

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

Members Absent: None

Staff Present: Mallorie DeVilbiss, Barbara Berlin; virtually - Glenn Fisher, Darlene Randolf

Public Present: Ceci Marlow (virtually)

I. President Lewis called the meeting to order at 7:00 p.m. in the Community Room of the Cromaine Village Library.

II. **Approval of agenda**

Agenda Approval

Vice President DeRosier requested that the missing Finance committee minutes be removed from the Consent Agenda and approved at the November 2020 meeting after submission. She moved to approve the amended agenda, seconded by Trustee Fedewa. Passed unanimously.

III. **Approval of Consent Agenda**

Consent Calendar Approval

Trustee Fedewa requested a change to the 9/17/2020 meeting minutes. Under Discussion Item VI.F. Trustee Ballot, she would like to change “was not able to remove her name from the ballot in time” to “was appointed after the deadline to remove her name from the ballot”. Trustee Naylor moved to approve the consent agenda, seconded by Secretary Cafmeyer. Passed unanimously.

- A. Approval of regular meeting minutes, 9/17/2020.
- B. Acknowledge receipt of the September Financial Reports and payment of September invoices totaling \$60,762.76 and payroll obligations totaling \$87,110.89.
- C. Director’s Report
- D. Committee Reports
  - Community Relations      October 13 (handed out at the meeting)
  - Personnel                      October 7
  - Planning                        October 8
  - Finance                         ~~October 15 (handed out at the meeting)~~

IV. **Call to the Public:** No public comment.

Call to the Public

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

Director’s Update

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

Under the new order from the state Department of Health and Human Services, our building capacity is limited to 50% in public areas. Assuming 5 staff working in the public areas, this puts our capacity at 42, which we shouldn’t have much chance of hitting.

Our first concert in the Second Sunday Concert Series took place this past Sunday on Facebook Live with The Boogie Woogie Kid. Pam reports that we

consistently had about 20 people tuned in, which is on par with our in-person concerts. We had 504 views during the event - Facebook counts a view as anyone that watched for at least 10 seconds.

This coming week, October 18-24, is National Friends of the Library Week! We want to send a big thank you to our wonderful Friends group who make so many great things possible for us!

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

Trustee Naylor appreciated reading the patrons comments this month.

Are the posters up for the Friends Appreciation Week? *No, there will be a shout out on social media.*

## **VI. Discussion**

Strategic Plan  
2018-2022

### **A. Strategic Plan 2018-2022 – Questions & comments from the Board**

Secretary Cafmeyer asked about the November newsletter. Is it on the website? *November's newsletter will be coming soon. Yes, the current newsletter is located on the bottom of the opening page of the website.*

Kudos for hosting the Brew Pub Book Club at a local business.

They really enjoyed the State of the Community presentation. Excellent job, Mallorie!

Trustee Thompson asked if under the new order from the state Department of Health and Human Services the capacity of the meeting rooms would change. *Yes, the maximum capacity for the Community Room is now 16 but the study rooms remain closed as they are being used for book quarantine and staff outreach projects.*

Vice President DeRosier noted that today, October 15 is the last day to enter your census information.

### **B. Review of First Quarter Statistics**

Review of First  
Quarter Statistics

President Lewis noted that the “Miscellaneous” stat numbers jumped out at her. It includes the hot spot circulation that is hugely popular.

Treasurer Sargent noted that the September “Card Up” promotion made an impact in increasing cardholders. There were some pretty nice discounts.

### **C. Presentation of Annual Report for Prior Fiscal Year**

Presentation of  
FY 2019-2020  
Annual Report

President Lewis said “very nice job”! Trustee Fedewa asked where the report would be distributed. *The Director replied that the distribution list included our partners the Hartland Chamber and Hartland Schools and all six of our district Township officials. It will also be available for the public on our website.*

### **D. Mission Statement Review (all-Board activity)**

Mission  
Statement Review

It was agreed to make the vision/mission statements match the latest strategic plan’s mission statement. Vice President DeRosier will refine it and send to the Community Relations committee to finalize it and it will be on the November board meeting agenda.

**E. Director’s Six Month Evaluation**

The first half is the same evaluation we have been using. The 2<sup>nd</sup> half includes COVID specific questions. Please return a printed copy to President Lewis no later than Sunday, October 25. There will be an envelope for privacy for returns to her library mailbox.

Director’s 6 month Evaluation

**F. Library Closing Calendar for 2021**

Previous “floating” holidays (day after Thanksgiving, Good Friday, Christmas and New Year’s observed) will now be library closed days when all staff will be off in lieu of trying to schedule staff around the holidays. After discussion the Board agreed to the changes.

