

**Cass District Library
Regular Board of Trustees Meeting
October 15, 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, Laura Hughes, Rebecca Crocker, Tabitha Schafer, Director Chris Korenowsky, Recorder Stephanie Knepple, Guests Amelia Barker-King & Jennifer Sawyer of The Barton Group (Google Meet).

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

Minutes: Rebecca Crocker moved to approve the amended September 2025 Meeting Minutes, supported by Joe Gross. Motion carried.

Public Comment: None to report.

Edwardsburg Build & Fundraising Update

- Amelia Barker-King Jennifer Sawyer, The Barton Group: Presented the contract and building summary.

Treasurer's Report & Approval of Expenditures

- Total Assets \$3,857,488.05, Total Income \$8,454.94, Total Administrative Expenses \$1,562.41, Total Books/Periodicals/Videos/Audio \$8,543.23, Total Contracts/Professional Fees \$4,499.58, Total Equipment \$309.18, Total Miscellaneous Expenses \$3,894.07, Total Payroll Expenses \$67,447.22, Total Programs and Promotions \$1,253.03, Total Repairs & Maintenance \$3,736.75, Total Telephone/Utilities \$5,033.68, Total Expenses \$96,279.15, Net Income -\$87,824.21.
- Edwardsburg Capital Projects Fund: Total Assets \$2,628,402.20, Total Accounts Payable \$91,142.00, Total Other Current Liabilities \$118,295.00, Total Liabilities \$209,437.00, Total Equity \$2,418,965.20, Total Liabilities and Equity \$2,628,402.20.

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.

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Director's Report:

I attended several community events and met several community members in September. Please note the following community engagement opportunities:

- Erin Glaske 9/9/2025
United Way of Southwest Michigan
- Mellody Buzalski 9/15/2025
Great Start Collaborative Cass County
- Joe Gavan, CEO, Cass Family Clinic 9/15/2025
- Marty Heirty, Executive Director, Cass Council on Aging 9/15/2025
- Dave Allen, Executive Director, MEC Smart Park 9/15/2025
- Community and Family Fall Exposition 9/18/2025
Southwestern Michigan College
- Edwardsburg Chamber of Commerce Exposition 9/20/2025
Edwardsburg Fire Department
- Julie Dye 9/22/2025
Pokagon Band of Potawatomi Board Council
- Hope Anderson 9/24/2025
Cass County Treasurer
- Emilie LaGrow 9/24/2025
Cassopolis Village Manager
- Ilene Sheffer 9/26/2025
Fundraiser
- Edwardsburg Monthly Chamber of Commerce Mtg. 9/30/2025
Ontwa Township Hall
- Chief Judge Carol Bealor 10/7/2025
Law and Courts Building

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- Interviewed three candidates for the Howard Branch manager position. None of the candidates worked out for a variety of reasons. A fourth candidate interview is scheduled for 10/10/2025.

- Crafted a draft donor receipt gift for language naming rights to the Cafe at the new Edwardsburg branch. Reviewed the parameters of the CDL *Solicitation and Acceptance of Gifts* policy.

- Focused on the following initiatives as it pertains to the work of the new branch:
 - noted retention pond's safety and any necessary regulations
 - determined where the installation of a camera in the teen room and
 - discussed the urgency of finalizing sidewalk sealant recommendations as preparations began in September
 - began mapping out dates for community VIP tour as construction tours allow
 - updated the team on FF&E progress
 - gathered options for window coverings and appliances via Barton Group
 - installation of OPEC, shelving and the coordination required with the electrician (Esper).
 - met with Library Design Associates to discuss periodical shelving
 - connected with Capstone to discuss addition of a pergola/pavilion
 - reviewed the contingency budget with Barton Group for a full understanding of the monies
 - reviewed design options focusing on the use of panels and the placement of signage
 - explored the design of the back patio and surrounding pathways and highlighted the importance of functionality and customer accessibility
 - revised plans for the decorative wall looking at a ceiling w/ LED strip lighting with the wall to be picture framed and furred out from wall
 - received suggestions from Esper Electric on which make/model of LED
 - spoke to the plans of whether to paint existing columns and how to best aesthetically cover bottom
 - made decision to pour concrete box to cover bottom of columns and wrap in Vesta 'Gilded Grain' material
 - reviewed exterior signage options and made a suggestion
 - implemented a plan to have the logo more visible on the front of the branch
 - revisited financial aspects, ensuring clarity in cost summaries and tracking paid invoices for better communication
 - arranged for a new PR video to take place on the new branch in partnership with OnBase productions as a community status update initiative

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- Posted four new Circulation Assistant positions across the County with recruitment assistance obtained from Southwestern Michigan College.
- Monitored closely the statewide budget situation as the House and Senate worked to join their reconciliation budgets. Particular attention was paid to MelCat and Institute of Museum and Library Services.
- Worked with Marketing and Communications to collaborate on the development of internal strategic messages for the system to start to get staff both excited and informed about the new branch.
- Promoted the *Reflections on Church Street* public program taking place on October 9. There is a lot of history with the branch we are leaving, and a lot of excitement about the new building.
- Worked with the Mason Union township clerk to incorporate CDL design elements into their small building exterior renovations. Please note the newly painted bookdrop with the logo affixed.



- Attended monthly Michigan Public Library Director Forum with the State Librarian to mainly discuss state budget issues in September.

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Committee Reports:

- **Facilities:**
Tabitha Schafer reported on the behalf of the Facilities Committee. A lot of changes have occurred quickly. Schafer thanked Ron McAdam as chair of the committee. Closing a donation for a pavilionish structure for the outdoors at the new Edwardsburg Branch site.
- **Finance:**
Joe Gross moved to approve investing up to \$150,000.00 in a 3 month CD, \$250,000.00 in a 6 month CD, \$250,000.00 in a 9 month CD, and \$250,000.00 in a 12 month CD. 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.
- **Personnel:**
Joe Gross reported on the behalf of the Personnel Committee. New Howard Branch Manager has been hired Kendra Truesdale will begin on November 10th. 17 applicants have applied for the part time circulation positions.

New Business: None to report

Unfinished Business: Reminder of "Meet Our New Director" Dates and Times:

Mason/Union 10/20/2025 4 to 7 p.m.
Howard 10/21/2025 4 to 7 p.m.
Local History 10/23/2025 1 to 4 p.m.
Main 10/27/2025 2 to 5 p.m.
Edwardsburg 10/28/2025 4 to 7 p.m.

Adjournment:

7:26 p.m.
Laura Hughes, moved.
Andrew Churchill, supported.
Motion carried.

Respectfully submitted,
Stephanie Knepple