

**Cass District Library  
Regular Board of Trustees Meeting  
May 20, 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, Treasurer Andrew Churchill, Trustees Sandra Asmus, Joe Gross, Ron McAdam, Laura Hughes, and Tabitha Schafer. Director Christopher Korenowsky. Main Branch Circulation Manager Gabby Porter. Guests Rhonda Belcher and five other attendees who did not identify themselves.

**Absent:** Vice President Rebecca Crocker (excused for travel).

**Agenda:** Joe Gross moved to approve the May 2026 agenda, supported by Laura Hughes. Motion carried.

**Minutes:** Ron McAdam moved to approve the April 2026 Minutes, supported by Andrew Churchill. Motion carried.

**Board Governance Meeting Minutes:** Andrew Churchill moved to approve the May 12 Board of Directors effective governance session, supported by Laura Hughes. Roll call:

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

Motion carried.

**Public Comment:** Public comment occurred.

**Treasurer's Report:**

- Total Assets \$4,843,616.02.
- Total Administration Expenses \$2010.92.
- Total/Books/Periodicals/Videos/Audio \$10,366.07.
- Total Contracts/Professional Fees \$10,798.86.
- Total Equipment \$47,198.00. This is a one time, annual payment.
- Total Miscellaneous Expenses \$5,472.97.
- Total Payroll Expenses \$107,998.48.
- Total Programs and Promotions \$857.94.
- Total Repairs & Maintenance \$2,989.32.
- Total Telephone/Utilities \$6,767.35.
- Total Expenses \$194,459.91.
- Net Income \$507,700.08.

Edwardsburg Capital Fund:

- Total Assets: \$185,196.63.
- Total Accounts Payable \$191,230.00.
- Total Other Current Liabilities \$212,858.00.
- Total Liabilities \$404,088.00.
- Total Equity -\$218,891.37.
- Total Liabilities and Equity \$185,196.63.

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Ron McAdam moved to approve the expenditures, supported by Joe Gross.

Roll Call:

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

Motion carried.

**Director's Report**

**April 2026**

The following was completed during the month of April:

- Worked with the Business Office to get the MiUI Employer Portal Application set up for the library system. MiUI is the State of Michigan Unemployment Insurance Agency's modernized, web-based tax and benefits platform. In February 2026, it was designed to replace the Michigan Web Account Manager (MiWAM) for employers and third party administrators.
- Connected to State FEMA Coordinating Officer Penny Burger so the Small Business Association's Disaster Loan Outreach Center can use the meeting space at Main beginning April 28. The SBA offers low-interest disaster loans for homeowners, renters, and businesses impacted by declared disasters, providing funds to repair, rebuild, or replace damaged property and assets. This is another positive outcome of our partnership with Manny DeLaRosa as Cass County's Emergency Manager.
- Received a \$5,000 award through the Public Library Services grant program via the Library of Michigan. This grant, which focuses on digital literacy and information access, will allow us to provide each of our four circulating branches with four new Chromebooks for public use. Over the next several weeks, we expect to receive a total of 16 devices, which will be prepared for patron use upon arrival. Branches will have the flexibility to use the Chromebooks for either in-house access or circulation.
- Invited to attend a special dedication ceremony at the Edwardsburg Branch in partnership with the Michiana Astronomical Society on 8/8/2026. Professor George Drake is donating a telescope on behalf of his organization followed by a public program. CDL is delighted to receive this generous and thoughtful donation.
- Arranged for invoices and committee information to be shared about the installation of the air split unit in the archives at the Local History Branch.
- Met with Judy Wetter from the Edwardsburg Historical Museum on the delivery of the Church Street sign, as well as ideas on potential exhibition partnerships.
- Connected Cass County Mobile Clinic to the Edwardsburg Branch for regular twice monthly stops. The mobile clinic now services two CDL locations (twice monthly stops also happen at the Mason Union Branch).

