I. President Naylor called the meeting to order at 7:01 p.m.

II. Approval of Agenda

Vice President Rosso moved to approve the agenda, seconded by Treasurer Fedewa.
Ayes: All
Nayes: None Motion passed

III. Approval of Consent Agenda

Secretary Cafmeyer moved to approve the amended Consent Agenda, seconded by Trustee Gogoleski.
Ayes: All
Nayes: None Motion passed

A. Approval of Regular Meeting Minutes 04/20/23
B. Acknowledge receipt of the April Financial Reports and payment of April invoices totaling $39,756.13 and payroll obligations totaling $89,532.16.

C. Director’s Report
D. Committee Reports
IV. Call to the Public

Nicole Matthews Creech, mother of three children in the district, spoke favorably of library staff, noting that the adult services staff have been great help when her printer is not working at home. Nicole appreciates the library board members working hard to benefit the entire community. She says the library offers unique learning experiences and opportunities. President Naylor thanked her for the comments.

Carrie Schrier, who represents the Hartland Players, thanked the library board for their help and maintenance on the Music Hall. She appreciates the library support, time, effort and commitment managing the Music Hall.

V. Director’s Report -update

Managers update:
Director Neidert thanked the board for their support she received with the passing of her father, and their patience with her absence while attending her father’s funeral in New York.
She has spent the last couple weeks finalizing the new budget. She pointed out the new furniture in the youth and teen areas. All of the old furniture, except one piece, has gone to Hartland teachers.
The DVDs in the adult area are no longer on the short, divided wall, but have been moved to the far wall, where they fit nicely. The divided wall should be down in one week or so. Staff have plans on how to open up the area with additional furniture or shelving, but want to see the wall down before proceeding.
The front doors were scheduled to be here in April, but hopefully should be here soon. The staff-in-service was Friday, May 12th. A few of the Hartland-Deerfield Fire Department were present. They demonstrated the use of the fire extinguisher, and looked for and suggested any needed safety features throughout the building. The afternoon was spent doing team building exercises at the Howell Nature Center.
The Friends of Cromaine recent book sale was a success. Despite a smaller inventory, the Friends reported a typical amount of sales.
Our new hire, Liz Welch, comes to us from Livingston County United Way. She is replacing Pam Holtz as Community Engagement Manager. This is Pam’s last week here at the library.
Questions/Comments from the Board:

President Naylor asked why the friends had a smaller inventory for this sale. She wondered if the book donations have dropped. Director Neidert said that the friends had an overflow of books in storage, which they liquidated at the January sale. Some patrons noted it was easier to navigate the sale room with fewer books. Overall, the sale was a success.

Secretary Cafmeyer loves the new short book corral for the board books in the Youth Department.

President Naylor thanked Director Neidert for her updates.

VI. Discussion

A. Budgets Presented for Discussion

Director Neidert commented that tax revenues, our main source of income, is slightly up from last fiscal year. She expressed needs on some direction towards the Improvement Fund regarding the parking lot near the south lawn. She asked the board if we should invest in this improvement or not. President Naylor suggested waiting until after the Strategic Plan begins, and we will see what comes up. Director Neidert agreed.

Trustee Gogoleski would like to see monies allocated for improvements to the Music Hall.

Treasurer Fedewa praised Director Neidert for the job she has done communicating to the board the updates and preparation of the budget for next fiscal year.

Director Neidert and President Naylor asked if we still need the supplementary meeting to discuss the budget. The board all agreed that it is not necessary.
B. **Calling an Operating Fund Budget Hearing for June meeting**

The Budget Hearing June meeting is scheduled for June 22\textsuperscript{nd} at 6:30 pm.

C. **Memorial Day Parade**

Director Neidert announced that anyone interested in walking in the parade should meet at 11:30 am at the Ore Creek Middle School parking lot. The walkers will be passing out candy, along with other handouts relating to summer at the Library. There is a handful of staff that will be walking in the parade. President Naylor will be walking, along with her daughter. Treasurer Fedewa is hopeful to be there as well.

President Naylor asked if there is a theme for the parade. Director Neidert said it goes along with our Summer Reading theme which is, “All Together Now”.

Vice President Rosso asked if the state sets these themes. Director Neidert responded that it is a national theme.

President Naylor encouraged everyone to attend the Pancake Breakfast at the Village School prior to walking.

D. **Strategic Plan Discussion and Decision**

Secretary Cafmeyer summarized the three proposals. The Community Relations and Strategic Planning Committee all agreed and liked one better than the others. Rethinking Libraries was recommended by the committee. This company offered a 12-month plan and option to regroup in one year. They proposed different focus groups. The Community Relations Committee focused on time and material vs. the fixed cost option with kick-off in July and data gathering with focus groups in the fall months. Technology and facilities assessments are also offered and would be an added cost. Director Neidert said we will not be signing up for them as of now.

Trustee Gogoleski thought theirs was the best presentation with the option to pick and choose.

Director Naylor asked if they spoke to any references. Director Neidert said that she spoke with Novi Library and Sterling Heights Library and both had nothing but good comments on this company.

Vice President Rosso asked if she had ever heard of these companies before. Director Neidert responded no, but noted she trusts the people she
Treasurer Fedewa and Director Naylor thanked the committee for all the work that was done on this search.

E. **Music Hall Ad Hoc Committee Update**
Trustee Gogoleski gave an update on the Music Hall. Clean up has started at the Music Hall. The chairs will be removed the beginning of June for refinishing the wood floors. Trustee Gogoleski was able to recruit about 20 members of the Hartland High School football team to help.
There is a concern of how much staff time and money goes into the Music Hall. Also, looking into money needed for caretakers.
The Hartland Players will be renting a dumpster to remove old prop material and other stored items, making room for risers. There is work to be done to the bathrooms. She was happy with the initial meeting.

