

**Cass District Library
Regular Board of Trustees Meeting
June 18, 2024, Edwardsburg Branch
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 Ron McAdam, Treasurer Andrew Churchill, Trustees Sandra Asmus, Laura Hughes, Rebecca Crocker, Susie Cleaver, Director Barbara Gordon, Recorder Stephanie Knepple.

Absent: Trustee Joe Gross.

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

Minutes: Ron McAdam moved to approve the May 2024 Meeting Minutes, supported by Laura Hughes. Motion carried.

Public Comment: None to report.

Baird: Representatives from CDL's municipal advisement team presented a final review of the upcoming bond sale for the Edwardsburg project.

Edwardsburg Build Update: Amelia Barker-King of Barton Group shared that Bond Counsel recommends the former VE item Construction Bond Insurance for the amount of \$33,000.00.

Treasurer's Report & Approval of Expenditures:

- Treasurer Andrew Churchill submitted the report. Total Assets \$3,476,199.40, Total Income \$129,716.91, Total Administration Expenses \$3,792.43, Total Books/Periodicals/Videos/Audio \$12,422.15, Total Contracts/Professional Fees \$4,623.40, Total Equipment \$1,101.45, Total Miscellaneous Expenses \$4,468.37, Total Payroll Expenses \$84,517.40, Total Programs and Promotions \$2,789.65, Total Repairs & Maintenance \$4,449.74, Total Telephone/Utilities \$4,375.74, Total Expenses \$122,540.33, Net Income \$7,176.58.
- Edwardsburg Capital Project Fund: Total Assets \$277,939.49, Total Accounts Payable \$15,000.00, Total Liabilities \$15,000.00, Total Equity \$262,939.49, Total Liabilities and Equity \$277,939.49, Total Revenue \$293.72, Expenditures \$22,505.00, Net Revenue -\$22,211.28.

Rebecca Crocker moved to approve the expenditures, supported by Laura Hughes.

Roll Call:

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

Motion carried.

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Director's Report:
June 2024

-Summer Reading Program adventures are well underway! Recently Mason Union had 45 children for a magic show, Local History had 25 participants for the cemetery program, and 104 participated in the annual Super Fun Color Run kickoff event. WNIT attended and filmed the program at Prospect Hill Cemetery for an upcoming segment. As of June 14, there are 381 registered participants for SRP.

-The Michigan Notable Author event with Abra Berens had a small but enthusiastic group of attendees.

-We are working to set up programs soon with the Van Buren/ Cass Health Department, COA, and Southwest Michigan Symphony Orchestra.

-The E-Rate application for the fiber move to the new Edwardsburg location was approved, a \$24,000 cost savings for the project.

-New Howard Branch Manager Rhonda Belcher started on June 17th. Staffing levels are expected to return to normal rotations and hours in July.



Committee Reports: None to report.

Unfinished Business: None to report.

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New Business:

- Per Mar Security camera quote for new Edwardsburg Branch
 - Verified Closed Circuit TV Service with Per Mar Security Monitoring Option for Equipment Sale & Installation - \$4,849.00 Monthly Intelligent Video Monitoring, Maintenance & License Charge - \$125.00
 - Per Mar Central Station Burglar Alarm Option for Equipment Sale & Installation - \$2,236.00
 - The quotes were reviewed and a decision was not made. Board members asked for further pricing to be developed for interior cameras as well.
- Fundraising: Director Barbara Gordon shared copies of the fundraising information booklets that were printed at Berrien RESA.
- Imagine Center: No updates at this time but Director Barbara Gordon and Trustee Ron McAdam have met and discussed the topic.

Adjournment

8:10 p.m.

Andrew Churchill, moved.

Sandra Asmus, supported.

Motion carried.

Respectfully submitted,
Stephanie Knepple