Cass District Library
Regular Board of Trustees Meeting
Wednesday, September 16, 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, Trustees Sandra Asmus, Ron McAdam, Laura Hughes, Rebecca Crocker, Tabitha Schafer. Director Christopher Korenowsky, Recorder Stephanie Knepple.

Absent: Trustee Joe Gross.Excused for travel.

Agenda: Ron McAdam moved to approve the agenda, supported by Sandra Asmus. Motion carried.

Minutes: Rebecca Crocker moved to approve the amended minutes, supported by Ron McAdam. Motion carried.

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

Treasurer's Report and Approval of Expenditures:

- Total assets $4,273,543.84, Total Income $32,675.01, Total Administration Expenses $2,270.04, Total Books/Periodicals/Videos/Audio $9,111.13, Total Contracts/Professional Fees $2,780.78, Total Miscellaneous Expenses $32,034.42, Total Payroll Expenses $78,856.62, Total Programs and Promotions $1,220.97, Total Repairs & Maintenance $4,016.06, Total Telephone/Utilities $13,962.24, Total Expenses $219,252.26, Net Income -$186,577.25.

- Edwardsburg Capital Fund: Total Assets $121,185.96, Total Accounts Payable $313,380.24, Total Liabilities $212,858.00, Total Equity -$405,052.28, Total Revenue $5,756.98, Total Expenditures $149,686.26, Net Revenue -$143,929.28.

Rebecca Crocker moved to approve the expenditures with the understanding that clarification of the capital project liabilities and expenditures will be reviewed under new business at the next month's meeting, supported by Ron MCAdam.
Roll Call:

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

Motion carried.

Cass District Library
Regular Board of Trustees Meeting
Wednesday, September 16, 2026
Minutes

Director's Report

- Completed the annual performance self-evaluation template for the Personnel and Policy Advisory Group.
- Finished the final report for the Library Services Technology Act (LSTA) Public Library grant on Chromebook additions to the circulating collection. This officially closes out CDL's grant requirements.
- Attended a QSAC Committee Virtual training to prepare for the day long committee work onsite at the Library of Michigan on September 9, 2026.
  Participated in a Huntington Bank commercial card training on securing our new credit card and the additional features that our banking partners offered.
- Discussed with Marketing and Communications Manager Douglas Dennis the *We Are Wiser Together: Engaging Communities* at the Lincoln Township Public Library (sponsored by the SW MI Library Cooperative). This session takes place on September 9, 2026.
- Worked on my self evaluation, as well as responses to CDL Board of Trustees questions and comments for my annual evaluative period.
- Composed a Resolution and Withdrawal Letter to the MI Gateway Community Foundation. CDL requested a portion of the capital campaign monies for the Edwardsburg construction to be returned to finish outstanding payments.
- Finished the fencing project at the Howard Branch so the new HVAC system is fully secure behind safety mechanisms.
- Dealt with an erroneous social media message that indicated children had been kidnapped at the Edwardsburg Branch. This was wholly inaccurate, but took some time to figure out exactly what happened and how the untrue online posting came to be.
- Began constructing policy additions to the *CDL FInancial Management Handbook* that were legally required.
- I used vacation time from August 3 through August 14, 2026.
- CDL welcomed new Manager of Marketing and Communications Douglas Dennis in August. Douglas' initial staff orientation focused on the following from multiple staff members:
  - Simply Reports/Importing patrons to Vega
  - Vega Homepage
  - Active Campaign
  - Canva
  - Website Back End
  - Media contacts
  - Facebook
  - Instagram
  - TikTok
  - Mobile App
  - TV slides for Main & Edwardsburg
  - Program Guides
  - Program Flyers
  - Facebook & Website Headers
  - Facebook Events
  - Website Events
  - Mason-Union Branch Visit
  - Local History Branch Visit
  - Howard Branch Visit
  - Edwardsburg and Makerspace Room Branch Visit
  - PR: September is National Library Card Sign-Up
  - PR: Banned Book Week (October 4 through 10)
  - Annual Report expectations
  - Employee Handbook and Operations Manual
  - CDL Management Team Meetings
  - Inclement Weather Procedures
  - CDL Website: Accuracy Issues

Cass District Library
Regular Board of Trustees Meeting
Wednesday, September 16, 2026
Minutes

Advisory Group Reports:

- Facilities: Tabitha Schafer reported on the dehumidification issues at the Edwardsburg Branch and noted that efforts are underway to resolve them. Additionally, the library is currently soliciting quotes for roof replacement at the Main Branch.

- Finance: Andrew Churchill discussed strategic planning regarding the budget process and the initial draft budgets for fiscal year 2027.

- Personnel and Policy: The committee convened twice during the preceding month to review organizational policies and conduct the Director's evaluation.

Correspondence:

- Patron Thank You Note to Local History: The Local History Branch received a $20.00 donation in appreciation for assisting with yearbook inquiries.

Unfinished Business:

- Update on MI Gateway Community Foundation Funds: All contributions received for the Edwardsburg Construction Project shall be transferred to the Cass District Library.

New Business:

- Three Draft Policies for Consideration:
    - Financial Transaction Device
    - Payroll and Timekeeping
    - Whistleblower Protection

Rebecca Crocker moved to approve the following policies: Financial Transaction Device, Payroll and Timekeeping, and Whistleblower Protection, supported by Andrew Churchill.
Roll Call:

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

Motion carried.

- Board of Trustees Continuity for 2027:
  Eileen Toney discussed board of trustee continuity for appointments, noting that the administrator's office requires the library director to send notification letters 90 days prior to the expiration of terms for board-appointed members. Eileen Toney shared the explanation of the mix of board commissioner appointments, township appointments, and village appointments across the trustees, emphasizing the importance of timely notices to maintain quorums for official library business.

Cass District Library
Regular Board of Trustees Meeting
Wednesday, September 16, 2026
Minutes

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

Closed Session

- Motion to enter Closed Session pursuant to MCL 15.268(h) to consider material exempt from disclosure under state or federal law.
    - 7:19 p.m. Laura Hughes moved to go into closed session, under Section 8(a) of Open Meetings Act, supported by Andrew Churchill.
      Roll Call:

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

      Motion carried.
    - 8:15 p.m. Tabitha Schafer moved to end the closed session, supported by Ron McAdam.
      Roll Call:

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

      Motion carried.

Following Closed Session:

- Approval of Director Employment: The Library Board approved Director Christopher Korenowsky's employment for FY 2026-2027.
- Michigan Law MCL 207.555(2): Brief discussion.

Adjournment:
8:26 p.m.
Motion: Tabitha Schafer
Support: Ron McAdam
Vote: Motion carried.

Respectfully submitted,
Stephanie Knepple