

**Cass District Library
Regular Board of Trustees Meeting
March 18, 2026
Minutes**

President Eileen Toney called the meeting to order at 6:01 p.m. followed by the Pledge of Allegiance.

Present: President Eileen Toney, Treasurer Andrew Churchill, Trustees Sandra Asmus, Joe Gross (Google Meet), Ron McAdam, Laura Hughes, Tabitha Schafer. Director Christopher Korenowsky, Recorder Stephanie Knepple, Guests Brandi Roberts of Cass District Library, and Alex Shaeffer of Kruggel Lawton CPA's.

Absent: Vice President Rebecca Crocker.

Agenda: Ron McAdam moved to approve the agenda, supported by Laura Hughes. Motion carried.

Minutes: Ron McAdam moved to approve the February 2026 Minutes, supported by Tabitha Schafer. Motion carried.

Public Comment: None to report.

Annual Audit Presentation: Alex Shaeffer Partner of Kruggel Lawton CPA
Andrew Churchill approved the annual audit, supported by Sandra Asmus. Motion carried.

Treasurer's Report:

- Total assets \$3,476,746.50, Total Administration Expenses \$3,225.19, Total Books/Periodicals/Videos/Audio \$7,095.55, Total Contracts/Professional Fees \$15,244.40, Total Equipment \$8,082.43, Total Miscellaneous Expenses \$3,979.49, Total Payroll Expenses \$75,112.84, Total Programs and Promotions \$2,294.21, Total Repairs & Maintenance \$7,461.26, Total Telephone/Utilities \$7,411.51, Total Expenses \$129,906.88, Net Income -\$104,875.94.
- Edwardsburg Capital Fund: Total Assets \$523,491.93, Total Accounts Payable \$307,774.89, Total Liabilities \$520,632.89, Total Equity \$2,859.04, Total Liabilities and Equity \$523,491.93, Net Revenue -\$172,977.00.

Ron McAdam moved to approve the expenditures, supported by Laura Hughes.

Roll Call:

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

Motion carried.

**Cass District Library
Regular Board of Trustees Meeting
March 18, 2026
Minutes**

**Director's Report
March 2026**

The following was completed during the month of February:

- The following was completed to open the Edwardsburg Branch on 2/27/2026:
 - Planned for the recognition of Shirley Andrews as the Community Advocate awardee.
 - Finalized all speaker plans and co-created speaker line-up remarks.
 - Connected with Rick Behnke and Lewis Boyden to market and finalize the Cass Medical Mobile Van to be at opening day.
Met with Creative Vinyl to replace a damaged piece of the Pokagon mural for opening day.
 - Completed all donor plaque options that were finalized by opening day.
 - Co-coordinated the drop off of major IT equipment, donations, and community gifts from Main 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.
Shared meeting minute notes from the interior punch list walk through with Abonmarche and The Barton Group (a document created near the end of a construction project listing work that does not conform to contract specifications, such as missing, damaged, or incomplete items).
 - Met artist Mara Magyarosi-Laytner to install the inaugural curated art collection for opening day.
 - Toured the Edwardsburg's Monday Evening Club through the new branch and received a generous donation from the group.
 - Was onsite to help answer collection move questions and issues from Library Design.
 - Helped to welcome over 1,000 users from 2 p.m. on 2/27 through closing at 5 p.m. on 2/28.
- Continued to meet with Brian Mortimore on the creation of an official performance assessment plan for all CDL employees. Status update was shared with the Personnel and Policy committee at the 3/6/2026 meeting.
- Arranged for Veronica LaBar, MERS Regional Manager, to address the Finance Committee. Ms. LaBar updated the committee on the Library's Defined Benefit retirement plan. She explained how the plan is funded, outlined key actuarial concepts used to assess liabilities, and reviewed current and projected liabilities using the 12/31/2024 Annual Actuarial Valuation (AAV) report.
Attended the Cass County Health and Human Services committee to update them on the new branch opening.
- Participated in the statewide Michigan library director's monthly update meeting with the Library of Michigan.
- Interviewed and extended an offer to a qualified candidate for the part-time Facilities Coordinator position at the Edwardsburg Branch. Duties will cover and extend to the Howard branch too.
- Reviewed all 2026 Erate applications and signed off for the vendor.
- Met with Matt Gravin of the Guild of Library Makers. The Guild of Library Makers is a cohort of library employees from all across the state of MI who have come together as a

