

Trustees Present Virtually: Mary Cafmeyer, Kate DeRosier, Rebecca Fedewa, Nancy Lewis, Holly Naylor, Doug Sargent, Don Thompson

Members Absent: None

Staff Present Virtually: Mallorie DeVilbiss, Barbara Berlin, Glenn Fisher, Pam Holtz, Winnie Tripp, Stefanie Furge, Heidi Pratt

Public Present Virtually: Ceci Marlow

I. The Library Director called the virtual meeting to order at 7:03 p.m. Call to Order

Organizational Matters

II. **Election of Officers:** Organizational Matters

The Director asked for nominations for President. Vice President DeRosier was nominated by Trustee Thompson, Trustee Fedewa seconding with unanimous approval. President DeRosier then asked for nominations for Vice President. Trustee Naylor was nominated by Secretary Cafmeyer, Trustee Lewis seconding with unanimous approval. President DeRosier then asked for nominations for Secretary. Current Secretary Cafmeyer was nominated by Trustee Lewis, Trustee Fedewa seconding with unanimous approval. President DeRosier then asked for nominations for Treasurer. Trustee Sargent was nominated by Trustee Thompson, Trustee Lewis seconding with unanimous approval.

The slate of officers for 2021 are:

President: Kate DeRosier. Vice-President: Holly Naylor. Treasurer: Doug Sargent. Secretary: Mary Cafmeyer. President DeRosier conducted the rest of the meeting.

III. **Approval of Agenda** Agenda Approval

President DeRosier entertained a motion for approval of the agenda. Trustee Thompson moved to approve the agenda, seconded by Treasurer Sargent. Passed unanimously.

IV. **Approval of Consent Agenda** Consent Agenda Approval

Treasurer Sargent requested an addition to the 12/10/20 minutes under Discussion Item VI.G. Finance Committee Policy Review regarding revised Policy 6007, Investment Charter. First National Bank was added to UBS in the policy to identify all our financial partners for full transparency.

Trustee Thompson moved to approve the consent agenda as amended, seconded by Trustee Fedewa. Passed unanimously.

- A. Approval of regular meeting minutes, 12/10/20 & special meeting minutes 1/6/2021.
- B. Acknowledge receipt of the December Financial Reports and payment of December invoices totaling \$53,509.79 and payroll obligations totaling \$91,575.21.

- C. Director’s Report
- D. Committee Reports
 - Community Relations January 5
 - Finance January 14
 - Personnel January 7
 - Planning January 13

Trustee Lewis questioned whether the \$17,763 reported in the Finance Committee minutes was half of the cost of the main floor reconfiguration this year. If so that puts us over budget this fiscal year. *Yes, it is half, and the remaining half will be budgeted in the 2021-2022 budget.*

V. **Call to the Public** – No public comments. Call to the Public

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

- As of today, all staff have been cleared by their doctors and are back to work.
- Page John Van Huis has resigned to focus on his schoolwork. Former circulation assistant Annie Klein will be returning to Cromaine in his place. This leaves us still with one open Page position which will not be filled until circulation increases.
- The family of Thomas Hallam, avid reader, and library supporter suggested memorial donations in his name be given to the Library for literacy programs. To date we have received nearly \$1,000. We will have a discussion with the family for how they would like the donations to be used. President DeRosier will send a card to the family from the Board.

Questions/Comments from the Board:

Secretary Cafmeyer asked how the opening of the Library on Monday was advertised. *The Director replied it was on Facebook and our website. It will be in this Sunday’s weekly email blast and a press release is going out to the media.* Trustee Thompson asked if there will still be restrictions. *Yes, masks and social distancing required and a limit of 30% capacity in the building at one time with no meeting rooms or study rooms available.*

Trustee Sargent likes the Hartland Home & Garden idea of a brick pathway at the Library with engraved bricks available for a donation.

VII. **Discussion** Strategic Plan

A. Strategic Plan 2018-2022

It has been a slow time. What has been accomplished is good.

B. Board Self-evaluations

The President is still waiting on a few evaluations before completing her summary. She would like them returned to her by Friday, January 29. The summary will be included in the February Board packet.

