Cromaine District Library
Regular Board Meeting
Thursday, October 17, 2019

Trustees Present: Cafmeyer, Lewis, Naylor, Oemke, Sargent, Thompson
Trustees Absent: DeRosier
Staff Present: Ceci Marlow, Beth Schrader
Public Present: Steve Sinkovich

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
Trustee Oemke moved, seconded by Trustee Naylor to amend the agenda, adding VI. Discussion Item I. Friends Report. With this amendment, the motion passed unanimously.

III. Approval of Consent Agenda
Secretary Cafmeyer asked that the Planning Committee minutes be removed from the Consent Agenda. Agenda Item VI Discussion was further amended by the addition of J. Planning Committee Minutes and VII Decision was amended by the addition of Item E. Planning Committee Minutes. Trustee Oemke moved to approve the consent agenda as amended, seconded by Trustee Thompson. Passed unanimously.

A. Approval of regular meeting minutes, 9/19/2019; PIP Joint Board Meeting Minutes, 9/30/19
C. Director’s Report
D. Committee Reports
   Community Relations October 1
   Personnel October 3
   Planning October 10
   Finance October 10

IV. Call to the Public
Steve Sinkovich thanked the trustees for being such a great library. Cromaine was a reason for his choice of home and in particular that this library carries “Mad Magazine.”

V. Director’s Report – Update and Comments from the Community
The Director’s printed report was updated verbally with the following:
As reported on email, the Director search has now garnered 11 candidates. The position closes October 20 when we expect to have 15-20 candidates.
A couple questions came up during individual trustees’ review of the board packet. Nancy Lewis asked about the closing calendar, specifically whether the

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Saturdays and Sundays following Christmas and New Year’s Day are paid holidays. They are not. Only the paid holidays are included. We close, for example, on Mother’s Day, but this is not a paid holiday. At the Director's request, Circulation Manager Donna Janke pulled reports from CARL showing the circulation activity on the two weekdays following Christmas 2018 and the two weekend days following that mid-week holiday. The circulation activity on the weekend was ½ to 1/3 of that on the weekdays. Closing four days those two weeks in 2020 will be both cost-saving for the Library and a morale-booster for staff.

October 14, Katie Wittnaeur from Michigan Humanities Council met with our staff and with one of the students responsible for the Unsettled Lives exhibit. Our connecting the exhibit with the Great Michigan Read leads the way for other libraries across the state to give the exhibit even greater visibility. Two trustees, the Library Director and six attended this year’s Michigan Library Association Annual Conference in Novi. The next three years’ conferences will be held in Kalamazoo.

In case you hear—the door décor, a ghoul and a ghost—were removed due to a patron complaint that a child was afraid to enter the library. We are fortunate that our doors are made welcoming by the Friends who purchase the décor each season. This one was okay for the 150 children and families who attended the Halloween Party on Friday, October 11, but even one child afraid to enter is not desirable, so the décor was removed. The Friends decided that they have finished putting up the Christmas tree as of this year. So, an event on Saturday November 16 at noon has been made for the public to help decorate the library for the holiday season. We have a precedent in the window painting events held in past years.

President Lewis invited trustee comments and questions. Trustee Thompson asked about the Anonymous Donor’s contribution to Hartland SOUP being divided into gifts for the SOUP proposals that do not take the majority of votes. The Director explained that the donor has suggested this last spring, and that it became more viable with the $500 donation per SOUP made by the Heartland Foundation this year. Trustee Thompson was glad that this was with the approval of the Anonymous Donor.

