

**Cass District Library
Regular Board of Trustees Meeting
January 21, 2026
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, Joe Gross (Google Meet), Director Chris Korenowsky, Recorder Stephanie Knepple, Guests Kendra Truesdale of Cass District Library, Rhonda Belcher of Cass District Library, Amelia Barker-King of The Barton Group (Google Meet).

Absent: Trustee Tabitha Schafer.

Agenda: Ron McAdam moved to approve the agenda, supported by Sandra Asmus. Motion carried.

Minutes: Andrew Churchill moved to approve the 2026 Annual Budget Hearing Meeting Minutes and the amended December 2025 Regular Meeting Minutes, supported by Rebecca Crocker. Motion carried.

Minutes: Ron McAdam moved to amend November 2025 Minutes to include Joe Gross as present, supported by Rebecca Crocker. Motion carried.

Public Comment: None to report.

Treasurer's Report and Approval of Expenditures:

- Total Assets \$3,344,494.21, Total Income \$17,057.32, Total Administration Expenses \$1,889.74, Total Books/Periodicals/Videos/Audio \$8,304.34, Total Contracts/Professional Fees \$5,249.08, Total Equipment \$1,289.90, Total Miscellaneous Expenses \$3,987.99, Total Payroll Expenses \$81,695.00, Total Programs and Promotions \$3,283.48, Total Repairs & Maintenance \$6,684.67, Total Telephone/Utilities \$6,301.44, Total Expenses \$118,685.64, Net Income -\$101,628.32.
- Edwardsburg Capital Projects Fund: Total Assets \$1,295,442.96, Total Accounts Payable \$484,993.54, Total Other Current Liabilities \$118,295.00, Total Liabilities \$603,288.54, Total Equity \$692,154.42, Total Liabilities and Equity \$1,295,442.96, Total Revenue \$3,437.22, Total Expenditures \$418,534.64, Net Revenue -\$415,097.42.

Sandra Asmus moved to approve the expenditures, supported by Laura Hughes.

Roll Call:

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

Motion carried.

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**Director's Report
January 2026**

- The following was completed in anticipation of opening the new Edwardsburg branch:
 - ❖ Arranged for the Cass County Board of Commissioners to tour the new branch location in January.
 - ❖ Finalized the donor gift payment for Mimi's Cafe of \$40,000 from two local families.
 - ❖ Connected with Emilie LaGrow, Cassopolis Village Manager, to tour the new Edwardsburg branch as a local community leader.
 - ❖ Attended a Maker Space Forum community meeting organized by CDL Board member Tabitha Shafer.
 - ❖ Met with Cornerstone construction team member Paul Mullins to look at a newer design, as well as a cheaper cost approach, to the large-scale display wall in the new branch.
 - ❖ Partnered with branch manager Rhonda Belcher on elements of her moving plan from Church Street to the new branch.
 - ❖ I facilitated a tour location for a majority of the officials at the Village of Edwardsburg.
 - ❖ Sent official note of thanks to the Village of Edwardsburg for waiving a \$20,000 exterior signage permit fee.
 - ❖ Attended a special board Facilities committee meeting to discuss the move plan from Church Street to the new branch.
 - ❖ Coordinated the drop off of major IT equipment coming in as new purchases to the new branch.
 - ❖ Reviewed the current status of available Huntington funds with The Barton Group team as we begin to wind down our partnership and review final payments for construction and building work.
 - ❖ Began working on obtaining a complete and detailed Information Technology scope of work from our IT partners for all things related to technology equipment and services with Clark technical.

