

**Cass District Library
Regular Board of Trustees Meeting
December 17, 2025
Minutes**

President Eileen Toney called the meeting to order at 6:32 p.m.

Present: President Eileen Toney, Vice President Ron McAdam, Treasurer Andrew Churchill Trustees, Sandra Asmus, Laura Hughes, Rebecca Crocker, Tabitha Schafer, Joe Gross, Director Chris Korenowsky, Recorder Stephanie Knepple, Guests Jennifer Sawyer of The Barton Group (Google Meet).

Agenda: Rebecca Crocker moved to approve the agenda, supported by Laura Hughes. Motion carried.

Minutes: Joe Gross moved to approve the November 2025 Meeting Minutes, supported by Tabitha Schafer. Motion carried.

Public Comment: None to report.

Treasurer’s Report & Approval of Expenditures

- Total Assets \$3,441,591.37, Total Income \$2,423.30, Total Administration Expenses \$2,297.16, Total Books/Periodicals/Videos/Audio \$13,414.14, Total Contracts/Professional Fees \$6,389.97, Total Equipment \$788.77, Total Miscellaneous Expenses \$668.76, Total Payroll Expenses \$71,791.69, Total Programs and Promotions \$2,452.41, Total Repairs & Maintenance \$2,670.42, Total Telephone/Utilities \$5,333.58, Total Expenses \$105,806.90, Net Income -\$103,383.60.
- Edwardsburg Capital Projects Fund: Total Assets \$1,327,959.69, Total Accounts Payable \$102,412.85, Total Other Current Liabilities \$118,295.00, Total Liabilities \$220,707.85, Total Equity \$1,107,251.84, Total Liabilities and Equity \$1,327,959.69.

Rebecca Crocker 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	Yes	Rebecca Crocker	Yes
Eileen Toney	Yes	Tabitha Schafer	Yes

Motion carried.

Director’s Report

December 2025

- Completed the *2025 Public Library Services for Strong Communities Survey* for CDL. All U.S. public libraries were invited to participate in the Public Library Association’s annual survey by December 13, 2025. The survey gathers information about your library’s programs, services, partnerships, and facilities that are geared towards meeting needs and fostering resilient communities. This survey makes the results powerful and actionable for CDL and libraries across the country.

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- As a lending partner for the Michigan Humanities' Great Michigan Read program, CDL received 27 copies of Detroit author Curtis Chin's "Everything I Learned, I Learned in a Chinese Restaurant." The memoir tells the story of Curtis Chin's time growing up as a gay Chinese American youth in 1980's Detroit while working in his family's restaurant, Chung's Cantonese Cuisine. As part of the program, the author has already toured the state doing author talks and will tour again in the spring.
- CDL welcomed all its new staff members with a welcome breakfast on 11/10/2025. Gabby Porter is assuming the role of staff trainer to great effect.
- Sent official thanks to the Village of Edwardsburg Building Inspector for waiving the \$20,000 permit fee for the exterior signage at the new branch.
- Participated in an onsite IT inspection review with Clark Technical at the new branch on 11/14/2025.
- Met with Tyler Barron, Senior Manager, Community Affairs at Invenery, who made a restricted gift of \$1,500.00 to be put towards the Pokagon Band of Potawatomi Reading Room Mural in the new branch. A second donor has come forward to complete the total cost of the mural design and installation with a gift of \$1,200.00 (total design and installation cost is \$2,618.00).
- Arranged for Rick Labian, National Insurance Services of WI, to do a special onsite presentation on HSA's as another health insurance option for staff. Five staff members attended the session. Follow-up included working with Health Equity to begin implementing HSA options for CDL staff. During this call, we will discuss the benefits, plan design, and the details of your implementation timeline.
- Attended the official ribbon cutting of the Ross Sanders House in Buchanan. The Ross Sanders Historical House are the new offices of the MI Gateway Community Foundation (our fiduciary on the new branch).
- Engaged in the Village of Cassopolis Master Plan Open House on 11/20/2025. The goal of the gathering was to take stock of the positive changes that have happened over the past 10-plus years, as well as chart a path for the next ten years. The planning process will consider housing, parks, recreation, businesses, infrastructure, libraries, transportation, and other topics the community identifies.
- Submitted a grant to the Pizza Hut Foundation for \$10,000 to cover 2026 Summer Reading Club activities. A special thank you to Stephanie Knepple for her hard work on the narrative.
- Conducted a special new branch tour for CDL staff that had not been to the site at all (or in quite some time) during the month of November.
- Obtained a brand new iPhone17 via our non-profit government status for a one time cost of \$50.00 (versus a retail price of \$700+).The entirety of the monthly Verizon bill (including internet access) is \$36.99. You will start to see this as a monthly expenditure in our financials. The new work cell phone number is 269-259-1062.
- Organized the keynote address for CDL's annual staff development day. Noah Lenstra is an associate professor of Library & Information Science in the University of North Carolina at Greensboro School of Education. He brings a community organizing approach to the research and teaching of public librarianship. His books include *The 12 Steps to a Community-Led Library* (with Audrey Barbakoff, 2024, American Library Association Editions). Since 2017 he has been a member of the Association for Rural

