

Trustees Present: Cafmeyer, DeRosier, Lewis, Naylor, Oemke, Sargent, Thompson
Trustees Absent: None
Staff Present: Stefanie Furge, Donna Janke, Director Marlow, Barb Rentola
Guests: Steven Sinkovitch

January 17 was Don Thompson's 75th Birthday, so before the meeting pie was shared.

I. The Library Director opened the meeting at 7:05 pm in the Community Room of the Cromaine Library in the Village. Call to Order

II. **Organizational Matters**

Election of Officers:

The Director presented the slate of officers and invited additional nominations for the floor. There were no other nominations. A motion was quickly made to approve the slate and seconded, and the slate of officers was unanimously approved. President: Nancy Lewis. Vice-President: Kate DeRosier. Treasurer: Doug Sargent. Secretary: Mary Cafmeyer. President Lewis conducted the rest of the meeting.

Organizational
Matters

Trustees will stay on their committees of 2018. President Lewis directed trustees that at the first committee meeting, a chairperson be selected, and that be communicated to her and the Director. Similarly, meeting dates can be determined by the committees and communicated appropriately.

III. **Approval of agenda**

President Lewis invited trustees to review the agenda. Member Thompson moved to approve the agenda, seconded by Member Oemke. Passed unanimously.

Agenda
Approval

IV. **Approval of Consent Agenda**

Secretary Cafmeyer moved to approve the consent agenda, seconded by Member DeRosier. Passed unanimously.

Consent Agenda
Approval

- A. Approval of regular meeting minutes, 12/13/18
- B. Acknowledge receipt of the December Financial Reports and payment of December invoices totaling \$49,686.65 and payroll obligations totaling \$91,639.52.
- C. Director's Report
- D. Committee Reports
 - Community Relations January 8
 - Finance January 10
 - Personnel January 3
 - Planning January 9

V. Call to the Public

Call to the Public

The first call to the public was responded to by Steve Sinkovitch who stated that he just wants to congratulate the trustees, Director, and staff for all that they do for the community--the best library experience he has had.

VI. Director's Report – Update and Comments from the Community

Director's Update

The Director's printed report was updated verbally with the following:

Dawn Lovrovich, UBS Investment Advisor, called to check on upcoming major expenditures so that she can appropriately invest in varying lengths certificates of deposit. As I enumerated what I know of likely extraordinary expenditures (primarily the window replacement) she repeatedly commented that "Cromaine is doing very well." She will, as usual, ladder out the investments so that we have sufficient funds along the way.

The summer concert series has been booked except for the night of July 2 when we hope to explore a little different event—an open mic night. We're looking at how we can do this or collaborate with the Hartland Senior Activity Center who does not do these during the summer. They have had a lot of success with them.

The Hartland Living logo was finalized. The Partners in Progress tech/social media committee are moving forward on the design of the web site with First Impression. It is expected to be previewed the week of February 18, with Stefanie Furge presenting at each of the groups' board meetings. She is unable to be at the Cromaine meeting, however, so Ceci will share it that night. The community calendar concept has been shared in other groups and our community is excited to see this finally come to fruition. The draft web site is included in the blue folder for trustees to see, knowing it is a work in progress.

The Community Engagement with TLN provided the new 2019 Emagine discount (as reported in the printed report). Once the flyer was approved and posted on Cromaine's Facebook, Circulation was swamped with about 20 calls asking for cards which led to 8 online library card applications. On Facebook, there were 51 shares, most of the ten comments were folks "tagging" or telling others to look-see, 4,307 people were reached through the tagging and sharing and 1,226 engagements—people who responded to a share or tag. In one day.

All of the 1927 window replacement bidders in our follow-up pool replied and revised their bids. That summary is distributed tonight for your action.

A question at Planning Committee about the costs of our electronic collection is answered by another hand-out distributed for you tonight. It is not the most up-to-date information but it is close. In addition to the 1,105,220 e-items (not databases) noted on the Second Quarter statistics, there are also 1,440 magazine issues available through RBDigital Magazines for patrons to check out. At the bottom of the quarterly statistics report, there is a number "circ by volume." Please note that the circulation does include e-items' circulation, but the volume does not include the e-items collection number. To do so, will make that figure go from 1.97 to .13.

The March-April-May season of events is in lay out for the newsletter. It

includes a performance of the Hartland Senior Activity Center's Cabaret group on Monday, May 20 at 7:00 pm. The title is Patriotic Fun! Donations are welcome for Stiggy's Dogs.

