

**Cass District Library  
Regular Board of Trustees Meeting  
November 19, 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, Joe Gross, Director Chris Korenowsky, Recorder Stephanie Knepple, Guests Amelia Barker-King of The Barton Group, Kayla Bamrick of CDL, Kendra Truesdale of CDL, Rick Labian of National Insurance Services (Google Meet).

**Agenda:** Andrew Churchill moved to approve the agenda, supported by Laura Hughes. Motion carried.

**Minutes:** Rebecca Crocker moved to approve the October 2025 Meeting Minutes, supported by Sandra Asmus. 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 \$3,743,594.24, Total Income \$23,965.01, Debt Service Principle \$90,000.00, Debt Service Interest \$107,850.00, Total Administration Expenses \$990.79, Total Books/Periodicals/Videos/Audio \$18,906.16, Total Contracts/Professional Fees \$7,245.61, Total Equipment \$982.61, Total Miscellaneous Expenses \$10,837.21, Total Payroll Expenses \$92,545.62, Total Programs and Promotions \$934.22, Total Repairs & Maintenance \$4,519.59, Total Telephone/Utilities \$4,621.02, Total Expenses \$340,038.83, Net Income -\$316,073.82.
- Edwardsburg Capital Projects Fund: Total Assets \$1,916,959.97, Total Accounts Payable \$93,142.00, Total Other Current Liabilities \$118,295.00, Total Liabilities \$211,437.00, Total Equity \$1,705,522.97, Total Liabilities and Equity \$1,916,959.97.

Joe Gross moved to approve the expenditures, supported by Rebecca Crocker.

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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**Presentations:**

- Marketing Programming Coordinator Kayla Bamrick delivered a presentation outlining the Giving Tuesday Marketing Plan.
- Kendra Truesdale was formally introduced to the Library Board as the new Howard Branch Manager.
- Christopher Korenowsky presented a report regarding the transition from Baker and Taylor to Ingram for the procurement of books.
- Christopher Korenowsky provided an update on fundraising efforts.

**Director's Report:**

- Applied for *Carnegie Libraries 250* grant of \$10,000 for maintaining an Andrew Carnegie endowed building. The gift comes from the Carnegie Corporation of America and CDL will receive the generous unrestricted gift in January 2026. There are 1,280 library systems in the country that still operate Carnegie facilities and are a part of this milestone celebration.
- Connected Judge Carol Bealor to Library space for a yoga class at the Main Library for the court system. CDL was able to work with the judge to secure space across 2026 for the newly formed Cass County Courts Yoga sessions to meet monthly for a health and wellness initiative.
- Arranged multiple tours of the new branch for both community stakeholders and the staff team. To date:
  - Edwardsburg Lions Club (20 members)
  - Eleven (11) CDL staff members
  - First Source Bank (executive team)
  - Mr. and Mrs. Richard Sheffer
  - Edwardsburg Mahjong Players Group (12 members)
- Engaged in five “meet the director” open forums at every CDL location. I appreciated meeting members of the community that turned out to stay current with new happenings at the library, as well as meeting new users and stakeholders.
- Attended the Human Services Coordinating Council's Legislative Forum. Moderated by former Senator John Proos, the forum featured Congressman Tim Walburg, Senator Johnathan Lindsey, Representatives Brad Paquette and Steve Carra, Peter Dickow of Senator Gary Peters' office, and Peter Kalogrios of U.S. Senator Elissa Slotkin's office. The panel took questions on social services updates, local government relations, and education opportunities for Cass County.
- Arranged, free of charge via the Michigan Gateway Community Foundation partnership, a promotional video update on the building of the new Edwardsburg branch. Working with OnBase Productions out of Niles, the PR video will be released before Giving Tuesday to allow us to maximize fundraising efforts during the holiday season.

