

Cass District Library
Regular Board of Trustees Meeting
June 17, 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 Rebecca Crocker, Treasurer Andrew Churchill, Joe Gross, Ron McAdam, Laura Hughes, Tabitha Schafer. Director Christopher Korenowsky, Recorder Stephanie Knepple, Guest Christine Seiser.

Absent: Sandra Asmus.

Agenda: Joe Gross moved to approve the amended agenda, supported by Rebecca Crocker.
Motion carried.

Minutes: Andrew Churchill moved to approve the May 2026 Minutes, supported by Rebecca Crocker.
Motion carried.

Public Comment (Agenda Items Only): None to report.

Treasurer's Report and Approval of Expenditures:

- Total assets \$4,714,201.56, Total Administration Expenses \$2183.15, Total Books/Periodicals/Videos/Audio \$8,182.57, Total Contracts/Professional Fees \$10,223.07, Total Equipment \$12,157.89, Total Miscellaneous Expenses \$5,659.76, Total Payroll Expenses \$84,216.91, Total Programs and Promotions \$5,415.19, Total Repairs & Maintenance \$11,961.42, Total Telephone/Utilities \$6,435.17, Total Expenses \$146,435.13, Net Income -\$138,849.24.
- Edwardsburg Capital Fund: Total Assets \$175,381.90, Total Accounts Payable \$187,360.00, Total Liabilities \$400,218.00, Total Equity -\$224,836.10, Total Liabilities and Equity \$175,381.90, Net Revenue -\$5,944.73.

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

Roll Call:

Sandra Asmus	Absent	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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Director's Report:

The following showcases the collaborative, dedicated work of the CDL team:

- Harrison Waldon. Harrison is the new Facilities Coordinator at CDL. He is working with Brandi Roberts (Business and Operations Manager) as his director supervisor. Part of Harrison's new responsibilities is the maintenance and custodial coverage of the Edwardsburg and Howard branches. Harrison has already made an impression on his new colleagues as I received a positive feedback email that noted, "I know he doesn't report to me, but Harrison is the first one at our branch every morning. He shuts off the alarm and turns on the coffee machine without fail. I really like having him there. He is a great addition to the team."
- Kamryn Smith and Sarah Payton. Kamryn and Sarah are part time Circulation Assistants at the Main Library. Kamryn and Sarah immediately became a customer service representative known to the public and staff through her excellent promotion of the library system and her care and concern for patrons. Kamryn and Sarah willingly and happily worked across multiple branches to fill public service schedule gaps in May, as well as lent their creative talents to displays and summer reading program publicity in-house. We are happy they are a part of the CDL team.
- Jon Wuepper. In May, Jon held a standing room only crowd for a public program entitled, *Mike Fornes Presents Mackinac Island's Grand Hotel*. 18 patrons joined the author and historian to learn about the past and present of this iconic landmark. Additionally, the Local History Branch received a donation in May of \$105.00 from a patron who recognized the value of the services offered. We are always pleased to shine a spotlight on the treasures at the Local History Branch.
- Stephanie Knepple. Stephanie has once again managed and organized the large scale *Unearth a Story* summer reading program for the District. Stephanie's rigorous attention to detail allows her to work with her colleagues in every location on programming budgets, registrations, statistics, and public program calendars. Stephanie organizes the prizes for all age groups which run from early literacy (0-5), kids (6-12), teens (13-17), and adults (18+). This is one of the most important things CDL does all year, and it is a true team effort to make this happen for the patrons of CDL.
- Holly Nelson. It is difficult to overstate Holly's contributions to CDL from a customer service standpoint. She is the true face of her location. Holly began working with a new laptop to help with workflow in May, as well as continuing to be an excellent partner to the Mason Union Township. The branch will receive four additional Chromebooks for in-house or check out usage later this summer to continue to address digital equity issues.
- Sara Essig. "I get to wake up and go work at the library and it's a pleasure." This comment is from a new part time Circulation Assistant at the Howard Branch. Sara is a master knitter and has plans to start a knitting club this fall at the branch based on her personal and professional interests.