**Update from Beth Schrader, Community Relations Manager**

Beth commended the lead Shelby Dinser took on the Great Michigan Read, assisting with hanging of the exhibit Unsettled Lives and hosting each of the events aligned with the GMR. The Michigan Humanities Council Programs Director Katie Wittnauer came to Cromaine to view the exhibit and talk with the U of M Dearborn students who had done the research and assembled with exhibit. Beth was pleased with the response from the MHC to the work of Cromaine. She also commended Shelby for taking the lead on implementing ticketor, the online software by which tickets are now on sale for December 14’s Messiah and December 15’s A Country Christmas with Alan Turner. Beth shared the new logo for Polar Express that Marisa created and noted that the postcard annual report (which was distributed at the meeting in full size, but the final is actually 5”x7”) design is also Marisa’s great work. Beth was proud to
note that social media activity for Hartland Living during the week for which Stefanie Furge is responsible outshines that of the other three weeks’ posting by the partners. With Stefanie’s work, an amazing 32% increase in social media engagement in one month has been possible. Past and upcoming Community Relations events include Cromaine Cares which saw 585 pounds of food donated to Gleaners, 40 who attended the event to make mats of recycled plastic bags for homeless veterans, 30 pints of blood donated (with a goal of 25—an exceptional turn out per the American Red Cross), and seven new donors for Libraries of Life. The Magic Yarn project will be held October 26 and [Mascara] Wands for Wildlife will be held in November. In November, the Grant Sweet Memorial Essay Contest reading, the Second Sunday Concert of the Companeros de Flamenco at the Hartland Music Hall, the Great Foodini and the foods of Spain, plus the Pop-up Market at Shop Small on November 30 from 10 am to 2 pm. Six vendors signed up for the market in the first day. This year, there is no vendor fee for young entrepreneurs and non-profits. A $10 vendor fee from for-profit groups will go to support the January Cromaine Cares event of gifts for Meals on Wheels recipients. To promote the Hartland Music Hall’s availability for events, a holiday open house will be held Friday December 6 from 7 to 9:30 am and then from 4 to 5:30 pm, the same day. Hartland’s Polar Express Day is December 14 from 10 am to 1 pm and there are some new features and additions this year. First National Bank has donated $750 to purchase the bells that are given to children age 12 and under (while supplies last). Hartland Insurance Agency will bring the train that runs on Avon Street back. Hartland Rotary Club will have a tent next to the Museum with craft activities. Jellison CPA will have a photo booth on their porch. MIT Dance Studio is joining with face painting and more. And the Fire Department and Universal Credit are bringing Santa for a meet-and-greet. The Hartland Lions Club gave $490 for train costumes that simulate the train and for two portable sanitation units. Lashbrook then donated the fee for one of the PSUs. Don has agreed to start Hartland’s Polar Express Day with ringing of the Hartland Music Hall bell. Trustee Oemke said that she had heard of a change in the Kiddie Express, the preschool train. Beth reported that while the tracks are in good shape, the cardboard trains did not fare well (as Trustee Oemke’s volunteering spouse knew from the frequent repairs he performed in 2018). So, this year, there will be kids in train costumes to run the track and the Hartland Lions will be responsible for that part of the event.

VII. Discussion

A. Review of first-quarter statistics
Treasurer Sargent and Trustee Thompson both noted “we’re happy” with the statistics.

B. 2020 Library closing calendar
Trustee Thompson asked if there would be any programs during the four-day weekends in 2020. The Director replied that the holiday break programs have not been well-attended and especially not on weekends. So, no.

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C. Strategic Plan 2018-2022
Trustee Thompson noted that the plan is “moving right along.” Trustee Oemke asked about the Children’s Nature Play Area and if the Girl Scout has a plan. Director Marlow replied that the plan that’s been discussed is the one that Youth & Teen Manager Marta-Kate Jackson and the Director have developed. The Director is waiting for Girl Scout to deliver a plan and a budget. $1,600 has been given in gifts to fund the children’s nature play area.

D. FY 2018-2019 Audit
There were no questions on the audit. Treasurer Sargent noted that in the Michigan Library Association Annual Conference session he attended October 16, the speaker had said that a 20% cushion was sufficient. He is glad to see that Cromaine’s is more. When President Lewis stated that the Library cannot have too much cushion, other trustees stated that it does matter. The consensus of the trustees was that Cromaine’s fund balance is appropriate for the Library at this time.

E. Trustee Outreach Activities (Township meetings; coffee cart)
The trustees’ outreach coffee cart has arrived and was displayed at the meeting. This is on hold until some of the other urgent activities, e.g., Director Search, are out of the way.

F. Director Search
There has been no new update since the one received and reported by the Director above. The application period closes October 20; review of the candidates will be with the Search Committee trustees October 30; interviews of the semifinalists by the Search Committee are November 6 and November 7. November 20, the full day of conversations and tours with the finalists will concluded with interviews by the full board on November 20. Secretary Cafmeyer confirmed that three to four finalists are expected.

G. Discussion of 2020 Board Officer slate
President Lewis asked that all trustees consider the role they currently play as officers and on committees and come prepared November to nominate a slate for action at the December meeting. Treasurer Sargent asked if a specific posting as to the officer election needed to be made for the public, but it is not believed to be so, since the officers are elected from those already elected by the community to the Board. The election of officers will be noted on the public agenda.
H. **Policy Review**

6001 – Fund Balance Policy (Finance)
6002 – Revenue Distribution & Fund Accounting (Finance)
6003 – Fixed Assets Capitalization (Finance)
6004 – Gifts to the Library (Finance)

There were no recommended changes to the four policies. Policy 1010 is tabled until November’s meeting.