As of today, nearly \$900,000 has been received in the investment account from 2018 taxes. All townships have paid some taxes at this point.

Questions for the Director: Treasurer Doug Sargent asked about the 9% increase in state aid and how that will impact Cromaine's payments since it seemed she stated that we'd get \$12,000 this year, but last year we got \$18,000. The Director explained that the Library of Michigan was reporting the increase and the impact on all libraries' state aid made for an amount of \$12 million. Trustee Oemke stated that she had seen the MLA Professional Development email and that some of the events look very good for the staff, e.g., storytelling. She asked if any staff will attend these. The Director reported that the Youth staff have selected events; they often attend the Spring Institute, and all departments have a professional development budget to use. The Director usually attends the Executive Summit each year, which was included in the email.

Circulation Manager Donna Janke gave her update:

Winnie, Susan, and Heidi are the "Readers Advisory Queens" to the point that their recommendations are so trusted, they know they can just put a book on hold for their patron followers and it will be well-received. Lisa Weaver's goal is to promote the Wi-Fi hot spots. This has been so successful that circulation of them has skyrocketed. She also is responsible for helping the Friends increase their memberships. Lisa suggested that the Friends allow Circ staff to give out the Five Items Free card that goes to new members when a patron brings items from the sale shelves to purchase. Before, the card wasn't mailed until March at the conclusion of the membership drive, rather than at the point of sale/interest. This has worked with 3-4 memberships already in 2 weeks. After Sidney Furge, Teen Volunteer, created a book drop "wrap" character, Wendy Shinde amplified the appeal by creating a monster voice. When little ones feed the monster (or other character), it often talks back. From "Feed Me" to "Oops, too many" and the items spitting back out, there is quite a following of preschoolers engaging with the "monster" at the interior book return. Liesl Schick determinedly plows through the new items and repairing older items, keeping the collection in good shape and clean. Darlene Randolf fills MeLCat and "ILL" holds which have gone up significantly with the transition to CARL. Circulation is busy!

Friends Update from Vice President Kate DeRosier:

The Vice President attended the Friends' Quarterly meeting Tuesday January 15 in Member Oemke's stead. She encouraged trustees to volunteer to help with emptying the book room and closet for the sale starting at 3 pm on Tuesday, January 22. Then set up is Wednesday from 9 am until complete. Volunteers are also needed to bring baked goods for the Bake Sale. They will be received in the Admin workroom from 9 am to 1 pm with pricing beginning at 1 pm. This sale, for the first time, a "free" hour has been added on Sunday; from noon to 1:00 pm. Help packing up following that is needed. The next quarterly meeting is in April. The next sale is May.

VII. Discussion

A. Strategic Plan 2018-2022

Vice President DeRosier stated that the Library is so fortunate to have Ceci Marlow as Director and the staff working to carry out the strategic plan. She is especially appreciative of the progress report. The notes, including the initials of those reporting, really make her feel as though she knows what's happening and increases her engagement with the plan and its progress. Kudos!

B. Board Education Moment: “Library Advocacy”

The attempt to view the Short Takes for Trustees video on Library Advocacy was a fail, due to speed of loading (in fact, the loading of the 10 minute video was still not complete after an hour and ten minutes). Trustees were asked to see the video at home as homework and be prepared to discuss at the next board meeting. The Director will send the link and login information.

Board Education
Moment

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

Vice President DeRosier said that advocacy is so important. The Board discussed attending the six Townships' meetings and a schedule was distributed for sign-ups. Vice President DeRosier recommended that in addition to the trustees, an interested and supportive patron, like Steve (attending tonight) be included. That comments from the community are very important. President Lewis reminded the Trustees that no more than three trustees can be at any of the meetings as it constitutes a quorum of the Library Board. It was agreed that the trustees would look at this schedule month by month. At this meeting, the trustees agreed that Member Oemke and Vice President DeRosier will attend the February 19 Hartland Township Board meeting. President Lewis said that Administrative Assistant Rentola will distribute talking points and data to accompany each visit.

