

Trustees Present: Holly Naylor, Rebecca Fedewa, Nancy Rosso, Mary Cafmeyer, Becky Basley, Jeannine Gogoleski, Dawn Smith

Members Absent: None

Staff Present : Sarah Neidert, Darlene Randolph, Grace Kelch

Public Present : A. Smitley, Nicole Matthews Creech, Trisha Fessler, Laura Germaine

Virtual attendees: Cheryl Gogoleski, Brian Elkins

**I.** President Naylor called the meeting to order at 7:00 p.m.

**II. Approval of Agenda**

Treasurer Fedewa moved to approve the agenda, seconded by Vice President Rosso.

Ayes: All

Nays: None

Agenda  
Approval

**Approval of Consent Agenda**

**III.** Trustee Gogoleski moved to approve the consent agenda, seconded by Trustee Basley.

Ayes: All

Nays: None

Consent  
Agenda  
Approval

A. Approval of Regular Meeting Minutes 02/16/23

B. Acknowledge receipt of the February Financial Reports and payment of February invoices totaling \$42,501.25 and payroll obligations totaling \$91,667.20.

C. Director's Report

D. Committee Reports

Personnel Committee March 03

Community Relations March 08

Finance Committee March 09

#### **IV. Call to the Public**

#### **Call to the Public**

Nicole Matthews Creech introduced herself to the board. She thanked the board for their collaboration with the community and stressed how important that is. She appreciates the library staff who work to always make everyone feel welcome and safe. Nicole says she is looking forward to the summer concerts.

#### **V. Director's Report -update** Managers update

#### **Directors Report**

Director Neidert informed the board that the new tables in the Youth Programming room are now being used. The old tables will be put to good use by the First Methodist Church in Hartland. Doug McCall, who runs Tech Time at the Hartland Senior Center, took some older computer components no longer used by the library to refurbish and give away free to Seniors. Director Neidert has placed an order for the new second floor furniture, which could take up to 12 weeks to arrive. She will follow up on that. There were two FIVE STAR google reviews on Cromaine Library's notifications. Going forward, she will bring them to the board meetings.

#### **GRACE KELCH – Adult Services Manager**

Grace passed around our Reminiscing Kits to the Board to view. These are a part of the Cromaine "Library of Things." Grace then introduced herself and explained some of the duties that are performed in the Adult Reference Department and listed some of the programs they have to offer including Yoga, Crafts, Ask National Park Ranger and a Butterfly Program.

March 1<sup>st</sup> was the end of the Adult Winter Reading Challenge. There were 100 adults that participated with a combined total of 659 books read. There was a list of activities for the adults to do over the winter. The adults completed 272 activities altogether.

The Adult information desk has been busy during tax season in providing our patrons with all the different tax forms needed. A hundred or more tax forms have already been picked up.

Grace has one of our librarians handling the Local History Section and planning on digitization of the collection. They have applied for and are waiting for a grant for funding of this project.

Grace read off just a few of the programs coming up in the summer which include Sharpie tie dye, flower arts, and nature walks.

## **Questions/Comments from the Board:**

Vice President Rosso was interested in knowing where the Reminiscing Kits are kept at the library. Grace said they are located behind the Reference Desk on the first floor.

Treasurer Fedewa commented on a program she attended elsewhere and if that program could be suggested at Cromaïne Library. Grace said that we welcome new program suggestions. Treasurer Fedewa asked if we pay for these programs. Grace replied that yes we do, although some we do not have to pay for.

Secretary Cafmeyer has heard so much about “Erik’s videos”, and wondered where she can watch them. Director Neidert said that they are on our YouTube page and that she can send anyone the link. Secretary Cafmeyer also said that a friend of hers took two of her grandchildren to Cromaïne’s Storytime and they had a great time with Youth Librarian Carolyn, who made it so very exciting.

Director Neidert touched on a little bit of the history of the gravel lot near the south lawn and how it was acquired. She is checking into paving it. She passed around the old plans from when the 21 Building was torn down.

## **VI. Discussion**

### **A. Strategic Plan Proposal Review**

Secretary Cafmeyer brought up the two presentations given during this month’s Community Relations meeting and asked for one or two more proposals for the Plan. She is asking the difference of the Wants and Needs of a Strategic Plan. Director Neidert talked to two more companies and they are willing to do a zoom meeting when we are ready.

Each board member weighed in on this subject.

Secretary Cafmeyer is in favor of a Strategic Plan which will keep library offerings relevant and current. We need to keep looking forward, and that there may be trends that we may not be aware of.

Trustee Gogoleski is concerned about the costs for this plan. She is interested in what occurred in the last plan. She is concerned that money may be needed somewhere else in the near future. Trustee Gogoleski asked if from these Strategic Plan Companies, could we be able to pick and choose what we want. Although at the same time, she is not wanting the staff to take on extra work for this.

Trustee Basley agrees completing a new plan would be beneficial, although, was shocked at the price. Being conscious of that, she feels more quotes from other

Strategic Plan  
Review

companies are needed. She would like to obtain more foundation of what the old plan was all about and if we achieved it.

Vice President Rosso says that the library is known as “The Cultural Center of Hartland” which needs to be current and relevant. She also thinks that the last Strategic Plan was really good. It had “meaty” things in it. It was a healthy plan and we could build on it.

Trustee Smith wants to make sure what we are paying will help achieve our goals. She asked if the people saw more communication with the library from this plan. She looked at what the people did with the Strategic Plan, and is worried about the cost.

