

**Cass District Library
Regular Board of Trustees Meeting
August 19, 2026
Minutes**

President Eileen Toney called the meeting to order at 6:02 p.m. followed by the Pledge of Allegiance.

Present: President Eileen Toney, Vice President Rebecca Crocker, Treasurer Andrew Churchill, Trustees Sandra Asmus, Ron McAdam, Rebecca Crocker, Tabitha Schafer, Director Christopher Korenowsky, Recorder Stephanie Knepple.

Absent: Trustee Laura Hughes.

Agenda: Andrew Churchill moved to approve the agenda, supported by Joe Gross. Motion carried.

Minutes: Rebecca Crocker moved to approve the July 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 \$4,456,218.72, Total Income: \$193,452.98, Total Administration Expenses \$2,201.13, Total Books/Periodicals/Videos/Audio \$6,803.63, Total Contracts/Professional Fees \$6,239.43, Total Equipment \$6,931.77, Total Miscellaneous Expenses \$2,840.19, Total Payroll Expenses \$75,973.71, Total Programs and Promotions \$2,048.12, Total Repairs & Maintenance \$7,630.17, Total Telephone/Utilities \$6,660.49, Total Expenses \$217,328.64, Net Income -\$23,875.66.
- Edwardsburg Capital Fund: Total Assets \$59,081.84, Total Accounts Payable \$187,360.00, Total Liabilities \$400,218.00, Total Equity -\$341,136.16, Total Liabilities and Equity \$59,081.84, Total Revenue \$19,140.28, Total Expenditures \$568,641.10, Net Revenue -\$549,500.82.

Ron McAdam moved to approve the expenditures, supported by Rebecca Crocker.

Roll Call:

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

Motion carried.

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**Director's Report
August 2026**

- Co-facilitated five external interviews with my colleague Kayla Bambrick for the position of Marketing and Communications Manager. We were so pleased with the professional talent that came to the interview table. An offer is in process, as well as a potential start date for the selected candidate.
- Arranged for chairs not able to be used in the new Edwardsburg Branch to replace worn, old furniture at the Howard Branch. This is a nice addition to that branch until we decide on a permanent service plan for improvement.
- Spent time refining and editing several policies with advisory group and legal support. The following completed policies worked on during June and July are:
 - Board Attendance Policy Bylaws
 - Conflict of Interest Makerspace Hold Harmless
 - Makerspace User Agreement Public Programming Policy
 - Safety and Preparedness Policy Security Camera Policy
- Participated in survey work published via the Library of MI The Library of Michigan to improve both the format and content of monthly statewide library director meetings.
- Joined the *Trends* statewide subcommittee on the statewide Quality Services Audit Checklist (QSAC) for charting public library trends and future industry forecasts.
- Participated in the special summer reading program offering *Unearth a Career* as the initiative winds down for this year. I had the pleasure of reading a treasured picture book, *Amos and Boris* by William Steig, to the storytime crowd. 16 adults and 21 children were in attendance.
- Completed four manager annual evaluations using the new performance assessment tools introduced to staff this year.
- Continued to meet with vendor stakeholders on the major systems work that remains ongoing for the new branch. This includes HVAC, landscaping, and invoicing issues.
- Met one-on-one with Joe Gross to discuss the details and roll out of the 360 evaluative framework for my first year at CDL.
- Joined my colleagues Stephanie Knepple and Carrie Williams at the closing Summer Reading Program event at the Main Branch. 118 attendees were served with fun games, sidewalk chalk art, and delicious ice cream treats.

The following are staff development initiatives that are taking place over the late summer and fall for the CDL team:

- Branch Manager Kayla Bambrick will be participating in a 90-minute online webinar in August entitled *Change Management for Leaders*. In partnership with the Library of

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Michigan, this webinar is facilitated by Dr. Vanessa Hills (PhD faculty member at Western Michigan University teaching courses in Organizational Change Leadership within the Department of Educational Leadership). The course focuses on anticipating and addressing human and cultural resistance to change, as well as how to communicate change in ways that build trust and reduce staff anxiety.

- Branch Manager Molly Welsch will also be attending a separate Dr. Hill webinar staff development training. Molly will participate in the *Group and Teams Dynamics* webinar in August. This webinar focuses on managing conflict and coalition-building within staff teams, as well issues of psychological safety and its role in team performance.
- In partnership with Midwest Collaborative for Library Services, Stephanie Knepple and Pam Brown will participate in a live staff development webinar. This October session focuses on storytelling as information research, and how the history of library storytelling can enhance contemporary public programming initiatives. There is an additional crisis management component built into this learning webinar too.
- Circulation Manager James Turner will attend a day-long makerspace staff development training session hosted by the Guild of Library Makers. The Guild is a Michigan-based professional community for library staff who manage or support makerspaces, STEAM programs, fabrication labs, and creative technology services in public libraries. The group was founded by makerspace staff from several Michigan libraries and has grown to include dozens of members across the state. James will represent CDL at the annual conference on September 18 in Southfield, MI.
- Business and Operations Manager Brandi Roberts is attending a special Erate webinar entitled *A Closer Look at the FCC's E-Rate Review and the New Bidding Portal* at the end of this month. The FCC recently adopted one of the most sweeping reviews of the E-Rate program in its nearly 30-year history. This webinar is hosted by Julia Legg (Manager of Process Compliance and Education at E-Rate Central), and Joe Polasek (Michigan Department of Education's State E-Rate Coordinator for Schools).
- I completed all required elements for the Director's Pathways offered from the Library of Michigan. Director's Pathway virtual training includes state aid information, Erate eligibility, MEL, millage information, privacy issues, and opportunities for state grants and programming.

Advisory Group Reports:

- Facilities: Tabitha Schafer reported a security fence was installed at the Howard Branch around the air conditioning unit.
- Finance: None to report.
- Personnel and Policy: Joe Gross reported that the 360-degree evaluation for Christopher Korenowsky had been completed and that the committee was currently reviewing the results.

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Correspondence: None to report.

Unfinished Business:

- Conflict of Interest Policy Signatures: Board members executed the document and submitted the signed forms to Director Christopher Korenowsky for official filing.

New Business:

- Acceptance of Special Projects Fund Donation and Transfer Memo and Resolution
Ron McAdam moved to accept the Special Projects Fund Donation and Transfer Memo and Resolution for the amount of \$99,775.84, supported by Andrew Churchill.

Roll Call:

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

Motion carried.

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

Adjournment:

6:49 p.m.

Joe Gross, moved.

Tabitha Schafer, supported.

Motion carried.

Respectfully submitted,
Stephanie Knepple