

Trustees Present: Black, Cafmeyer, Lewis, Oemke, Sargent
Trustees Absent: DeRosier, Thompson
Staff Present: Director Marlow, Barb Rentola
Guests: None

I. The Library Director opened the meeting at 7:02 pm in the Community Room of the Cromaine Library in the Village. Call to Order

II. **Organizational Matters**

Election of Officers:

She invited **nominations for officers** from the floor. There were no other nominations. The proposed slate of President-Nancy Lewis, Vice President-Don Thompson, Treasurer-Doug Sargent, and Secretary-Kathleen Oemke was approved unanimously.

Organizational
Matters

Committee meetings and dates were noted. President Lewis asked that at each next committee meeting, if there is a desire to change chairs, the committee Trustees inform her. She also noted that the only change in meeting day and time is that Finance will now meet the second Thursday at 1:00 pm. Treasurer Sargent asked that the Library Director provide the monthly reports as soon as possible by email so that they can be reviewed prior to the meeting. Trustee Black noted that he is unable to drive at this time due to eyesight concerns. He is only available to come to the library late Mondays and Wednesdays. President Lewis said that she will pick him up for Thursday night board meetings and Director Marlow invited him to join by telephone for the other meetings.

III. **Approval of agenda**

President Lewis invited trustees to review the agenda. Secretary Oemke moved to approve the agenda, seconded by Trustee Cafmeyer. Passed unanimously.

Agenda
Approval

IV. **Approval of Consent Agenda**

Treasurer Sargent moved to approve the consent agenda, with revised Finance Committee minutes (distributed at the meeting), seconded by Trustee Cafmeyer. Passed unanimously.

Consent Agenda
Approval

- A. Approval of regular meeting minutes, 12/14/17
- B. Acknowledge receipt of the December Financial Reports and payment of December invoices totaling \$118,478.20 and payroll obligations totaling \$75,925.98 (3 pays).
- C. Director's Report
- D. Committee Reports
 - Community Relations January 11
 - Finance January 11
 - Personnel January 11
 - Planning January 10

V. **Call to the Public – No Public**

Call to the Public

VI. **Director’s Report – Update, Comments from the Community**

Director’s
Update

The Director shared the following verbally:

Volunteers gave 182.5 hours with 55.75 from teens and 126.75 hours from adults. Beverley, one of our adult volunteers, Kate, and two of our teen volunteers all turned out for the True Grit Kick-off. While the numbers attending were not as great as in the past, it was extremely helpful to have all of these folks. Beverley and Kate took extra care to promote and talk up the entire series.

The decisions made at the December meeting were to exempt the Library from the Michigan Public Act 152 of 2011 which seeks to limit public tax support of health insurance for government workers and which needs to be on file, but not filed with any other organization, and an amendment to the Improvement Fund for FY 2017-2018, permitting the purchase of 50 PCs and paving of the parking lots yet this year.

As a result of discussion at both the Planning and Community Relations committee meetings, the social media impact will be reported here and in the new fiscal year, as part of the quarterly statistics. As of December 31, 2017, Cromaine had 1,577 followers on Facebook, 135 followers on Instagram, and 714 followers on Twitter.

A new staff recognition format has been implemented by Marta Jackson, after she read “Everybody Matters,” the first of the TLN Leaders’ Book Club reads for 2018. The Staff Shout Out is a place on the staff lounge bulletin board “intended to highlight the amazing people we have the honor of working with each day. If you notice a coworker has been doing a fabulous job lately or perhaps did something above and beyond to help you, another coworker, or a patron out, write down the cool thing they did on a paper star [or heart] and pin it to the board.”

The Staff Compensation Study Committee has reconvened and held its first meeting Wednesday, January 17. The Director presented the concepts she has discussed with the Personnel Committee and the committee is in favor of using the average Consumer Price Index as a means of annually adjusting wage rates. Other topics being worked on include the retention pay vs performance pay vs some kind of lump sum annual pay, simplification of the now-5-page staff evaluation form, elimination of most levels in the pay scale to leave a starting range and a maximum (also adjusted annually by CPI and as needed from annual wage comparisons), and how to incentivize loyalty and performance without creating demoralizing competition among the staff. Two more meetings are scheduled for January 24 and January 29, likely completing the project with a revised compensation system.

