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

II. Approval of Agenda
Vice President Rosso moved to approve the agenda, seconded by Treasurer Fedewa.
Ayes: All
Nayes: None

III. Approval of Consent Agenda
President Naylor moved to remove the Finance Committee Minutes from the agenda, seconded by Vice President Rosso.
Ayes: All
Nayes: None

Vice President Rosso moved to approve the amended Consent Agenda, seconded by Treasurer Fedewa.
Ayes: All
Nayes: None

A. Approval of Regular Meeting Minutes 03/16/23
B. Acknowledge receipt of the March Financial Reports and payment of March invoices totaling $73,370.76 and payroll obligations totaling $131,370.19.
C. Director’s Report

D. Committee Reports

<table>
<thead>
<tr>
<th>Committee</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Personnel Committee</td>
<td>April 07</td>
</tr>
<tr>
<td>Community Relations</td>
<td>April 12</td>
</tr>
<tr>
<td>Finance Committee</td>
<td>April 13</td>
</tr>
</tbody>
</table>

IV. Call to the Public

None

V. Director’s Report -update

Director Neidert said all four bathroom sinks have been installed. Three of the four bathroom doors have been painted to seal the wood. The front doors are scheduled to be installed on or around April 25th.

The application for a grant for Hartland Twp. was approved. The grant will go towards a purchase of a scanner to digitize materials in the Local History Collection, along with archival quality containers for much of the collection. The items in the glass shelving on the third floor will be re-housed in new archival containers. The Library submitted a request for, and also received the grant money for the Hartland Music Hall. This will go towards acquiring a trained professional to repair and tune the Kilegen Organ and reseal the wood floors.

Director Neidert attended the Friends quarterly meeting on Wednesday, April 19th along with Trustee Basley and staff Pam Holtz. The friends elected to support The Messiah Chorus (which is now an independent nonprofit) with a monetary gift of $500.00. While the Friends of the Library’s mission is solely to support the Cromaine District Library, the Friends considered the historic relationship with the library, and the fact that the Library is the lease holder of the Hartland Music Hall, in the decision to donate to this organization. The Staff Innovation Grant, named after former director Ceci Marlow, was awarded by the Friends to support the children’s sensory garden. This was requested by one of our youth librarians, Loni Wetherell.

Director Neidert read a handwritten note from a patron thanking a staff member for returning a valued bookmark that he accidently left in a book.
Some library staff will be walking in the Memorial Day Parade. Director Neidert invited members of the board to walk also. She will send along the details.

Outreach Librarian, Andrew Puente, became a Certified Tourism Ambassador through Explore Brighton and Howell Area.

Pam Holtz – Community Relations Manager, spoke to the board. She is leaving her position at Cromaine after three years. Her family will be moving to Texas where her husband will be working at the George W. Bush Presidential Library and Museum. Pam reflected back at when she began her career here. At that time, she was only able to connect with all the staff virtually. She said it was a very warm welcoming when she was able to see everyone in person. Pam is genuinely sad for having to leave.

Pam showed the board the postcards that all patrons, by now, should have received in the mail. This launched the 1,000 Books Before Kindergarten. The program encourages early literacy and the parent and child relationship by encouraging with reading to young children.

The summer newsletter should be in the mail the week of May 22nd. Included in the newsletter is a two-page collaborative piece on Hartland History. Thanks to local history librarian, Rachel Stock, who made this article possible. Pam also passed around a flyer on the Summer Concert Series schedule. The concerts always draw a great crowd. This year in September there will be a hARTland Art Walk at Settlers Park along with art throughout the Village. Cromaine’s contribution will be providing a concert. The band performing called “Empty Canvass” will perform two 45-minute shows. While they are performing, they paint and include the audience in the painting process.

The board thanked Pam for her service and presented her with a gift. They said that she will be missed.

**Questions/Comments from the Board:**

Treasurer Fedewa said that she knows of a company that tunes organs. She will get the name for Director Neidert.

Treasurer Fedewa was one of the board members that walked in the 2022 Memorial Day Parade. She enjoyed it. President Naylor also walked in the parade and agreed. Secretary Cafmeyer has also walked in previous parades.
VI. Discussion

A. Review of third-quarter statistics
This was handed out at the board meeting. Sarah commented on how much circulation is up for kids and teens. The circulation is on par for the adult section. It is hard to look at trends because of the pandemic. The cardholders are down just a little. The virtual visits are down, but the goal to get a new website in place will help. We have amazing programs. Registrations is up, although this winter, we saw a trend where almost 50% of registrants did not show up after registering.

B. National Library Week, April 23-29 2023
Director Neidert said that the library is not doing programs around it this year. Vice President Rosso asked what kind of programs would be offered. Director Neidert responded that MLA recognizes this week as promotions to libraries in general.