Treasurer Fedewa believes strategic planning is the best management practice that we can use to make decisions when opportunities arise. She says that priorities do change and that it is important to identify correct priorities. She thinks the cost is in line and not to take the lowest bid because you get what you pay for.

President Naylor supports a Strategic Plan. It is a great tool between the board and staff. She views it as a Core Investment. President Naylor supports a five-year plan. She likes the idea of looking at the last plan. For example: A van was in it and why didn’t this happen? It offers a lot of work and connection with the community.

Director Neidert commented that the year 2027 will be the library’s 100-year anniversary. She looked over the previous plan conversations, which focused on providing services wanted in the community in order to achieve the goal of passing the 2022 millage. This new plan could focus on the 100-year anniversary, looking back, and looking forward. She agrees a five-year plan will be good. Money is set aside already in this year’s operating budget. Currently there is roughly \$29,000 allocated for this. She agrees it is beneficial to get proposals from two more firms.

Secretary Cafmeyer asked if it was possible to have two more groups at next month’s Community Relations meeting. Director Neidert replied that yes, it is possible.

Treasurer Fedewa likes the idea of the focus to be around the 100-year anniversary of the library.

Budget Process

## **B. Timeline for Budget Process**

Director Neidert shared an internal document outlining the budget process. The dates noted on this document are when each procedure leading up to the Budget Hearing should be met. Director Neidert reviewed the timeline from the current month of March to June. The document of this timeline is in the March board packet.

President Naylor suggested having an additional meeting, or educational workshop to discuss the budget, especially for the new trustees on the board.

### **C. June Board Meeting**

June Board  
meeting

President Naylor would like to change the June 15<sup>th</sup> Board of Trustees meeting to June 22<sup>nd</sup>. She suggests that an educational workshop regarding the budget take place prior to the June 22<sup>nd</sup> meeting. A date of June 15<sup>th</sup> was suggested, as it is already scheduled.

### **D. Updates on Music Hall**

Director Neidert reviewed some historical documents regarding the Music Hall. She feels comfortable knowing the history of it. She also shared the most recent three-year lease agreement that outlines what Cromaine agreed to. She would like to start keeping a record of how much time Scott and Darlene spend on the Music Hall.

Music Hall  
updates

Trustee Gogoleski would like more information about the Hartland Community Foundation and who sits on the current board. She is also interested in the work of cultural activities at the Music Hall, such as the Messiah.

President Naylor wondered if there is flexibility to add more members to this Foundation. She would like information from who uses the Music Hall about what improvements may need to be done. She has heard chatter about the discomfort of the seats. It needs a deep cleaning. Director Neidert said that Don Thompson and Jennie Ross talked about having the wood floors refinished.

Trustee Gogoleski suggested going before Hartland SOUP for funds. Director Neidert noted that there would be a limited amount of funds from the next SOUP. President Naylor added that people may be asking, “Should we be funding this at all?” (from donations to SOUP). She suggested requesting cleaning/grounds work at the Music Hall as a project for United Way’s “Day of Caring,” which could be a community event, or a community service project where teens could fill their community hours.

### **E. Update on Partners in Progress Dinner**

President Naylor thought it was very interesting hearing about the Township’s plans. Trustee Basley agreed.

Partners in  
Progress  
Dinner

## **VII. Decision**

### **A. Strategic Plan Proposal (If warranted)**

Strategic Plan  
Proposal

None

### **B. Timeline for Budget Process (If warranted)**

Budget Process

None

### **C. Change June Board Meeting (vote needed)**

Vice President Rosso moved to change the June 2023 Board of Trustees meeting from June 15, 2023 to June 22, 2023. Seconded by Treasurer Fedewa. A roll call was taken.

June Board  
meeting

**Ayes:** Jeannine Gogoleski, Mary Cafmeyer, Becky Basley, Holly Naylor, Nancy Rosso, Dawn Smith, Rebecca Fedewa

**Nays:** None Motion passed

## **VIII. Upcoming meeting dates**

April 12	Community Relations & Strategic Planning Committee, 12:30 pm, virtual
April 07	Personnel Committee, 11:00 am virtual – Library closed
April 13	Finance Committee, 2:00 pm virtual
April 20	Board of Trustees meeting, 7 pm

**IX. Agenda Items for Next Meeting:**

Items for next  
meeting

- Review of third-quarter statistics
- National Library Week
- Strategic Plan Proposal Update
- Strategic Plan Review
- Music Hall Update

**X. Adjournment**

Adjournment

Motion by Secretary Cafmeyer, seconded by Trustee Gogoleski. Adjourned at 8:07 pm.

Ayes: All

Nays: None

MARY CAFMEYER, SECRETARY  
Cromaine District Library Board

Darlene Randolph, Recording Secretary  
Cromaine District Library Board

Documents distributed to the Board for/at this meeting:

- Minutes of Regular Meeting Feb. 16, 2023
- March 2023 Directors Report
- February 2023 Financial Reports
- Finance Committee Minutes – 3/09/23
- Personnel Committee Minutes – 3/03/23
- Community Relation Minutes – 3/08/23
- Strategic Plan Progress Report 2/1-3/8/2023
- Fiscal Year 2023-2024 Budget Timeline
- Board Meeting Schedule (Motion)
- 2023 Standing Committee Assignments
- History Report – Heartland Foundation/Hartland Consolidated School Foundation

Cromaine District Library – Board Meeting  
March 2023

- Hartland Music Hall 3-year Lease Agreement
- Board & Administrator Newsletter-March 2023