Staff and the Director got excited because we learned that a one-day Disney Institute Training on Quality Customer Service was being offered at the Suburban Rock Showplace in Novi. This was discussed as a possible new day to close the library and send all staff on August 2. The Library of Michigan and Midwest Collaborative for Library Services decided to fund 150 spots at a cost

of \$50 each to participants and to limit the number of attendees to five from each library. With this limit, we cannot all attend, so those five spots have been registered and we will still be open on August 2. The five attendees will be our “train the trainer” participants and then turn around and teach the rest of the staff at the September half-day Staff In-service.

A reminder which will likely appear regularly from now until May: The weekend of Memorial Day is the targeted day for the transition to the new ILS, CARL. There will be no TLN Shared Catalog services from May 25 through May 28 (if all goes well). Fortunately, the library is closed three of those days. For the many that enjoy placing holds and searching the catalog from home, there will be no service. Cromaine’s web site will still be open. At this time, Cromaine plans to manually check out on Friday, but this may change depending on staff available and whether all other area TLN libraries refuse to manually check out.

The Director will attend the midwinter American Library Association conference to be held February 9-13 in Denver in order to attend the Symposium on the Future of American Libraries. One of the featured sessions is expected to be on virtual and augmented reality as a new service of the library.

Please remember to attend Winterfest SOUPs. Five proposals, all great, have been submitted and there will be different ones at each of the 1:00 and 5:00 pm SOUPs.

Questions and Comments from the Trustees:

Trustee
Comments

Treasurer Sargent asked if the Compensation Committee's plan being discussed includes continued annual wage comparisons. The Director assured him that it does.

Secretary Kathleen Oemke gave a Summary of the January 16 Friends meeting:

The annual Trusteeship drive is underway. Last year they had 60 annual Trustees and 50 lifetime Trustees. If you enroll in Trusteeship through the end of March you will be eligible for the Target Gift Card Drawing. New decals for signs changing the book sale hours were ordered and ready for the sale. The next sale will take place next week; 1/25/18 Thursday 9 am to 9 pm, 1/26/18 Friday 10 am to 5 pm; and 1/27/18 Saturday 10 am to 5 pm. Clean up on 1/28/18 Sunday at 1 pm. The library will be open during this clean-up. Folks with trucks and lifting skills are needed for the clean-up. The Bake Sale will need donations. You can drop the baked goods off on Wednesday before 1 pm.

They authorized the purchase of a cart, sign, and easel. The Friends plan to be present for some the Farmer’s Market activities and all Music Concerts. Ceci indicated that she plans to have a table at the Farmer’s Market for local authors to be present with their books for sale and autograph. They discussed the calendar of Library events for which the book room should be open. They are also reducing the price of used CDs.

They enthusiastically listened to the Director's Report and very much liked the smaller meeting room.

VII. Discussion

Strategic Plan

A. Strategic Plan 2018-2023

President Lewis asked if the trustees had any questions. The President noted Trustee DeRosier's written comments shared in her absence. Treasurer Sargent, who has had a difficult experience with consultants in his work, asked why the Library Strategies proposal had no mention of the 2022 operating millage. He expected that if it was discussed, it should be included in the deliverables for the project. Director Marlow and Secretary Oemke explained that the goal of a successful operating millage by 2022 is likely a goal of the strategic plan, but that having this firm advise on achieving that goal is not the purpose of their help in developing the strategic plan. After discussion of the questions, the interviewees' responses, the distinction between consulting on the strategic plan and consulting on passing the operating millage it was made clearer that these are two separate activities. Library Strategies responded for the first, but not the latter, nor were they asked to respond as a consultant on the library operating millage.

B. Board Self-Evaluation – Completed Prior to the Meeting

Trustees received the blank form in the December board packet and were to return them to the President at the January meeting. Two trustees believe they turned theirs in at the December meeting, possibly to Vice President Thompson. Another trustee forgot to bring it and another trustee turned it in at the meeting. President Lewis will follow up with Vice President Thompson to see if he has the ones probably received at December's meeting. Everyone will search everywhere. It is hoped that the Personnel Committee will have them all for discussion at their next meeting and to report back to the board at the February meeting.

Board Self-Evaluation Forms

C. Review of 2nd Quarter Statistics

President Lewis asked if there were any questions and there were none.

Review of 2nd Quarter Statistics

D. Finance Policy Review: 6020 – Purchasing; 6025 – Library Credit Card; 6026 – Electronic Financial Transactions

There were no revisions recommended.