F. **Review Policies**

- **#3010 – Collection Development**
  Trustee Gogoleski said that parents should be aware of certain contents in books. Adding a label or moving these books to a certain area would help.
  Treasurer Fedewa believes that the librarians should not decide on what is offensive, that is a parent’s job. There are different websites that parents can go to for content information on books. Director Neidert said that this was discussed but was brought to the full board, as the committee did not reach a conclusion. She noted that when reviewing the policy, the group did not look at the appendix materials, which should be reviewed in tandem with the policy. This policy will be discussed again at the next committee meeting. This policy will be discussed again at the next committee meeting, AND THEN BROUGHT BACK TO THE FULL BOARD.

- **#4010 – Public Relations & Public Information**
  Reviewed, no revisions

- **#4020 – Library Meeting Room Use**
  Director Neidert says that the rooms for reserving space are not equipped to handle food. A request for bringing in food would have to be approved by the director.
President Naylor asked if that has been an issue. How do you determine who can and cannot bring in food? Director Neidert said that the rooms are not equipped staff-wise to be cleaning up. Treasurer Fedewa suggests adding a cleaning fee. Director Neidert says that further investigating and certain guidelines should be in place. A follow up with this policy will continue with the next committee meeting.

#4040 – Library Blog and Social Media Sites Guidelines

Reviewed, no revisions

G. Review Policies

#8008 – Ethics Statement

Reviewed, no revisions

#8009 – Board Policy Development

Reviewed, no revisions

#8011 – Board Compensation & Expenses

Reviewed, no revisions

VII. Decision

A. Operating Fund Budget Hearing for June meeting (resolution)

Treasurer Fedewa moved to approve Resolution 2023-04, Calling a Public Hearing on the Proposed Operating Budget of the Cromaine District Library, Trustee Gogoleski seconded. A roll call was taken for approval of this resolution.

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

Nayes: None Resolution passed
B. Strategic Plan Review/Proposal-Choose Company (motion)

Secretary Cafmeyer moves to appoint ReThinking Libraries to move the Library forward into the future with help on the Libraries Strategic Plans. Seconded by Trustee Gogolesski. A roll call was taken for approval of this motion

Ayes:  Rebecca Fedewa, Nancy Rosso, Mary Cafmeyer, Jeannine Gogolesski, Holly Naylor

Nayes:  None  Motion passed

C. Policies: Community Relations

#3010 – Collection Development (Resolution if needed)
To be reviewed at next meeting, not needed at this time

#4010 – Public Relations and Public Information
Reviewed - None needed

#4020 – Library Meeting Room Use.
To be reviewed at next meeting, not needed at this time

#4040 – Library Blog and Social Media Sites Guidelines
Reviewed - None needed

D. Policies: Personnel

#8008 – Ethics Statement
Reviewed - None needed
#8009 – Board Policy Development
Reviewed – None needed

#8011 – Board Compensation & Expenses
Reviewed – None needed

VIII. Upcoming meeting dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Meeting Description</th>
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<tbody>
<tr>
<td>June 14</td>
<td>Community Relations &amp; Strategic Planning Committee, 12:30 pm, virtual</td>
</tr>
<tr>
<td>June 02</td>
<td>Personnel Committee, 11:00 am virtual</td>
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<tr>
<td>June 08</td>
<td>Finance Committee, 2:00 pm virtual</td>
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<tr>
<td>June 22</td>
<td>Operating Fund Budget Hearing/Board of Trustees meeting, 6:30 pm/Trustees meeting 7:00 pm</td>
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<tr>
<td>June 01</td>
<td>Ad Hoc Committee-Music Hall 6:30 pm</td>
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IX. Agenda Items for Next Meeting:

- Public Budget Hearing preceding the meeting at 6:30pm
- Resolutions of adopting new budgets/amending current budgets
- Strategic Plan Review
- Review Policy #4030 – Non Library Postings, Displays, and Solicitations (Community Relations)
- Review Policy #3010 – Collection Development (Community Relations)
- Review Policy #4020 – Library Meeting Room Use (Community Relations)
- Presentation of the winners of two scholarships:
  Jeanne Smith Scholarship - $500.00
  Post-Secondary Scholarship - $500.00
X. Adjournment

Motion by Secretary Cafmeyer, seconded by Vice President Rosso. Adjourned at 7:54 pm.
Ayes: All
Nayes: None motion passed

MARY CAFMEYER, SECRETARY
Cromaine District Library Board

Darlene Randolf, Recording Secretary
Cromaine District Library Board

Documents distributed to the Board for/at this meeting:

- Minutes of Regular Meeting April 20, 2023
- May 2023 Directors Report
- April 2023 Financial Reports
- Personnel Committee Minutes – 05/05/23
- Community Relation Committee Minutes – 05/03/23
- Finance Committee Minutes – 05/10/23
- Ad Hoc Committee Minutes – 05/15/23
- Budgets – draft – Operating, Gift, Improvement
- Four-Year Monthly Circulation Activity
- Monthly Activity Report
- Community Relations Policies #8008,8009,8011
- Personnel Policies #3010,4010,4020,4040
- Strategic Plan Proposal – Fast Forward Libraries
- Strategic Plan Proposal – Midwest Collaborative for Library Services
- Strategic Plan Proposal – Strategic Planning Consulting Services
• Motion to Appoint Strategic Planning Company
• Resolution #2023-04 Calling a Public Hearing on the Proposed 2023-24 Operating Budge
• May Board & Administrator Newsletter