I. **Friends Report**

Trustee Oemke reported that the Friends very generously supported two scholarships for Hartland junior or seniors to attend Livingston Leadership Youth. Trustee Oemke is familiar with LLY through her work at the court, which is one of the Livingston County series that welcomes LL and LLY participants. The Friends also approved the 2020 Wish List in its entirety, $15,000 in gifts, to support many of the events and activities the community loves. The Friends’ Pie Sale is coming up, Wednesday, November 27 from 9 am until the pies are gone. No mincemeat is welcomed this year (the one pie did not sell in 2018); pumpkin pies are $10 and all others are $15 each. The crust does not have to be homemade, but the pies are. A work bee to put together the pie boxes will be set up when Barb Rentola returns. A separate work bee is scheduled to make beautiful small size décor which uses recycled clothbound books and recycled greeting cards. These will be offered, along with memberships and the Book Closet contents, for sale at the Pop-up Market during Shop Small day. The Friends’ Anniversary Celebration is scheduled for February 16 from 2 to 4 pm and planning for entertainment and refreshments is underway.

J. **Planning Committee Meeting Minutes**

Secretary Cafmeyer noted that there is an incomplete sentence that doesn’t seem attached to either the one before or after. The Director said to delete the text “be conducted to get at that question more specifically.”

VIII. **Decision**

A. **Motion to Adopt 2018-2019 Audit**

Trustee Oemke moved to adopt the fiscal year 2018-2019 audit as presented for approval by the Finance Committee, seconded by Treasure Sargent.

B. **Resolution 19-19, Amending the FY 2019-2020 Improvement Fund Budget**

The Resolution was moved by Treasurer Sargent and seconded by Trustee Thompson. The roll call vote was unanimous approval.

C. **Resolution 19-20, Amending the FY 2019-2020 Gift Fund Budget**

This resolution was moved by Trustee Oemke and seconded by Treasurer
Sargent. The roll call vote was unanimous approval.

D. Planning Committee Meeting Minutes
Trustee Thompson moved and Trustee Naylor seconded motion to approve the Planning Committee meeting minutes as amended. Motion passed unanimously.

IX. Information
Upcoming meeting dates include:

<table>
<thead>
<tr>
<th>Date</th>
<th>Brief Description</th>
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<tbody>
<tr>
<td>Oct 24</td>
<td>Livingston County Directors &amp; Trustees, 6:30 pm, Youth Program Room</td>
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<tr>
<td>Oct 30</td>
<td>Personnel/Search Committee, 6:45 pm, Community Room</td>
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<tr>
<td>Nov 5</td>
<td>Community Relations Committee, 10:00 am, Second Floor South Meeting Room</td>
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<tr>
<td>Nov 6 &amp; 7</td>
<td>Personnel/Search Committee, 4:00-8:00 pm, Skype semi-final candidate interviews, Community Room</td>
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<tr>
<td>Nov 14</td>
<td>Finance Committee, 2:00 pm, Director’s Office</td>
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<tr>
<td>Nov 14</td>
<td>Planning Committee, 9:30 am, Director’s Office</td>
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<tr>
<td>Nov 20</td>
<td>Board interviews with finalists, 5:30 pm, Community Room</td>
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<tr>
<td>Nov 21</td>
<td>Board of Trustees meeting, 7:00 pm, Community Room</td>
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Other meetings of note:
Saturday, Nov 16, Noon: Holiday decorating of the Library
Tuesday, Nov 26, 9:00 am: Registration opens for Dec, Jan, and Feb programs
Wednesday, Nov 27, 9:00 am - ?: Friends’ Pie Sale
The Library closes at 6:00 pm on Wednesday, Nov 27 and is closed Thursday, Nov 28 for the Thanksgiving Holiday

X. Agenda Items for Next Meeting
- Strategic Plan 2018-2022
- Director Search
- Nominations for 2020 Board Officer slate
- Policy 1010, Cooperation with Libraries & Other Organizations

XI. Call to the Public
Steve Sinkovich shared a library joke, garnering laughter.

XII. Adjournment:
Motion by Trustee Thompson, seconded by Secretary Cafmeyer to adjourn at 7:51 pm.

MARY CAFMEYER, SECRETARY
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Documents distributed to the Board for/at this meeting:

- 9/19/19 Proposed Regular Meeting Minutes
- PIP Joint Board Meeting Minutes, 9/30/19
- September 2019 Financial Reports & Checks Issued Totals
- September 2019 CDL Investment Performance Report
- Director’s Report 10/17/19
- CDL Statistics for September 2019 & updated CDL 4-year Circulation Graph
- Comments from the Community September 2019
- Community Relations Committee Meeting Minutes
- Finance Committee Action/Decision List
- Personnel Committee Meeting Minutes
- Planning Committee Meeting Minutes
- Strategic Plan 2018-2022 Progress Report, 10/17/19
- Draft 2020 Library Closing Calendar
- Revised policies 2010, 2030, 3020, 7002
- Stickers for reviewed policies 2020, 7003, 7005
- Michigan Library Month Resolution 2019
- MLA Condemns Macmillan Publishers eBook Lending Model
- Board & Administrator; October 2019