Finance/Planning Policies Review

VIII. Decision

A. Resolution 2018-1, Designating Officers and Named Persons Authorized to Act for the Library in its Business with its Banks

President Lewis and Treasurer Sargent, along with Library Director Marlow, are so authorized. Trustee Oemke moved to approve Resolution 2018-1, Designating Officers and Named Persons Authorized to Act for the Library in its Business with its Banks, Trustee Cafmeyer seconded. A roll call vote was taken for approval of the resolution.

Ayes: Black, Cafmeyer, Lewis, Oemke, Sargent

Nays: None APPROVED

Resolution 2018-1

B. Resolution 2018-2, Establishing Regular Meeting Dates for 2018

Resolution
2018-2

Treasurer Sargent moved to approve Resolution 18-2, Establishing Regular Meeting Dates for 2018; Trustee Black seconded. A roll call vote was taken for approval of the resolution.

Ayes: Black, Cafmeyer, Lewis, Oemke, Sargent
Nays: None APPROVED

C. Policy Resolution(s) if Warranted – None warranted

D. Motion to Award Proposal for Strategic Planning Services

Motion to Award
Proposal for
Strategic
Planning
Services

The Planning Committee reviewed four proposals, interviewed two organizations, and reviewed references. The organization recommended for hire is Library Strategies from St. Paul, MN. **The not-to-exceed cost is \$17,871.00.**

The actual fee will be negotiated by the Library Director and may or may not include SWOT Analysis with staff (\$500) and the Community Survey (\$2,000); will include a cap on travel expenses; and will include a fee for follow-up during the plan, anticipated to be underway for 2019-2022.

Trustee Cafmeyer moved to award the proposal for strategic planning services to Library Strategies, as recommended by the Planning Committee, seconded by Trustee Black. APPROVED.

IX. Information

Upcoming meeting dates include:

Upcoming
Meeting Dates

Feb 1	Personnel Committee, 6:30 pm, Director’s Office (Secretary Oemke is unable to attend)
Feb 2	Community Relations, 10:00 am, Director’s Office
Feb 8	Finance Committee, 1:00 pm, Director’s Office
Feb 13	Planning Committee, 10:00 am, Director’s Office
Feb 15	Board of Trustees meeting, 7:00 pm, Community Room

Other dates of note:

Friends Book & Bake Sale Thursday-Friday-Saturday January 25, 26, and 27. Baked goods drop off is by Wednesday, January 24 at 1:00 pm in the Administration area.

Thursday, February 8 at 7:00 pm - Chocolate Party Fundraiser. Tickets are \$10 and considered a donation (nonrefundable).

X. Agenda Items for Next Meeting

Items for next
meeting

- Strategic Plan 2018-2023
- Presentation of Employees’ Work Goals’ Progress
- Report of Board Evaluation

XI. **Call to the Public** – No Public

Public Call

XII. **Adjournment:**

Adjournment

Motion by Treasurer Sargent, seconded by Trustee Cafmeyer to adjourn at 7:45 pm.

KATHLEEN OEMKE, SECRETARY
Cromaine District Library Board

Barbara Rentola, Recording Secretary
Cromaine District Library Board

Documents distributed to the Board for/at this meeting:

- 12/14/17 Proposed Regular Meeting Minutes
- December 2017 Financial Reports & Checks Issued Totals
- December 2017 CDL Investment Performance Report
- Director's Report 1/18/18
- CDL Statistics for December 2017 & updated CDL 4-year Circulation Graph
- Comments from the Community December 2017
- Community Relations Committee Minutes, 1/11/18
- Finance Committee Action/Decision List, 1/11/18
- Revised Finance Committee Action/Decision List, 1/11/18
- Personnel Committee Minutes, 1/11/18
- Planning Committee Meeting Minutes, 1/10
- 2nd Quarter Statistics with Director's memo
- Resolution 2018-1, Designating Officers and Named Persons Authorized to Act for the Library in its Business with its Banks
- Resolution 2018-2: Establishing Regular Meeting Dates for 2018
- Interview questions for strategic planning services firms
- Strategic Planning Services proposal for strategic planning services for CDL
- Comments to Board from Trustee Kate DeRosier regarding strategic planning services
- Motion to Award Proposal for Strategic Planning Services
- *Library Journal* Ratings (based on IMLS 2015 data)
- Replacement stickers for reviewed Policies 6001, 6005, 6007 & 6015
- CDL Policies Table of Contents yearly update
- CDL Resolutions Table of Contents update for 2017
- Director's Report to the Friends, January 2018
- *Board & Administrator*, January 2018