Board Self-Evaluations

C. Review of 2nd Quarter Statistics

Treasurer Sargent commented that we are holding up well. President DeRosier suggested that we compare our recent statistics with those of other nearby libraries. Perhaps our cooperative would have statistics from other libraries. *The Director will check with TLN.* For the next fiscal year's statistics, we will use three years of data; 2019-20, 2020-21 & the current year, 2021-22.

Review of 2nd
Quarter Statistics

D. Bank Signers

The Director indicated that new signature cards are required for First National Bank and UBS. Signatures are required from the President, Treasurer, and Secretary. They will be available for your signature at the Library.

Bank Signers

E. 2021 Meeting Calendar

Fine as is.

2021 Meeting
Calendar

F. Millage Renewal

Discussion continued that began at the December Board meeting. President DeRosier reiterated that it was recommended by consultant Shirley Bruursema to go out for renewal in August of whatever year the Board chooses. The Planning Committee recommends to the Board that we go out for the renewal at the August 2022 primary election. Reasons being: 1) a broader electorate will participate at a scheduled election, 2) COVID restrictions this year would hamper our efforts executing a millage campaign, 3) a special election would be costly. If the renewal failed, we still have the general election in November. The Director pointed out that November would be too late to levy taxes for 2023 and we would have to wait until the fall of 2023 to submit to levy taxes for 2024. Trustee Fedewa asked if we would have enough funds to tide us over. Treasurer Sargent said yes, we have one and a half years of revenue in reserve. Trustee Fedewa commented that we will need to hit it hard regardless. Trustee Thompson asked if we must decide tonight. The President said we have had discussion at two meetings, and we need to go forward with our plans. The Board agreed to decide under Discussion Item VIII.D.

Millage Renewal

G. Proposal to Amend Article VI, Section 1 of the Trustee Bylaws

President DeRosier said the goal of this change is to lighten the load of too many meetings on Trustees. Also, the focus of the Community Relations and Planning Committees overlap so they would be combined. Trustee Thompson asked the number of members to be on the newly formed committee. President DeRosier: 3 Trustees, the Director, Pam Holtz, community members, i.e., Dick Krueger.

Proposal to
Amend Bylaws

H. Director's Compensation

The Director request a closed session for this agenda item. Trustee Thompson, seconded by Trustee Fedewa, moved to go into a closed session to discuss personnel compensation. Passed unanimously.

Director's
Compensation

Trustee Thompson, seconded by Secretary Cafmeyer, moved to come out of closed session and return to the regular meeting agenda. Passed unanimously.

Outcome to be decided under Discussion Item VIII.E.

I. Anne Crimmins memorial

Anne Crimmins was the co-chair of the Hartland Home & Garden Club and passed away in December. Her family asked for memorial donations to be made to the HH&GC in her name to be used for the Library’s gardens. The Director is not sure how much has been donated to date. Trustee Thompson asked who decides what form the memorial will take. The Director responded that it will be decided with a discussion between us and the HH&GC. President DeRosier said it is a beautiful way to honor someone. The Director will keep the President apprised on the planning.

Anne Crimmins
Memorial

J. Staff Sick Pay due to COVID

The Director explained that the Families First Coronavirus Response Act expired on December 31, 2020. She is requesting similar benefits to be paid to Library staff if needed through June 30, 2021. President DeRosier agreed that we do not want a lapse of benefits for those who need it. Trustee Fedewa suggested that it be extended to December 31, 2021 considering that younger staff will not be able to get the vaccine until later in the summer most likely. President DeRosier responded that it could be revisited after June 30, 2021. That is also what the Director had thought. The President appreciates how staff is taking care of themselves and their families and keeping them safe.

Staff Sick Pay
due to COVID

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

Treasurer Sargent said there are no changes to policies as they stand.