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- Molly Welsch. Without hesitation, Molly stepped up to assume the role of interim Circulation Manager at the Edwardsburg Branch in May. Molly is a natural leader and more often than not knows the first names of the patrons that she serves. She is deeply committed to providing excellent customer service. Part of Molly's initial focus will be:
 - * Helping plan new check-out desk workflow improvements.
 - * Creating a new daily scheduling template for all branch staff.
 - * Managing branch statistics and coordinating data entry.
 - * Beginning a review of CDL circulation policies for currency and accuracy.
 - * Researching operational grant opportunities for CDL.
- Kayla Bambrick. Without hesitation, Kayla stepped up to assume the role of interim Branch Manager at the Howard Branch. A creative and dedicated librarian and marketer, Kayla took over the entirety of the location operations while still doing her job as Manager of Marketing and Communications. Kayla's commitment to teamwork and the District public is on display every single day. Part of Kayla's beginning focus includes:
 - * Helping plan a potential new check-out desk for workflow improvements.
 - * Working with new circulation assistants at the branch.
 - * Managing branch statistics and coordinating data entry.
 - * Coordinating all of our summer reading program efforts for the location.
- Tom Harris and Gary Daniels. CDL's longtime maintenance and custodial team of Tom and Gary continue to work hard and showcase efforts that enhance customer service and community engagement. In late May, plans began to remove the front year sign from the former Church Street branch property to donate it to the Edwardsburg Historical Museum. Not only did Tom and Gary spend an afternoon removing the sign from the property, they brought it back to the Main branch shop to clean it up before delivery. Their hard work behind the scenes is an important part of our operations at CDL.
- Morgan Dull and Carrie Williams. Morgan (Interloan and MEL Coordinator) and Carrie (Technical Processing Assistant) spent the month of May assisting at multiple branches and helping with public services scheduling gaps. They are industrious employees who understand their roles in support services ultimately benefit all the patrons who use CDL. We thank them for their spirit of teamwork and cooperation.

Committee Reports:

- Facilities Committee: Tabitha Schafer provided an update on recent activities, noting a brief session held to discuss progress at the Howard Branch. Additionally, she mentioned that several unexpected issues surfaced at the Edwardsburg Branch, all of which are slated for imminent resolution.
- Finance Committee: Andrew Churchill provided a summary of the June 5th meeting, highlighting discussions regarding the Huntington card and qualifying statements pertaining to the bond payment.

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- Personnel and Policy Committee: The committee convened on June 5th, primarily focusing on an extensive policy review. Joe Gross reported on these discussions, while Christopher Korenowsky provided updates regarding staff transitions. Additionally, a 360-degree assessment for Chris is planned as part of the performance review process scheduled for August.

Correspondence:

- Local History Appreciation: A letter of gratitude from Jane L. Bergman was presented by Christopher Korenowsky. In the correspondence, Ms. Bergman expressed her sincere thanks to Jonathan Wuepper, Local History Branch Manager, for his dedicated assistance and collaborative efforts spanning more than ten years.
- Anonymous Envelope: Eileen Toney stated that “an anonymous letter was sent to some CDL trustees via their personal mailing addresses. The mailing was unsigned and contained no return address. Under Michigan law, this letter is not considered Board business. The Personnel and Policy Committee acknowledges the receipt of this letter only. This statement is provided for transparency to the public.”

Consent Agenda on Policy Draft Votes:

- Board Attendance Policy
- Bylaws: Tabled
- Conflict of Interest: Tabled
- Makerspace Hold Harmless
- Makerspace User Agreement
- Public Programming Policy
- Safety and Preparedness Policy-Tabled
- Security Camera Policy-Tabled

Rebecca Crocker moved to approve the Board Attendance Policy, Makerspace Hold Harmless, Makerspace User Agreement, and Public Programming Policy, supported by Ron McAdam.

Roll Call:

Sandra Asmus	Absent	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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New Business:

- Howard HVAC Update and Purchase Request

Ron McAdam moved to approve Vander Werf Energy Inc. for the amount of \$24,126.00 for a new HVAC system, supported by Andrew Churchill.

Roll Call:

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

Motion carried.

- Board Resolution Authorizing Huntington Commercial Card (effective no later than 6/30/2026)

Joe Gross moved to authorize the Huntington Commercial Card, supported by Ron McAdam.

Roll Call:

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

Motion carried.

- Termination of First National Bank of Omaha Credit Card (effective no later than 6/30/2026)

Andrew Churchill moved to approve the termination of First National Bank of Omaha Credit Card, supported by Joe Gross.

Roll Call:

Sandra Asmus	Absent	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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- Transfer of Funds from Fidelity Investments (effective no later than 6/30/26)

Joe Gross moved to authorize the fund transfer from Fidelity Investments, not to exceed the \$175,000.00 limit, supported by Rebecca Crocker.

Roll Call:

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

Motion carried.

- Establish Edwardsburg Project Fund Account (effective no later than 6/30/26)

Andrew Churchill moved to establish the Edwardsburg Project Fund Account, supported by Ron McAdam.

Roll Call:

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

Motion carried.

Public Comment (Non Agenda Items Only): None to report.

Adjournment:

7:24 p.m.

Tabitha Schafer, moved.

Joe Gross, supported.

Motion carried.

Respectfully submitted,
Stephanie Knepple