C. Updates on Music Hall
President Naylor suggested forming an Ad- Hoc committee to focus on the Music Hall. This committee would meet once a month for about six months and come back to the board for discussion. The board agreed with this proposal. President Naylor said that it would help with how we move forward with the Music Hall. The committee will consist of library board members Trustee Jeannine Gogoleski, Vice President Rosso, President Naylor, and any highly involved partners.
Director Neidert said that “Hug the Hall” may not work with “Day of Caring”. There is more to follow on this after Livingston County United Way reviews requests.
Jenn Ross and Don Thompson are getting two quotes for the resealing of the Music Hall floors. President Naylor said that we can secure volunteers from the Hartland Players to help remove the chairs when work begins.
D. **Strategic Plan Review/Proposals** (motion if warranted)
Director Neidert summarized the process and wondered if an RFP is needed. Secretary Cafmeyer is comfortable without an RFP. Director Neidert will send the entire board the three proposals to review. President Naylor recommends sending the information prior to the board meeting. Director Neidert will call for references on these three companies. This can come to a resolution at the next board meeting.

E. **Director Evaluations** (distributed)
This form was included in the board packet. President Naylor said that this is a good time for a six-month evaluation due to the timeline around the budget planning. She questioned when to have the annual evaluation going forward. Secretary Cafmeyer suggested to start with the six-month evaluation and then annually from that date.

Treasurer Fedewa would like to convert the form into a google doc, which should make it easier to fill out and for compiling results. For now, President Naylor would like all evaluations filled out and returned to her library mailbox by May 8th in order to combine the results for the next board meeting. President Naylor will also look at fixing or changing the board evaluation form.

F. **Designate Coordinator for FOIA Inquiries** (motion needed)
Vice President Rosso had read through the Trustee Manual and questioned if we had a FOIA Coordinator and a policy in place here at the library. At least for now we will get something in place in the minutes and a motion. We will then see about a policy in place in the future. President Naylor mentioned that all our records are public except for patron information and personnel records.
VII. Decision

A. Strategic Plan Proposal (If warranted)
Not applicable at this time

B. Designation of FOIA Coordinator (motion)

Secretary Cafmeyer moved to appoint Director Neidert to be coordinator for Cromaine District Library regarding FIOA inquiries. Seconded by Trustee Gogoleski. A roll call was taken.

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

Nayes: None Motion passed

C. Form Ad Hoc committee

Secretary Cafmeyer moved to form an Ad-Hoc committee for the Music Hall. Seconded by Treasurer Fedewa. A roll call was taken.

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

Nayes: None Motion passed

VIII. Upcoming meeting dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Committee/Meeting Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 10</td>
<td>Community Relations &amp; Strategic Planning Committee, 12:30 pm, virtual</td>
</tr>
<tr>
<td>May 05</td>
<td>Personnel Committee, 11:00 am virtual</td>
</tr>
<tr>
<td>May 11</td>
<td>Finance Committee, 2:00 pm virtual</td>
</tr>
<tr>
<td>May 23</td>
<td>Board of Trustees meeting, 7 pm</td>
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</tbody>
</table>
IX. Agenda Items for Next Meeting:

- Budgets presented for discussion
- Calling an Operating Fund Budget hearing for June meeting (resolution)
- Memorial Day Parade
- Strategic Plan discussion and decision
- Music Hall update
- Review Policies: moved from April meeting
  #3010 – Collection Development (Community Relations)
  #4010 – Public Relations & Public Information (Community Relations)
  #4020 – Library Meeting room Use (Community Relations)
  #4030 – Non-Library Postings, Displays, and Solicitations (Community Relations)
  #4040 – Library Blog and Social Media Sites Guidelines (Community Relations)
- Review Policies:
  #8008 – Ethics Statement (Personnel)
  #8009 – Board Policy Development (Personnel)
  #8011 – Board Compensation & Expenses (Personnel)

X. Adjournment

Motion by Secretary Cafmeyer, seconded by Trustee Gogoleski. Adjourned at 8:09 pm.
Ayes: All
Nayes: None Motion passed

MARY CAFMEYER, SECRETARY
Cromaine District Library Board

Darlene Randolf, Recording Secretary
Cromaine District Library Board

Cromaine District Library – Board Meeting
April 2023
Documents distributed to the Board for/at this meeting:

- Minutes of Regular Meeting March 16, 2023
- April 2023 Directors Report
- March 2023 Financial Reports
- Personnel Committee Minutes – 04/07/23
- Community Relation Minutes – 04/12/23
- Third Qtr. Statistics
- Director Evaluations
- Board & Administrator Newsletter-April 2023
- Motion for FOIA Coordinator