Finance/Planning
Policies Review

VIII. Decision

A. Resolution 2021-1, Designating Officers and Named Persons Authorized to Act for the Library in its Business with its Banks

President DeRosier and Treasurer Sargent, along with Library Director DeVilbiss, are so authorized. Treasurer Sargent moved to approve Resolution 2021-1, Designating Officers and Named Persons Authorized to Act for the Library in its Business with its Banks, Trustee Lewis seconded. A roll call vote was taken for approval of the resolution.
Ayes: Cafmeyer, DeRosier, Fedewa, Lewis, Naylor, Sargent, Thompson
Nays: None
APPROVED

Resolution
2021-1

B. Resolution 2021-2, Establishing Regular Meeting Dates for 2021

Trustee Lewis moved to approve Resolution 2021-2, Establishing Regular Meeting Dates for 2021; Vice President Naylor seconded. A roll call vote was taken for approval of the resolution.
Ayes: Cafmeyer, DeRosier, Fedewa, Lewis, Naylor, Sargent, Thompson
Nays: None
APPROVED

Resolution
2021-2

C. Motion to amend the Board Bylaws

Vice President Naylor moved to amend Article VI, Section 1. of the Board By-laws to read, “The following shall be the standing committees of the Board: Finance & Property, Personnel, and Community Relations and Strategic Planning”, seconded by Trustee Fedewa. Passed Unanimously

Amending the Board Bylaws

D. Decision on Date for Millage Proposal

Trustee Thompson moved to go out for a millage renewal at the August 2022 primary election, seconded by Secretary Cafmeyer.
Yes: Cafmeyer, DeRosier, Fedewa, Naylor, Sargent, Thompson
No: Lewis Passed

Date for Millage Proposal

E. Director’s Compensation

Treasurer Sargent moved that the President and Director meet to discuss compensation agreed to in the closed session as tied to the Director’s recent evaluation and retroactive to January 1, 2021, seconded by Secretary Cafmeyer. Passed Unanimously.

Director’s Compensation

IX. Information

Upcoming meeting dates include: (Committees will decide after the Board meeting.)

Upcoming Meeting Dates

	Community Relations
Feb 4	Personnel Committee, 7:00 pm
	Planning Committee
Feb 11	Finance Committee, 2:00 pm
Feb 18	Board of Trustees meeting, 7:00 pm

Standing Committees for 2021:

Finance: DeRosier, Sargent (Chair), Thompson, Director
Personnel: DeRosier (Chair), Lewis, Naylor, Director, Admin Asst
Community Relations & Strategic Planning: Cafmeyer (Chair), Fedewa, Sargent, Director, Community Relations Manager, Dick Krueger

Standing Committees

Trustee Fedewa has volunteered to be the Board liaison to the Friends.

X. Agenda Items for Next Meeting

- Strategic Plan 2018-2022
- Report of Board Self-Evaluation
- Ad hoc millage committee
- Employee Handbook

Items for next meeting

XI. Call to the Public – No public comments.

Public Call

XII. Adjournment:

Motion by Trustee Thompson, seconded by Vice President Naylor to adjourn at

Adjournment

9:04 pm

MARY CAFMEYER, SECRETARY
Cromaine District Library Board

Barbara Berlin, Recording Secretary
Cromaine District Library Board

Documents distributed to the Board for/at this meeting:

- 12/10/20 Proposed Regular Meeting Minutes
- 1/6/21 Proposed Special Meeting Minutes
- December 2020 Financial Reports & Checks Issued Totals
- December 2020 CDL Investment Performance Report
- Director's Report 1/21/2021 w/December 2020 Patron Comments
- CDL Statistics for December 2020 & updated CDL 4-year Circulation Graph
- Community Relations Committee Minutes, 1/5/2021
- Finance Committee Meeting Minutes, 1/14/2021 w/bid proposal & sketch from Library Design Associates, Inc. for purchases of new furniture, computer workstations & new reference desk for the first floor.
- Personnel Committee Minutes, 1/7/2021
- Planning Committee Meeting Minutes, 1/13/2021
- Strategic Plan 2018-2022 Progress Report, 12/1/2020 through January 12, 2021
- 2nd Quarter Statistics
- Draft 2021 Board Meeting Schedule
- Proposed Amendment to Bylaws
- Resolution 2021-1, Designating Officers and Named Persons Authorized to Act for the Library in its Business with its Banks
- Resolution 2020-2: Establishing Regular Meeting Dates for 2019
- Motion to Amend Board Bylaws w/revised version attached
- 2021 Hartland Chamber Directory ads for CDL & the Music Hall
- CDL Policies Table of Contents yearly update
- CDL Resolutions Table of Contents update for 2020
- Revised policy 6007
- *Board & Administrator*, January 2021