

**Cass District Library  
Regular Board of Trustees Meeting  
September 17, 2025  
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, Laura Hughes, Rebecca Crocker, Tabitha Schafer, Director Chris Korenowsky, Recorder Stephanie Knepple.

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

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

**Public Comment:** None to report.

**Edwardsburg Build & Fundraising Update**

- Amelia Barker-King of The Barton Group called in and reported a scheduling obstacle due to concerns regarding transformer access. The shelving and furniture orders have been placed. The projected move-in date is after the holidays. A donation of \$40,000.00 has been secured, and the cafe will be named Mimi's Cafe in honor of Marian Ackles.

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

- Total Assets \$3,961,109.70, Total Income \$22,896.53, Total Administrative Expenses \$740.43, Total Books/Periodicals/Videos/Audio \$8,831.55, Total Contracts/Professional Fees \$57,750.97, Total Equipment \$4,130.56, Total Miscellaneous Expenses \$4,579.48, Total Payroll Expenses \$57,750.97, Total Programs and Promotions \$619.77, Total Repairs & Maintenance \$5,046.81, Total Telephone/Utilities \$13,369.22, Total Expenses \$112,824.06, Net Income -\$89,927.53.
- Edwardsburg Capital Projects Fund: Total Assets \$2,675,799.25, Total Accounts Payable \$91,142.00, Total Other Current Liabilities \$118,295.00, Total Liabilities \$209,437.00, Total Equity \$2,466,362.25, Total Liabilities and Equity \$2,675,799.25.

Laura Hughes moved to approve the expenditures, supported by Joe Gross.

Roll Call:

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

Motion carried.

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**Director's Report:  
September 2025**

Please note the following work that began since my joining CDL:

- Provided a quotation for and proofed the excellent press release announcing my coming to CDL as its new Director.
- Connected with the Executive Director at the Southwest Michigan Library Consortium (SMLC). I have joined a cohort of seven new library directors in SW Michigan via SMLC who will meet seven times across the next calendar year. Discussion topics will focus on local concerns, national funding issues, and strategies facing public libraries today.
- Met with every CDL staff member 1:1 to listen to their concerns and ideas for welcoming a new director. The meetings were very informal and I just wanted to speak with staff and listen to their insites. I have visited every CDL location at this point, and will make it a regular practice to be in the branches as a regular course of action.
- Reviewed initial global budget documents with Board Treasurer Andrew Churchill and CDL staff member Brandi Roberts. Working through the 2025 budget amendment process, as well as the creation of the 2026 budget itself will be a priority between now and the end of the year.
- Attended my first Cass District Library Board meeting on 8/20/2025 and shared a summary overview of the Interim Director's report in Rhonda Belcher's absence. It was also good to understand and witness Board meeting protocol at CDL.
- Met with Clark Technical Services which is responsible for the IT infrastructure at CDL. I had the opportunity to meet with Tony Clark (Senior Systems Engineer) and Dustin Lancaster (Senior Administrator) on how CDL reports IT issues, manages technology for the public internally, as well as the help desk system set-up in place with the vendor.
- Reviewed and approved the WMIO furniture order for the new Edwardsburg branch. These monies and selections had been approved and made prior to my joining CDL.
- Attend bi-weekly meetings at the construction site with members of the Facility Committee, the Barton Group, Cornerstone Construction, and Abonmarche.
- Connected with Tami Stewart who is the Cass County Equalization Director who reviewed the millage money application and distribution processes with me. The 2025 application was done by my predecessor and all set in Ms. Stewart's office. CDL's next application will be in May of 2026.

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- Spent time working on understanding all banking accounts (Huntington and Fidelity), as well as the responsibilities attached to each. Likewise, a large amount of time was spent working on Payroll and the check-signing process for the system.
- Became the sole approver for CDL's Amazon Business account and learned the backend of this vendor partnership.
- Connected with Mary Ann Sabo, of Sabo PR, to begin strategizing on elevating the telling of CDL compelling stories to begin work on making sure the organization is not the best kept secret in Cass County.
- Attended multiple Edwardsburg branch construction meetings in anticipation of the opening with a focus on the walking path, furniture orders, water softener placement, and design elements yet to be decided.
- Participated in now standing meetings for all Board Committees (facilities, finance, personnel). The following recommendations were made of facilities and personnel:
  - Facilities**
    - \* Recommend the LH air split and Main security camera purchases move to the 2026 budget.
  - Personnel**
    - \* Recommended the following policy revisions and additions:
      1. Collection Development Policy Draft Update
      2. Employee Cell Phone Policy Draft
      3. Employee Performance Review Policy Draft
      4. Mileage Reimbursement Policy Draft
      5. Right-Size Staffing Review: Budget Amendment Request
- Began working with a potential major donor on a naming opportunity at the new Edwardsburg branch.
- Arranged to meet with President and CEO Michael Rowland at the Michigan Gateway Community Foundation to better understand the CDL partnership and the management of donated capital campaign dollars.
- Began learning how (and what) CDL uses E-rate monies for and how the funds are applied for and received.

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- Had several IT meetings with the team on the technology infrastructure at new Edwardsburg. Wireless options were discussed, as well as licences that need to be purchased for website and OPAC compliance.
  
- Started the hiring process for bringing on a new Howard branch manager.

**Committee Reports:**

- Facilities: Ron McAdam reported a site meeting was held at the new Edwardsburg Build site on September 10th.
- Finance: Andrew Churchill reported meeting with Chris to onboard him with all account and budgeting information.

**Adjournment:**

7:30 p.m.

Rebecca Crocker, moved.

Tabitha Schafer, supported.

Motion carried.

The Board went into Closed Session.

The Board returned to open session at 8:11 p.m.

**Committee Reports:**

- Fundraising: Tabitha Schafer provided an update on her fundraising efforts for the new Edwardsburg Branch. Schafer reported interest from local groups, businesses, and family foundations. The Board reviewed the remaining naming opportunities.
  - The Board thanked Schafer for her efforts on this important work.
- Personnel: Joe Gross shared with the board the work of the Personnel Committee from September 5th.

**New Business:**

Director Christopher Korenowsky discussed the following five policy drafts request a motion and approval:

- Collection Development Policy Draft Update  
Ron McAdam moved to approve the updated Collection Development Policy, supported by Rebecca Crocker.

Roll Call:

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

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The collection development policy is now updated in the following way:

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\*IX: Collection Maintenance

\*G: "The Cass District Library reserves the right to donate materials no longer serviceable in the collection to educational partners and charitable organizations to preserve the life cycle of the item."

- Employee Cell Phone Policy Draft
  - Ron McAdam moved to adopt the Employee Cell Phone Policy, supported by Joe Gross.  
Roll Call:

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

Motion carried.
  
- Employee Performance Review Policy
  - Rebecca Crocker moved to approve the Employee Performance Review Policy, supported by Laura Hughes.  
Roll Call:

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

Motion carried.
  
- Mileage Reimbursement Policy
  - Tabitha Schafer moved to approve the Mileage Reimbursement Policy, supported by Laura Hughes.  
Roll Call:

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

Motion carried.

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- Right Size Staffing Review: Budget Amendment Request
  - Joe Gross moved to approve the Right Size Staffing Review: Budget Amendment Request, supported by Sandra Asmus.

Roll Call:

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

Motion carried.

**Adjournment:**

9:16 p.m.

Rebecca Crocker, moved.

Laura Hughes, supported.

Motion carried.

Respectfully submitted,  
Stephanie Knepple