

**Cass District Library
Regular Board of Trustees Meeting
July 15, 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, Sandra Asmus, Ron McAdam, Laura Hughes, Rebecca Crocker, Tabitha Schafer, Director Christopher Korenowsky, Recorder Stephanie Knepple.

Absent: Treasurer Andrew Churchill (excused for travel), and Joe Gross (excused for travel)

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

Minutes: Rebecca Crocker moved to approve the June 2026 Minutes, supported by Tabitha Schafer. Motion carried.

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

Treasurer's Report and Approval of Expenditures:

- Total assets \$1,814,643.88, Total Income: \$29,819.85, Total Administration Expenses \$2,968.79, Total Books/Periodicals/Videos/Audio \$15,400.18, Total Contracts/Professional Fees \$3,655.72, Total Equipment \$24,369.39, Total Miscellaneous Expenses \$7,066.65, Total Payroll Expenses \$74,458.60, Total Programs and Promotions \$2,608.15, Total Repairs & Maintenance \$4,745.03, Total Telephone/Utilities \$6,727.76, Total Expenses \$247,600.27, Net Income -\$217,780.42.
- Edwardsburg Capital Fund: Total Assets -\$4,732.18, Total Accounts Payable \$228,737.69, Total Liabilities \$441,595.69, Total Equity -\$446,327.87, Total Liabilities and Equity -\$4,732.18, Total Revenue \$297.20, Total Expenditures \$221,788.97, Net Revenue -\$221,491.77.

Rebecca Crocker moved to approve the expenditures with a note to update the budget line for insurance payment received for stolen ac units at Howard Branch, supported by Ron McAdam.

Roll Call:

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

Motion carried.

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Director's Report:

- Received the property insurance claim check for the AC units that were removed from the Howard Branch. A brand new HVAC system was installed in late June.
- Arranged for invoicing and the removal of CDL's inaugural art display at the new Edwardsburg branch.
- Asked to participate in a strategic planning peer session from Library Director Ana Romero (Walla Walla County District Library, WA) and consultant Alessandra Zielinski.
- Worked at the Edwardsburg Branch as we onboarded new staff across the month of June.
- Attended inaugural artist in-service talk at the Edwardsburg Branch on 6/13/2026.
- Participated in six (6) interviews to fill the position of Community Services Librarian Associate.
- Continued to meet with every branch manager 1:1 monthly in their home locations to address local issues, as well as engage about administration and system happenings.
- Attended and prepared information for our three standing committees (Facilities, Finance, and Personnel and Policy).
- Connected new Circulation Manager James Turner (who will also assume the role of makerspace room facilitator too) with Stephanie McElwrath from Edwardsburg Public Schools.
- Spent time with further policy revisions for the Bylaws, Conflict of Interest, and Security Cameras.
- Established a new Edwardsburg Project Fund Huntington account to protect cash reserves from commingling with bond monies.
- Opened up a new Huntington Commercial Card account to replace the FNBO business card.
- Welcomed two new Branch Managers officially - Kayla Bambrick at Howard and Molly Welsch at Edwardsburg after interviews with multiple CDL team members.
- Worked with a donor who is interested in setting up a memorial fund for his adult child with multiple payments across multiple branches. This money will be restricted to youth services materials within specific topic areas.
- Arranged for the Cass County Legal yoga sessions to resume this fall at the Main Branch.

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- Completed the installation process for the last fundraising plaque to be installed on the donor benches at the new branch.
- Worked with The Barton Group to obtain a new memorial tree from Church Street to the new branch on Main Street for a long time donor family.
- Signed up to participate in the annual Edwardsburg Fall Festival and Arts Fair this September 12.
- Renewed the U.S. federal government's System for Award Management (SAM) which is necessary to have on file for CDL to apply for appropriate federal grants.
- Met with the Auditors to answer several questions about the set up of the new Edwardsburg Project Fund account.
- Prepared to attend the first all day onsite meeting at the Library of Michigan for the Quality Services Audit Checklist (QSAC) committee in July. The State Librarian made revision assignments as a starting point for the day-long session.
- Welcomed Ian Daly to his second summer working in Local History helping with the continuation of archiving the second floor collection.
- Met with Barbara Dempsey and Sally Dougherty of the Edwardsburg Historical Museum to discuss the planned author series at the branch, as well as how to better utilize the technology in place for the author presentation.
- Reviewed the first annual evaluation submitted for a staff member using the new CDL performance appraisal templates. I am pleased to share that this staff member received the maximum 4% pay for performance increase as noted in our salary matrix.

Committee Reports:

Facilities Committee Report:

- Board member Tabitha Schafer presented a summary of the committee's recent deliberations, including the status of the Howard Branch HVAC insurance claim, the ongoing implementation of facility surveillance systems, and the imperative to address dehumidification requirements at the Edwardsburg location.
- The committee reviewed a \$25,000 estimate for erosion control and downspout repairs at the Edwardsburg Branch, which reflects an \$8,500.00 reduction in scope. Furthermore, the committee evaluated the feasibility of installing roof-mounted snow and ice melt systems to mitigate chronic maintenance concerns.
- Director Chris Korenowsky conferred with Doug Martin regarding the installation of security fencing for the Howard Branch HVAC unit to ensure equipment protection.

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Finance:

- Chris Korenowsky confirmed the closure of the Nebraska Omaha FNBO card account and noted that a \$100,000.00 transfer from Fidelity was completed to support the Edwardsburg project.

Personnel and Policy:

- Rebecca Crocker reported that the committee has been conducting a robust review of policies, ensuring alignment with legal counsel, and completing formative reviews and goal setting for the director.
- Rebecca Crocker introduced the 360 survey process, which involves three distinct surveys for the board, management, and staff. The data collection will be handled by a third party to ensure anonymity, focusing on thematic ideas rather than specific attributions to encourage openness. Communication regarding these surveys are scheduled for July 27th, and the process will be initiated on August 3rd, with a closing date of August 7th. Following the close of the survey on August 7th, the board representative will compile the responses by August 14th. On August 19th the committee will meet to discuss results, followed by Chris Korenowsky submitting a self-evaluation on August 21st. The Personnel Committee will meet with Chris Korenowsky September 2nd to complete the review, and the personnel committee will review the changes on September 4th, aiming for a completed, packaged review by September 16th.
- Chris Korenowsky expressed interest in working with an external executive coach. Rebecca Crocker scheduled a meeting for the potential coach and Chris to meet to determine if she is a good fit.

Correspondence: None to report.

Consent Agenda on Policy Draft Votes:

- Bylaws
- Conflict of Interest
- Safety and Preparedness Policy
- Security Camera Policy

Ron McAdam moved to approve the policies incorporating the discussed amendments regarding agenda preparation, committee naming, and safety phrasing, supported by Rebecca Crocker

Roll Call:

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

Motion carried.

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Unfinished Business: None to report.

New Business:

- Resignation Letter: Eileen Toney announced that she has moved outside of Howard Township and submitted her resignation letter. However, under Michigan law, she will continue to serve until a replacement is identified, an arrangement supported by the Howard Township supervisor, Bill.

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

Adjournment:

7:22 p.m.

Sandra Asmus, moved.

Laura Hughes, supported.

Motion carried.

Respectfully submitted,
Stephanie Knepple