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**Circulation Branch Manager Gabby Porter Presentation:** Ms. Porter shared her perspectives from the check out desk noting that our circulation team often makes the first impression for the customers that use CDL. Part of Gabby’s direct oversight includes materials management questions from the public, as well as working with materials efficiently to get items into the hands of community members as quickly as possible. Ms. Porter is responsible for scheduling all staff training, reviewing data usage trends for procedural work, as well as managing statistics that help CDL understand how patrons use the Library. Gabby also ensures circulation policies are applied consistently and fairly across the organization.

**CDL Safety and Security Training:** Director Christopher Korenowsky shared that on May 11 the staff team had an important all staff security training with Mr. Manny DeLaRosa) Cass County Emergency manager. Agenda items discussed at that important meeting included situational awareness, crime statistics in Cass County, profiles of an active killer and active shooter training sessions. The principle of “Lock Out, Get Out, Take Out.”

**Branch Reports:** Director Korenowsky reviewed the reports of each of the five branch locations.

- Edwardsburg: User visits statistics were discussed, and the ongoing busyness of the location.
- Howard: Customer story was shared as multiple staff worked with a distinguished veteran.
- Local History: Branch Manager Jon Wuepper’s recent article on early Jones, MI was shared.
- Main: Potawatomi Zoo public program drew 289 attendees.
- Mason Union: The Tai Chi public program was a nice offering with four sessions and 22 attendees.

**Howard Branch AC Units:** The Director shared that a theft occurred at the Howard Branch showing all exterior AC units removed from the property. Copper wiring was cut during the theft, and staff were alerted on May 12, 2026 of the incident. The Cass County Sheriff’s Office was immediately called to report the theft. Further, a claim was made with the Decker Agency property insurance file and CDL is working its way through that process.

**Imagine Cass Project Update:** Director Korenowsky shared that informal conversations had been had with members of the Land Bank Trust to potentially discuss a new branch. These were only informal conversations, and not a commitment of any kind.

A formal motion was made to “authorize the Director to continue to engage in exploratory discussions with community members regarding a potential relocation of Main.” Ron McAdam moved the motion, with a second from Sandra Asmus.

Roll call:

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

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**Unfinished Business Cornerstone Construction Payment Update:**

- Jennifer Sawyer from The Barton Group (TBG) gave an update on the Cornerstone Construction payment. The Billing and Contract report dated May 15, 2026 (billing date 3-31-26) was reviewed. 97% of the total construction value has been completed to date. Balance to finish construction is \$143,041.12 (through 3/31/26). Billing for professional services was discussed to include landscaping and excavation under a separate contract with Furebringer. FFE's budget to date is \$558,760.00. There is still discussion about reconciling costs with automation. TBG is still negotiating on behalf of CDL. All costs combined (FFE, professional services, and construction considerations) to date is \$6,220,228.62. \$172,757.00 is contingency monies not spent. \$151,550.38 under budget which is good news. TBG received the final change order request from Cornerstone. These were miscellaneous items as we enter the last phases of work. Eileen Toney asked a question about the forthcoming pavilion. There is no total value pricing or budget present at this time. Additional purchases were made for the Makerspace Room. Interior punch lists were completed, as well as exterior punch lists were completed.
  
- The landscaping punchlist was started There remains problems with the irrigation systems in the bassins. There is path work to be done and water has eroded part of the walkway. TBG is arranging a meeting with the owner of Abonmarche and CDL for exterior concerns. Andrew Churchill raised a concern about the exterior state of the building as it belongs to the taxpayers.

**Committee Reports:** The following committees reported out:

- Facilities:  
Mr. Korenowsky shared that the glass door was installed at the Edwardsburg Branch. The landscaping punchlist was discussed. The sealed bid process is an agenda item and will come at that time.
- Finance:  
Andrew Churchill reported that coming in under budget and fundraising efforts show we will use a significantly less amount of cash reserves to finish construction. At the start of the project, CDL committed \$600,000 to put towards the project. Future cash reserves used will be approximately \$100,000.00 versus the planned \$600,000.00. This shows the hard work of all involved and the commitment to the taxpayers of Cass County. \$67,000+ in fundraising dollars remains held at the MI Gateway Community Foundation. The Finance Committee went over the copier contracts at their May meeting. Mr. Churchill reported an attempted Business Email Compromise involving a vendor connected to the Edwardsburg construction project. A threat actor impersonated the vendor's controller and inserted themselves into an email thread. CDL's internal controls identified the attempt, and no funds were lost. The compromise occurred on the vendor's system, not CDL's. CDL worked with Clark Technical to confirm no malware was introduced.