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- Attended the Econ Club of Michiana event in South Bend with keynote speaker Eleanor Reese (Vice President Global Communications and Corporate Relations, Whirlpool Corporation).
- Facilitated a fundraising gift from Invenergy, LLC based in Chicago after the donor representative was advised to call the public library from the Cass County Commissioners office.
- Participated in 10 interviews to fill four Circulation Assistant positions. I was heartened by the quality of experience and applicants that wanted to work at CDL. I am pleased to share that all four positions are now filled.
- Met with the team from Intersect (Bill LaDitka and Lindsay Reed) to discuss their involvement in the Master Facilities plan document, as well as space planning ideas they have for other locations.
- Edited the 2025 draft budget amendment document for Board review, as well as the 2026 draft budget. Brandi Roberts was instrumental in assisting with both of these tasks.
- Worked a Saturday shift at the Local History location to get a feel for the type of public questions we might get, as well as to look at usage by patrons.
- Started the process of examining the Meeting Room policy to include Edwardsburg citations, as well as a system wide fee structure for for profit organizations seeking space. The draft policy will go back to the Personnel committee for the 12/5/2025 meeting.
- Prepared for the year end processing of W2 and 1099 forms for the staff team.
- Spent a fair amount of time on the following administrative areas:
  - \* reviewed 990 tax information to close out the year end
  - \* examined annual insurance quotes and met with a representative from National Insurance
  - \* signed and reviewed Kruggel Lawton CPA documents to prepare for the annual audit
- Began work with Kayla Bambrick on the grand opening guest list for Edwardsburg, as well as the communication protocol attached.
- Met with Steve VanderSloot of Sign Art Inc. to discuss exterior wayfinding signage for customers coming to the new Edwardsburg branch.
- Connected with Dustin Lancaster (IT project manager at Clark Technical) onsite at the new branch to ensure the wireless framework is in-place for the grand opening. Work before us includes:

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- \* addition of 50 patch cables, UPS, North/exterior WAP
- \* check on moving cost/estimate of equipment from the former branch
- \* discuss increased cost of WAP installation in most recent quote

**Committee Reports:**

- Facilities:  
Tabitha Schafer presented the report on behalf of the Facilities Committee. The construction of the Edwardsburg Branch is progressing.
- Finance:  
Andrew Churchill reported that the Finance Committee would convene to review the proposed 2026 budgets and health insurance quotations.
- Personnel:  
Joe Gross provided a report on behalf of the Personnel Committee. Staff performance reviews will be completed on their respective anniversary dates. Discussions regarding Strategic Planning will commence in 2026.

**Correspondence:**

Director Christopher Korenowsky reported that a letter had been received from Mr. Larry Sehy, a patron of the Howard Branch.

**Unfinished Business:**

- Authorized Representative for Edwardsburg Branch Project  
Andrew Churchill moved to approve the addition of Christopher Korenowsky as the authorized representative contact for the Edwardsburg Project, supported by Rebecca Crocker. Motion carried.
- Edwardsburg New Branch Update  
Amelia Barker-King of the Barton Group reported that the progress of the Edwardsburg Branch site is encouraging. Landscaping has been completed. Carpet installation is scheduled for December, and painting will commence. The fireplace installation is anticipated for mid-December.

**Health Insurance Options:**

Rick Labian of National Insurance Services (via google meet) systematically reviewed the various plan structures, premium costs, deductible changes, and coverage details to provide the board with a comprehensive understanding of the options available. Following his formal presentation, Mr. Labian dedicated a significant amount of time to a question-and-answer period. He proactively addressed various inquiries and concerns that had been collected in advance or raised in real-time by the board members, many of which were focused on anticipating potential impacts or issues that might arise for the staff regarding the transition to or selection from the new 2026 health insurance offerings.

Andrew Churchill moved to adopt the current Blue Cross Blue Shield of Michigan Simply Blue Gold Option 3 plan and introduce the Simply Blue HSA PPO Option 1 to staff, supported by Joe Gross. Motion carried.

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Tabitha Schafer moved to set up HSA accounts with Health Equity, supported by Rebecca Crocker. Motion carried.

**New Business:**

- Personnel Committee Name Adjustment
  - New Name: Personnel/Policy Committee
- 2025 Budget Amendment: Tabled
- 2026 Budget Draft: Tabled

**Adjournment:**

8:37 p.m.

Laura Hughes, moved.

Ron McAdam, supported.

Motion carried.

Respectfully submitted,  
Stephanie Knepple