

**Cass District Library  
Regular Board of Trustees Meeting  
August 17, 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, Trustees Sandra Asmus, Laura Hughes, Rebecca Crocker, Tabitha Schafer, Director Chris Korenowsky, Recorder Stephanie Knepple, Guests Arvin Delacruz, Katie Minnucan-Welsch, and Jennifer Sawyer (Zoom).

**Absent:** Treasurer Andrew Churchill.

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

**Minutes:** Ron McAdam moved to approve the July 2025 Director Interview Meeting Minutes, supported by Tabitha Schafer. Motion carried.

**Minutes:** Rebecca Crocker moved to approve the July 2025 Meeting Minutes, supported by Sandra Asmus. Motion carried.

**Public Comment:** None to report.

**Edwardsburg Build & Fundraising Update**

- Arvin Delacruz, Abonmarche: Presented images of the tear-drop-shaped sound acoustic panels.
- Jennifer Sawyer, The Barton Group: Presented the contract and building summary. The concrete for the Bike Rack will cost a total of \$968.00. The building project is 66% complete.

**Treasurer's Report & Approval of Expenditures**

- Total Assets \$4,025,262.20, Total Income \$145,892.68, Total Administrative Expenses \$2,668.45, Total Books/Periodicals/Videos/Audio \$7,602.54, Total Contracts/Professional Fees \$18,327.94, Total Equipment \$20,878.63, Total Miscellaneous Expenses \$4,652.15, Total Payroll Expenses \$64,405.14, Total Programs and Promotions \$1,885.32, Total Repairs & Maintenance \$8,424.42, Total Telephone/Utilities \$6,172.30, Total Expenses 135,016.89, Net Income \$10,875.79.
- Edwardsburg Capital Projects Fund: Total Assets \$2,822,206.53, Total Accounts Payable \$93,620.00, Total Other Current Liabilities \$118,295.00, Total Liabilities \$211,915.00, Total Equity \$2,610,291.53, Total Equity \$2,610,291.53, Total Liabilities and Equity \$2,822,206.53.

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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 | Absent | Rebecca Crocker | Yes |
| Eileen Toney     | Yes    | Tabitha Schafer | Yes |

Motion carried.

**Correspondence:** None to report.

**Interim Director’s July Report Prepared by Rhonda Belcher: *Due to Rhonda Belcher’s absence Director Chris Korenowsky summarized the report to the board.***

Summer Reading

Our Summer Reading Program has officially concluded. We saw strong and encouraging attendance at programs across all branches. Although registration for the reading log portion decreased compared to last year, we were pleased to see an *increase in the number of completed logs*—a positive indicator of deeper engagement among participants.

Programming Highlights

- Both Edwardsburg and Howard Branches hosted Repco, who delivered entertaining and educational presentations on reptiles and amphibians had 66 patrons in attendance.
- The Critchlow Alligator Sanctuary drew 135 enthusiastic patrons to the Main Branch for a lively and informative program featuring live alligators.
- Storytime attendance has grown at all branches, a promising sign of increasing engagement from young families.

Personnel

- New Hires: We’re happy to welcome Emily and Kaylee to the Main Branch as our newest Shelves.

Local History

- With Jon on vacation, staff have stepped up to ensure smooth operations and coverage at the Local History branch.

Community Partnerships

- Thanks to Sara Poole from the American Heart Association, a blood pressure monitor is now available to the public at the Main Branch, located near the restrooms.
- Narcan boxes have been installed at each circulating branch through a partnership with Woodlands Behavioral Health Care Network, increasing our capacity to respond to opioid emergencies.

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- Four Winds Casino – Dowagiac generously donated cards and dice to support our Math Scoops program. These items are now included in the math fluency kits available for giveaway.
- The Possibilities Network recognized us for contributing to their summer training program by offering valuable volunteer opportunities.

**FOIA Requests**

- We fulfilled a FOIA request from American Transparency for staff salaries and financial records for 2023.
- A new request regarding the library's investments has been received and is currently being processed.

**SAM.gov Registration**

- The library's SAM.gov registration has been successfully renewed, maintaining our eligibility for federal funding opportunities.

**Facilities**

- The air conditioning unit in the attic is in need of replacement. We have requested two quotes for evaluation.
- Griffin Pest Solutions performed a treatment at the Main Branch.
- We have also requested two quotes for the installation of security cameras at the Main Branch to improve building safety and monitoring.

**Committee Reports:**

- Ron McAdam reported that the Facilities Committee met on August 6th to review the contract with Abonmarche. Amelia Barker-King of The Barton Group has a copy of the contract.
- Tabitha Schafer will contact the Innovation Lab at Notre Dame regarding the creation of the entrance wall for the new CED building.

**Unfinished Business:** None to report.

**New Business:**

- New Furniture - Main Branch
- Library Board Attendance Policy - BOC
- Local History MiniSplit Air Conditioning System
  - Tabled
- Authorization and Change to Signers on Financial Accounts
  - Laura Hughes moved to remove Rhonda Belcher as a signatory and from financial accounts, and to add Chris Korenowsky, supported by Rebecca Crocker. Motion carried.

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**Rhonda Belcher Interim Director Appreciation:**

The Board members unanimously expressed their profound appreciation for Rhonda Belcher, acknowledging her exceptional dedication and significant accomplishments during her time as Interim Director. Her leadership during this period was instrumental in navigating various challenges and achieving key objectives for the organization. The Board highlighted her invaluable contributions, emphasizing that she is greatly valued by all for her tireless efforts, strategic vision, and commitment to the library's success. Her professionalism and effective management were frequently commended throughout the discussion.

**Adjournment:**

7:47 p.m.

Laura Hughes, moved.

Ron McAdam, supported.

Motion carried.

Respectfully submitted,  
Stephanie Knepple