2021 Library Closing Calendar

**G. Committee Policy Review**

- 1010 – Cooperation with Libraries & Other Organizations (Planning)
- 6001 – Fund Balance Policy (Finance)
- 6002 – Revenue Distribution & Fund Accounting (Finance)
- 6003 – Fixed Assets Capitalization (Finance)
- 6004 – Gifts to the Library (Finance)

Policy Review

Policies 1010 and 6003 had changes in format made with typos and redundant language removed, no content changes.

**H. Friends of the Library Meeting**

The Friends have four quarterly meetings a year. Former Trustee Kathleen Oemke was Board liaison. We need a Trustee to attend the meeting(s) and report back to the Board. Their next meeting is this Tuesday, October 20, at 6:30 pm in the Community Room. Vice President DeRosier will attend this meeting. Secretary Cafmeyer and Trustee Fedewa volunteered to attend a future meeting.

Friends of the Library Meeting

**VII. Decision**

**A. Motion to Approve the Library Closing Calendar for 2021**

Treasurer Sargent moved to approve the Library Closing Calendar for 2021 as presented, seconded by Trustee Thompson. Passed unanimously.

Motion to Approve Library 2021 Closing Calendar

**B. Resolution 2020-16, Revising Policy 1010, Cooperation with Libraries & Other Organizations**

Vice President DeRosier moved to approve Resolution 2020-16, Revising Policy 1010, Cooperation with Libraries & Other Organizations, Trustee 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 2020-16

**C. Resolution 2020-17, Revising Policy 6003, Fixed Assets Capitalization**

Vice President DeRosier moved to approve Resolution 2020-17, Revising Policy 6003, Fixed Assets Capitalization, Treasurer Sargent seconded. A roll call vote was taken for approval of the resolution.

Resolution 2020-16

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

**VIII. Information**

Upcoming meeting dates include:

Nov 5	Personnel Committee, 6:30 pm
Nov 10	Community Relations Committee, 10:00 am
Nov 12	Planning Committee, 9:30 am
Nov 12	Finance Committee, 2:00 pm
Nov 19	Board of Trustees meeting, 7:00 pm, Community Room.

Upcoming Meeting Dates

**IX. Agenda Items for Next Meeting**

- Strategic Plan 2018-2022
- Mission/Vision Statement
- Board Officers for 2020
- Millage Renewal
- Audit (Email any questions you have to Treasurer Sargent before the November 12 Finance Committee meeting)
- Moving Upcoming Board meetings to virtual

Items for next meeting

**X. Call to the Public:**

Ceci Marlow, Comment:

Public Call

1. Please explain the rationale for closing Good Friday and the Day after Thanksgiving. She feels that the library should be open as much as possible. Is concerned that hours and open days have already been reduced. *Vice President DeRosier suggested keeping attendance for this year's open day after Thanksgiving. President Lewis says we will advertise extensively prior to the closings. The calendar could always be changed if necessary.*

2. The minutes were not clear on how the open position will be filled following the election. *It depends on who wins the election.*

Trustee Sargent noted that the 2019-2020 audit is included in the board packet. Please read it and let him know if you have any questions before the Finance Committee meeting on November 12 when the auditor will be present.

Vice President DeRosier is requesting that the board meeting be virtual for November, December and January considering the increase in COVID numbers. It will be added as a discussion item at November's Board meeting.

**XI. Adjournment:**

Motion by Trustee Thompson, seconded by Secretary Cafmeyer to adjourn at 7:43 pm.

Adjournment

MARY CAFMEYER, SECRETARY  
Cromaine District Library Board

Barbara Berlin, Recording Secretary  
Cromaine District Library Board

Documents distributed to the Board for/at this meeting:

- 9/17/2020 Proposed Regular Meeting Minutes
- September 2020 Financial Reports & Checks Issued Totals
- September 2020 CDL Investment Performance Report
- Director's Report 10/15/2020
- CDL Statistics for September 2020 & updated CDL 4-year Circulation Graph
- Patron Comments September 2020
- Community Relations Committee Meeting Minutes, 10/13/2020, w/ copy of approved Hartland Township Land Use Permit for Polar Express attached AND proposed Wide Format Scanner Policy & Waiver attached (**\*distributed at meeting**)
- Personnel Committee Meeting Minutes, 10/7/2020
- Planning Committee Meeting Minutes, 10/8/2020 w/revised Policy 1010 attached (**\*distributed at meeting**)
- Strategic Plan 2018-2022 Progress Report, September 9-October 7, 2020
- First Quarter Statistics, July-Sept 2020
- 2019-2020 CDL Annual Report
- Mission Statement
- Director's 6 month Evaluation
- Library Closing Calendar for 2021
- Closing Calendar Motion
- Resolution 2020-16, Revise Policy 1010, Cooperation with Libraries & Other Organizations
- Resolution 2020-17, Revise Policy 6003, Fixed Assets Capitalization
- Replacement copy of Policy 2020
- FY 2019-2020 Audit with Accountant Letter
- October 2020 Newsletter
- *Board & Administrator*, October 2020