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Working proactively to protect against modern cybercriminal activity the Library Director and Business & Technical Processing Manager continue to implement safeguards with support from Huntington Bank.

- Personnel and Policy:  
Mr. Gross discussed the performance assessment process. According to Mr. Korenowsky met with every CDL Manager in the organization to review the new performance assessments per job title. All performance assessments were sent to the entirety of the staff. A job aid document was created by Director Korenowsky that managers will use the new rating systems for the evaluative system. A safety and security issue was discussed at Edwardsburg that involved teenagers fighting. A process for reviewing policies needs to be put into place.
  
- Mr. Gross indicated the Personnel and Policy committee will discuss this at the next meeting.

**Correspondance:**

The following correspondence was noted:

Edwardsburg Area Historical Museum:

Della Holdread, Board of Trustees (2)

Heritage Southwest Intermediate School District

Christine Whitmire, Director of Early Childhood Education

Hydro Aluminum Metals, CDL Summer Reading Program Thank You  
Stephanie Knepple and Christopher Korenowsky

State of Michigan, Department of Education  
Glenn Maleyko, Ph.D. State Superintendent

United Way of Southwest Michigan, VITA Program Sara  
Barlow, IMPACT Project Coordinator

**Church Street Sealed Bid Inventory: Opening and Reading**

This overview was for the bids on taxpayer purchases from the former

- Assorted book ends one lot, one bidder. \$30.00.
- Assorted Table A, one bidder. \$100.00
- Regular size circle desk chairs. Lot of four, one bidder. \$30.00.
- Regular size circle desk chairs B. Lot of four. \$100.00.
- Single shelving unit (youth area). One bidder. \$50.00.

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- Single Unit of Shelving. One bidder. \$30.00.
- One butcher block table. One bidder. \$1.00.
- Tall Wood Book Case A. One bidder. \$75.00.
- Tall Wood Bookcase B. Two bidders. Highest bid takes the case. \$75.00.

Highest bidders will be notified on May 21, 2026. Pick up date is May 29. Director Korenowsky shared two quotes from two different haulers. College Hunks were quoted at removing all remaining items to be between \$8,000 and \$10,000 dollars.

A second company, Faithful Haulers, who submitted a preliminary quote of \$1,900.00 to \$2,500.00. Faithful Haulers was awarded the bid.

**New Business**

- Main Branch Copier. Director Korenowsky. Two estimates were provided to replace the Main Branch copier for Marketing, Business Office, and Administration. US Business is our current vendor for all copiers. \$215 a month across 60 months is \$12,952.20 gets the organization a brand new model plus accessories. CDL has been with this company for decades. A second estimate comes from Integrated Technology (ITG) founded in the region in 2018. For 63 months at \$199.00 a month \$12,593.70. Staff met with ITG and decided to maintain our current relationship with US Business. A motion was made by Joe Gross to accept the lease purchase of the US Business copier at 60 months for a total of \$12,952.20. Laura Hughes supported.

Roll call:

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

**Board Discussion**

- The Board received notice that an employee submitted a resignation via e-mail, during the meeting. A brief discussion was held with no action taken.
- Board of Directors President Eileen Toney shared she has put her residence up for sale in Howard Township and will be moving to Newburg Township. Ms. Toney indicated when her Howard Township sells, she will submit her resignation to the Board of Directors. According to MCL 397.179, which states that once a board member gives a resignation, they may continue to serve until a replacement is found. This has had legal review by CDL. Ms. Toney will communicate with Howard Township Manager of this residency change.

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**Adjournment**

A motion was made by Joe Gross, Andrew Churchill supported. The meeting adjourned unanimously at 8:25 p.m.

Respectfully submitted,  
Christopher Korenowsky  
Secretary  
Cass District Library Board of Directors