer, Interim Director Rhonda Belcher, Recorder Stephanie Knepple, Guests Kayla Bamrick, Patrick Jordan Amelia Barker-King (Zoom).

Absent: Trustee Laura Hughes and Joe Gross

Agenda: Andrew Churchill moved to approve the agenda, supported by Ron McAdam. Motion carried.

Minutes: Rebecca Crocker moved to approve the June 2025 Minutes, supported by Ron McAdam. Motion carried.

Public Comment: Patrick Jordan introduced himself as the new County Administrator.

Introductions of new Marketing and Programming Coordinator - Kayla Bambrick

Edwardsburg Build & Fundraising Update

- Amelia Barker-King, The Barton Group: Indicated that she did not have a report prepared for the meeting and would forward it to Rhonda within the next few days. Drywall installation is scheduled to commence next week. Furniture selections have been finalized. Arvin has been informed of the \$15,000.00 budget allocated for the entry wall and wall coverings in the meeting room. Arvin has assured Amelia that renderings will be provided at the subsequent meeting.

Treasurer's Report & Approval of Expenditures

- Total Assets \$4,041,482.67, Total Income \$11,122.65, Total Administration Expenses \$1,549.19, Total Books/Periodicals/Videos/Audio \$14,520.33, Total Contracts/Professional Fees \$4,275.04, Total Equipment \$23,489.65, Total Miscellaneous Expenses \$6,681.06, Total Payroll Expenses \$73,959.45, Total Programs and Promotions \$4,061.18, Total Repairs & Maintenance \$10,832.96, Total Telephone/Utilities \$5,106.76, Total Expenses \$144,475.62, Net Income -\$133,352.97.
- Edwardsburg Capital Projects Fund: Total Assets \$3,369,229.35, Total Accounts Payable \$91,142.00, Total Other Current Liabilities \$118,295.00, Total Liabilities \$209,437.00, Total Equity \$3,159,792.35, Total Liabilities and Equity \$3,369,229.35.

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Rebecca Crocker moved to approve the expenditures, supported by Ron McAdam.

Roll Call:

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

Motion carried.

Correspondence:

- Rhonda Belcher shared a Thank You note received from Howard Branch Manager candidate who was interviewed.

Interim Director's Report:

July 2025

Edwardsburg Build

- I have attended several building project meetings, including decisions on furnishings and shelving for the new building.

Edwardsburg HVAC

- Due to issues with the air conditioning and furnace, the Edwardsburg Branch operated on a modified schedule from 9:00 to 11:00 AM for just over a week. We're pleased to share that Vander Werf Energy Inc. has completed the installation of the new systems, and the Edwardsburg Branch has resumed its regular hours. During the temporary closure, the Howard Branch was happy to host Edwardsburg's programs.



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Main Branch Break-in

- At 12:05 AM on July 3, 2025, a construction brick—originally used to prop open the Flagg Room exterior door—was thrown through the Garden Room exterior door, shattering the glass and allowing unauthorized entry into the library. The individual remained inside for approximately 11 minutes and exited through the Flagg Room door at 12:16 AM.
- Police arrived on the scene at 12:25 AM and entered the building through the Garden Room exterior door. As part of the investigation, a bicycle found on the property and the brick used to break the glass were collected as evidence. Both items were processed for fingerprints and DNA. No fingerprints were found, and the case has since been closed.
- A full police report is available in the director's office for review.

Programming Highlights

- Summer reading is about halfway over. We have a total of 408 patrons registered and participating throughout the district.

Personnel

- The Part-Time Circulation Assistant position has been filled. Kamryn Smith, a current employee who previously served as a Shelver at the Main Branch circulation desk, accepted the job offer and is transitioning into her new role. She is doing an excellent job in training and adapting quickly to her new responsibilities.
- The Marketing and Programming Coordinator position has also been filled. Kayla Bambrick has accepted the offer and brings with her nine years of library experience, along with an MLIS from Wayne State University. Most recently, she served as the Marketing and Programming Coordinator at the Allegan District Library. We are excited to welcome her creativity and expertise to our team.
- The Howard Branch Manager position remains vacant. To date, we have received two applications and conducted one interview, but no offer has been extended. In the meantime, coverage is being managed by our part-time staff along with my support.
- Additionally, we currently have two part-time Shelver positions open at the Main Branch. We have received several applications and plan to begin interviews next week.

Pixlevine/Website

- Kayla and I met with Sean McMahon of Pixlevine to ask about what services our current subscription offers. I also asked for training videos on Webpress for Kayla. Sean talked about adding the ADA Compliance and Calibration package to our Municipal plan at \$125/month (we currently pay \$170/month). This includes ongoing monitoring, accessibility calibration, and monthly scans to help ensure our website remains aligned with current ADA standards. This cost is in addition to our Customer Care, which includes website support and hosting. There's no long-term contract required—just a monthly service that can be added or removed at any time. Our current website is not ADA compliant, and Sean stated that these laws will go into effect in April of 2026.

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Community Partnerships

- Brandi, Gabby, and I met with Sara Poole for a training session on the American Heart Association blood pressure monitors. We received both supplies for the kits and marketing materials to support the program. In addition to learning how the monitors work, we also discussed the possibility of adding a self-service blood pressure station at the Main Branch, at no cost to the library.
- The kits have not yet been cataloged or made available to the community, but we hope to have everything in place and operational by August.



ERATE & SAM

- I met with Janelle Morgan, who manages our E-rate rebate process, to discuss the System for Award Management (SAM) and the steps required to renew our account. This renewal must be completed by the end of July to ensure our continued eligibility for government funding.

SMLC \$4000 Grant

- We have received our funding from the Southwest Michigan Library Cooperative Grant, and these funds can be used for: Technology, Collection Development, Professional Development, Capital Improvement (this was new!), and Digital Collections (\$500 for most libraries to use towards Overdrive Magazines).

Bonds

- A T-Bill of \$689,000 matured on July 10th, 2025, and earned \$13,219.42 in interest.

Professional Development

- I attended two webinars offered by attorney Anne Seurnyck from Foster Swift, both with the Back to Basics heading. One was about the Freedom of Information Act and the other about the Open Meetings Act. These recordings are available via YouTube at <https://www.youtube.com/watch?v=RHoATvHGdPI> and <https://www.youtube.com/watch?v=NEEnEjvWFtnU&t=1s>

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Committee Reports:

- Ron McAdam presented bike rack design options for the Edwardsburg Branch. Tabitha Schafer will contact the Notre Dame Innovation Lab regarding the creation of a bike rack.
- Eileen Toney reported that the onboarding meeting session for Chris Korenowsky is scheduled for Monday, July 21st. Chris's first day is scheduled for August 18th.
- Eileen Toney has been working on a title search for Edwardsburg Branch. The cost is \$600.00 and will take 5-7 days to complete.

Unfinished Business: None to report.

New Business: None to report.

Adjournment:

7:30 p.m.

Ron McAdam, moved.

Andrew Churchill, supported.

Motion carried.

Respectfully submitted,
Stephanie Knepple