Board Self-
Evaluation
Forms

Trustee Oemke raised the discussion of how to improve fundraising and included elaboration of her concept of a Library Trustee coffee cart. Using a book cart with trustees providing the coffee (cups, creamer, sugar, stirrers, napkins), these would be scheduled at times with gathered audiences, e.g., before the Wednesday preschool story times, for example, on the second floor. A donation jar would be there for donations. Vice President DeRosier was opposed to asking for any donations. She believes this should be only outreach on the part of Trustees and will not support ~~or provide for~~ this as a fundraiser. More discussion followed. It was agreed that Vice President DeRosier will look at the online event calendar for opportunities and return to the next meeting with those. Trustee Naylor supported that these should only be a chance to chat with Trustees and not a fundraising effort. She said that a coffee cart will have minimal return in funds, and that there is real value in offering something without an expectation.

Patron Steve Sinkovitch suggested that to be more modern in the Library's approach, it should take advantage of the Hartland Township's cable video channel and create broadcasts, including broadcasting the Library Board meetings. This would be enhanced by making it possible for the community to call in. He is confident that the community has volunteers and resources to make

this happen.

Trustee Oemke returned to the topic of fundraising. She stated any chosen fundraiser needs to not involve the staff, and to not place another burden on their plates. It will also help to choose times for the coffee cart that may connect to meetings trustees are already here for, to make that commitment easier.

Regarding the evaluation, Trustee Naylor feels that it seems even more important to improve the lobbying efforts of the trustees. Member Thompson said that the MLA Advocacy emails all trustees receive highlight times that advocacy is most needed with all the information needed to phone or write. Director Marlow also suggested that going to, for example, the coffee talks by Rep. Dr. Hank Vaupel and even to those where a trustee is not a constituent can be very helpful.

D. Review of 2nd Quarter Statistics

President Lewis said there were no surprises. The Director noted that e-items actually total 1,106,660 to include the e-issues of magazines in RBDigital Magazines. When circ by volume is calculated including the e-item collection, it goes down from 1.97 to .13. Treasurer Sargent asked if room use had declined or increased since the closing of Crossroads. This statistic is on the monthly activity report attached to the Director's Report in the consent agenda. The Director replied that it has increased. We closed one meeting room at Crossroads and opened two here and they are better rooms for sound control, so the room use has increased. Member Thompson asked Donna Janke if the self-checks have made a difference in the activity at the Circulation Desk. Donna replied that families really enjoy being able to do their self-check outs upstairs where the children can be occupied. But the desk is still busy on the first floor.

Review of 2nd
Quarter Statistics

E. 2019 Meeting Calendar

This was reviewed. Two meetings are not the usual third Thursday: July is the fourth and December is the second. Two meetings are held in the Youth Program Room (and a third, the Special Board meeting on January 22 as well).

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

President Lewis requested an additional revision to Policy 6020 - Purchasing. Under Competitive Bid Guidelines, section b, second paragraph, to insert "including the summary" following "make a recommendation." The trustees agreed with this revision and it will be incorporated in Resolution 2019-3. There were no additional revisions requested for Policy 6025 - Library Credit Card. There were no revisions requested for Policy 6026 - Electronic Financial Transactions.

Finance/Planning
Policies Review

G. Motion to Award 1927 Window Replacement

The Director presented the summary of the bids and the process used to arrive at "apples-to-apples" comparisons among the top three bidders. President Lewis asked if the project will include building up the Teen Room windows. The Director replied no, because the windows are aluminum clad instead of the

Motion to Award
1927 Window
Replacement

current wood. Treasurer Sargent asked if the sunburst window will be repaired by the recommended bidder. The Director said that the award, if approved, will include that. The Director and Building Manager Scott Wren recommend the WindowPro bid. The price is in the middle, the experience includes two historic buildings of similar age, and the five year no-questions-asked warranty is a definite advantage.

VIII. Decision

A. Resolution 2019-1, Designating Officers and Named Persons Authorized to Act for the Library in its Business with its Banks

Resolution
2019-1

President Lewis and Treasurer Sargent, along with Library Director Marlow, are so authorized. Member Oemke moved to approve Resolution 2019-1, Designating Officers and Named Persons Authorized to Act for the Library in its Business with its Banks, Secretary Cafmeyer seconded. A roll call vote was taken for approval of the resolution.

Ayes: Cafmeyer, DeRosier, Lewis, Naylor, Oemke, Sargent, Thompson
Nays: None APPROVED

B. Resolution 2019-2, Establishing Regular Meeting Dates for 2019

Resolution
2019-2

Member Thompson moved to approve Resolution 19-2, Establishing Regular Meeting Dates for 2019; Member Naylor seconded. A roll call vote was taken for approval of the resolution.