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- ❖ Helped to coordinate the Staff Development day by securing the lunch order, working to present the keynote speaker, and helped with the breakfast buffet for all staff.
- ❖ Met with Joseph Hamlin from the Library of Michigan to figure out how to document the penal fines by both township and township population. This is an important part of the annual submission for State Aid.
- ❖ Partnered with Rick Labian and CDL staff to get a Health Equity account fully set-up for employees wishing to obtain HSA insurance coverage. One employee took advantage of the offer, and coverage officially started at the first of the year.
- ❖ Met with all three of the Board subcommittees:
 - Facilities 1/3/2025
 - Personnel and Policy 1/5/2025
 - Finance 1/5/2025
- ❖ Spent a great deal of time looking at the completion of the 2025 amended budget, as well as co-creating the draft 2026 budget.

Howard Branch Manager 2025 Year in Review Presentation: Kendra Truesdale, the Howard Branch Manager, delivered a comprehensive presentation detailing 2025 statistics and outlining objectives for 2026.

Plans for 2026 Grant Awards:

- Director Korenowsky reported the successful completion of the State Aid Report, resulting in an award of \$40,000.00 from the state.
- Director Korenowsky reported that, with assistance from Programming and Outreach Manager Stephanie Knepple, a grant application had been submitted to Pizza Hut, and work was underway on a Dollar General Grant application. Both grants are intended to provide funding for the Summer Reading Program.

Branch Reports: Director Korenowsky presented the highlights from the Branch Reports.

Facilities Coordinator Position: Director Korenowsky reported that a new hire will assume responsibility for facility maintenance at the Edwardsburg and Howard Branches. The current employee, Garry Daniels, will continue to maintain the Main Library and will add the Local History and Mason/Union Branches to his responsibilities.

Committee Reports:

- Facilities: Director Korenowsky reported with satisfaction the approaching completion of the new Edwardsburg Branch construction.
- Finance: Treasurer Churchill reported that the committee convened and discussed capital improvement expenditures.
- Personnel: Trustee Joe Gross reported the engagement of Brian Moritore and indicated that a draft of the Personnel Review will be presented at the committee meeting scheduled for March 4th.

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Correspondence:

- Cass County Board of Commissioners: A positive press release was generated by the Cass County Board of Commissioners following their tour of the new Edwardsburg Branch location.
- Mr. Peter Fournier: A letter of appreciation for Local History Branch Manager Jon Wuepper was received from patron Mr. Peter Fournier.

Unfinished Business:

- Edwardsburg New Branch Update: Amelia Karker-King of The Barton Group presented the Billing and Contract Summary. The construction is ninety-three percent complete. The Contingency log was reviewed.
- Reminder of Board Development Session: January 27, 2026 at 5 p.m. Main Library
- Announcement of the Edwardsburg Branch Grand Opening: President Eileen Toney announced that the ribbon cutting ceremony is scheduled for Friday, February 27, 2026, at 1:00 p.m. The official opening of the branch to patrons will be on Saturday, February 28, 2026, from 9:00 a.m. to 5:00 p.m.

New Business:

- Election of Officers: President
- Election of Officers: Vice President
- Election of Officers: Treasurer Term expiration for Andrew Churchill is scheduled for December 31, 2026. This position does not require a vote.
 - Rebecca Crocker nominated Eileen Toney as President, supported by Ron McAdam.
 - Ron McAdam nominated Rebecca Crocker as Vice President, supported by Laura Hughes.
 - Andrew Churchill moved to approve the appointment of Eileen Toney as President and Rebecca Crocker as Vice President, supported by Laura Hughes. Motion carried.
- Committee Appointments: Tabled
- 2026 CDL Board of Directors Meeting Dates:
 - Laura Hughes moved to approve the amended 2026 CDL Board of Directors Meeting Dates, supported by Sandra Asmus. Motion carried.
- Water Softener Quotes for Main Library: Ron McAdam moved to approve the Culligan quote in the amount of \$6,239.00 for the replacement of the water softener at the Main Library, supported by Andrew Churchill.

Roll Call:

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

Motion carried.

Adjournment: 7:28 p.m. Laura Hughes, Moved. Rebecca Crocker, Supported. Motion carried.

Respectfully submitted by Stephanie Knepple