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and Small Libraries and served as ARSL's Partnerships Committee co-chair from 2012-2014.

- Edited and updated the CDL Meeting Room Policy to include the meeting spaces and fee structures of the new branch. This draft was vetted by the Personnel and Policy committee.
- Arranged for the Cass Mobile Health Clinic to be at the Mason Union branch parking lot every other Tuesday morning from 8:30 to 4 p.m. Once the new Edwardsburg branch comes online, we will add that location as a mobile health clinic stop. The goal is to ensure that residents have access to quality healthcare no matter where they are - even at the Library. The year-round Mobile Health Clinic offers flu shots, primary care, patient education, health and wellness exams, sports and other health care needs.

Committee Reports:

- Facilities:
 - Tabitha Schafer submitted the report detailing the Maker Space Forum at Edwardsburg High School and noted positive feedback regarding potential additions to the new Maker Space at the Edwardsburg Branch.
 - Three quotes were received for new HVAC installation at the Howard Branch.
 - Chris will compose a grant application to assist with the associated cost.
 - Update signage at Main Branch and Howard Branch.
 - New blinds for Howard Branch.
- Finance: Andrew Churchill reported that the committee convened and conducted a thorough review of the budgets.
- Personnel: Joe Gross reported that the committee convened on December 5th and reviewed the meeting room policy. Additionally, the discussion included the need for improvement in the performance review process, and an inquiry was made to Brian Mortimore regarding his potential engagement with the reviews.
 - A motion was made by Joe Gross to engage Brian Mortimore for the performance review, for an amount not to exceed \$4,000.00, and supported by Ron McAdam.

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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Unfinished Business:

Edwardsburg Build & Fundraising Update

- Jennifer Sawyer of The Barton Group presented the contract and a summary of the building's status. Construction is 83% complete. She recommended the installation of a continuous line of snow guards around the entire perimeter at a cost of \$58 per linear foot.

Joe Gross excused himself from the meeting at 7:45 p.m.

New Business:

- 2025 Budget Amendments
 - Andrew Churchill motioned for the approval of the 2025 Budget Amendments, Debt Service Fund, and Capital Projects Fund Edwardsburg Branch Build Amendment, supported by Rebecca Crocker.
Roll Call:
Sandra Asmus Yes Ron McAdam Yes
Joe Gross Absent Laura Hughes Yes
Andrew Churchill Yes Rebecca Crocker Yes
Eileen Toney Yes Tabitha Schafer Yes
Motion carried.

- Mason Township Trustee Reappointment
 - Sandra Asmus moved to approve the reappointment of Rebecca Crocker as Mason Township Trustee, supported by Laura Hughes. Motion carried.

- 2026 Holiday Closures
 - Andrew Churchill moved for the approval of the 2026 Holiday Closures, to include Friday, July 3rd for the observance of Independence Day and Monday, January 19, 2026 for the observance of Martin Luther King Jr. Day, supported by Tabitha Schafer. The motion carried.

- Staff Development Day (December 10, 2026)
 - Tabitha Schafer moved to approve the closure of all branches on Thursday, December 10, 2025, for a Staff Development Day, supported by Sandra Asmus. Motion carried.

- Meeting Room Draft Policy Update and Vote
 - Tabitha Schafer motioned for the approval of the Draft Meeting Room Policy, contingent upon review by legal counsel, supported by Rebecca Crocker. Motion carried.

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- One Time Salary Adjustment for All CDL Staff
 - Rebecca Crocker moved to approve a one time salary adjustment for all CDL staff for the amount of \$250.00 after taxes, supported by Andrew Churchill.

Roll Call:

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

Motion carried.

- Board Development Session
Tuesday, January 27, 2026
Flagg Room, Main Library
5:00 p.m. Light Dinner
5:30 to 6:30 p.m. Board Session

Adjournment

8:14 p.m.

Ron McAdam, moved.

Laura Hughes, supported