Ayes: Cafmeyer, DeRosier, Lewis, Naylor, Oemke, Sargent, Thompson
Nays: None APPROVED

C. Resolution 2019-3, To Revise Policy 6020, Purchasing

Resolution
2019-3

Secretary Cafmeyer moved to approve Resolution 19-3, to Revise Policy 6020; Member Oemke seconded. A roll call vote was taken for approval of the resolution.

Ayes: Cafmeyer, DeRosier, Lewis, Naylor, Oemke, Sargent, Thompson
Nays: None APPROVED

D. Resolution 2019-4, To Revise Policy 6025, Library Credit Card

Resolution
2019-4

Member Thompson moved to approve Resolution 19-4, To Revise Policy 6025 as amended this evening; Vice President DeRosier seconded. A roll call vote was taken for approval of the resolution.

Ayes: Cafmeyer, DeRosier, Lewis, Naylor, Oemke, Sargent, Thompson
Nays: None APPROVED

E. Motion to Award 1927 Window Replacement

Member Thompson moved that the 1927 Window Replacement Project be awarded to WindowPro, seconded by Treasurer Sargent. Passed unanimously.

Motion to Award
1927 Window
Replacement

IX. Information

Upcoming meeting dates include:

Upcoming Meeting Dates

Feb 5	Community Relations, 10:00 am, South Meeting Room
Feb 7	Personnel Committee, 6:30 pm, Director’s Office
Feb 13	Planning Committee, 1:00 pm, Director’s Office. Member Thompson will be absent.
Feb 14	Finance Committee, 2:00 pm, Director’s Office. Member Thompson will be absent.
Feb 21	Board of Trustees meeting, 7:00 pm, Community Room (Preceding the Board Meeting at 6:30 pm Glenn Fischer, Technology Manager, will meet with interested Trustees to show them the changes in using their google mail accounts. Trustees who are unable to be there can also make appointments with Glenn to get the updates.)

X. Agenda Items for Next Meeting

Items for next meeting

- Strategic Plan 2018-2022
- Report from Hartland Township Visit
- Hartland Living Web Site Presentation
- Coffee Cart Update
- Discussion of Board Advocacy Video
- Presentation of Employees’ Work Goals’ Progress

XI. Call to the Public

Public Call

Member Thompson thanked the Trustees for all of the work and accomplishments of this year. It's been an outstanding year.

XII. Adjournment:

Adjournment

Motion by Member Thompson, seconded by Treasurer Sargent to adjourn at 8:33 pm.

MARY CAFMEYER, SECRETARY
Cromaine District Library Board

Barbara Rentola, Recording Secretary
Cromaine District Library Board

Documents distributed to the Board for/at this meeting:

- 12/13/18 Proposed Regular Meeting Minutes
- December 2018 Financial Reports & Checks Issued Totals
- December 2018 CDL Investment Performance Report
- Director’s Report 1/17/19
- CDL Statistics for December 2018 & updated CDL 4-year Circulation Graph
- Comments from the Community December 2018
- Community Relations Committee Minutes, 1/8/19

- Finance Committee Action/Decision List, 1/11/18 w/ revisions noted copies of Policies 6020 & 6025 attached
- Personnel Committee Minutes, 1/3/19
- Planning Committee Meeting Minutes, 1/10/19
- Database Costs (e-resources)
- Strategic Plan 2018-2022 Progress Report dated 1/17/19
- Short Takes for Trustees: Library Advocacy
- 2018 Board Evaluation Results
- 2nd Quarter Statistics with Director's memo
- 1927 Window Replacement Bid Results
- Resolution 2019-1, Designating Officers and Named Persons Authorized to Act for the Library in its Business with its Banks
- Resolution 2019-2: Establishing Regular Meeting Dates for 2019
- Resolution 2019-3: To Revise Policy 6020, Purchasing w/revised policy attached
- Resolution 2019-4: To Revise Policy 6025, Purchasing w/revised policy attached
- Motion to Award 1927 Window Replacement
- Revised 2019 Board Meeting Schedule
- CDL Policies Table of Contents yearly update
- CDL Resolutions Table of Contents update for 2018
- Hartland Living Logo
- Director's Report to the Friends, January 2019
- Replacement Stickers for reviewed policies 6001, 6002, 6003, 6004, 6005, 6007, 6015
- *Board & Administrator*, January 2019