

Members Present: Lewis, Naylor, Oemke, Sargent, Thompson

Members Absent: Cafmeyer, DeRosier

Staff Present: Ceci Marlow, Barbara Rentola, Beth Schrader, Janice Yaklin

I. The meeting opened just before 7:00 pm with the viewing of the new video, "You Belong Here." Beth Schrader was introduced as the new Community Relations Manager as well.

II. **Approval of agenda**

Agenda
Approval

Vice President Thompson moved to approve the agenda as amended to add a Discussion item VI. G. for the Finance Committee minutes and a Decision item VII.D. for the motion to adopt the Finance Committee minutes, seconded by Secretary Oemke. Passed unanimously.

III. **Approval of Consent Calendar**

Consent
Calendar
Approval

Vice President Thompson moved to approve the consent agenda as amended during the approval of the agenda, seconded by Member Naylor. Passed unanimously.

A. Approval of minutes, 9/20/2018

B. Acknowledge receipt of the September Financial Report and payment of September invoices totaling \$63,894.66 and payroll obligations totaling \$71,758.52.

C. Director's Report

D. Committee Reports

Community Relations October 2

Finance October 11

Personnel No Meeting

Planning October 10

IV. **Call to the Public** had Janice Yaklin saying hello.

Call to the
Public

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

Director's
Update

The Director printed report was updated verbally with the following:

Since last reported (August) volunteers have given 473.25 hours; 257.75 by teen volunteers; 215.50 by adult volunteers.

Consumers Energy reports that they have replaced the bad part in the Library's new meter that has prevented readings and will send an up-to-date bill for gas shortly.

The Library Director is delighted, thrilled even, to report that the new firewall which was budgeted for this year will be installed early October 25. This has been blamed for the most recent problems staff has had internally using Google and which has impacted work flow and productivity. For example, when on deadline to complete the staff schedule which is a google sheets document, the repeated messages that google sheets was "working" (which meant it was not working) did

not allow us to enter data. However, some managers might pull out their cell phones (which operate on data from towers and not through the Library's wireless) and could continue to work—but only on their own devices. At one point, pulling one of the Library's Wi-Fi hotspot into a meeting room so that managers could complete the staff schedule in a timely manner was considered. Glenn was able to tweak and tweek to keep the Library running on google most of the time. It is expected that the firewall is the culprit and this will resolve long-standing issues that we thought were also fixed by replacement of an outdated server.

Questions &
Comments
from the
Trustees

The Livingston libraries had a repeat of the Costco “try us out for a day with your library card” deal that was able to be offered last spring in the works. Costco's regional management concluded that was too good a deal to offer. They are willing to have their staff come into the Library to sell Costco memberships, something done for staff in the past but not patrons. However, that is a slippery slope as many organizations, e.g., fitness centers, financial planners, etc., would like that captive audience. So the Cromaine Library Director declined to participate in this new version of the deal.

The Friends fall quarterly meeting was held in the Youth Program Room, as the North Meeting Room had grown too small with 15 attending. (Community Room is taken by Community Sing which is the most appropriate acoustically place for it.) This time there were not as many in attendance, but the discussion around how to increase Friends membership was lively. The discussion was prompted by Kathleen Oemke's report of what she had learned at the Lansing area workshop she was to attend with Sandy. (Sandy's mom passed away so Sandy was unable to attend.) This coming week, October 21-27 is national Friends of the Library week. Staff who attended the Friends meeting brainstormed several ideas to spark active, not just paid, membership. Many of the ideas do require Friends members to be engaged in ways other than the routine, but necessary things they do now.

The sale and meeting dates for the Friends were also set in the meeting for 2019. There was discussion in a separate Friends' officers meeting about going down to two sales per year. While there are some benefits, the concerns outweighed the change for 2019. In that discussion, however, two changes were made to the sale hours: Thursday will close at 8:00 pm, instead of the library's closing at 9:00 pm and for a one-hour period of 12 to 1:00 pm on Sunday all remaining items in the sale room are free. “Shoppers” will need to bring their own bags and boxes. At 1:00 pm, the room will be closed to all but volunteers for packing up. It is hoped that the Free Day, which has been successful at the Brighton District Library Friends' sales, will reduce the amount of recycling required for unsaleable items.

In other Friends “action,” the wish list for 2019 of \$11,000 mostly programming support was approved.

The Library will again sponsor the Community performance of the Messiah at the Hartland Music Hall. The programs will include an insert promoting the Second Sunday Concerts, Community Sings, and giving the schedule for the summer concert series.

Questions and Comments from the Trustees: Treasurer Doug Sargent asked what "evil privacy terms" meant in the Community Relations minutes. The Library Director replied that was a quote from a parent who, with other parents, is concerned that certain social media, especially Snap Chat, takes too much personal information from the young people using it.

Secretary Kathleen Oemke reported on several workshops she attended recently on behalf of the Library. These included a Report of the Livingston County Directors and Trustees meeting with a presentation on school-library partnership by Dr. Les Sharon; the Midwest Collaborative of Library Services Community Engagement Summit--a revisiting of Harwood concepts that Secretary Oemke and Trustee Kate DeRosier both attended; and the Friends of Libraries workshop on Effective Friends Groups. Secretary Oemke was happy to report that the Friends of Cromaine Library are doing the legal aspect of a 501(c) 3 and reporting correctly. She also asked that trustees consider volunteering at or baking for the Friends first-ever Pie Sale on November 21 from 9:30 am while supplies last. Whether to send a thank you note from the Board to the Friends was discussed and recommended.

Trustee Holly Naylor reported on her first attendance at the Michigan Library Association's Annual Conference. Secretary Oemke also shared more ideas for membership recruitment from the Friends of Cromaine meeting.

President Nancy Lewis informed the board that, as neither of the remaining two candidates who interviewed for trustee had petitioned to run on the ballot or had, as yet, signed up to be Write-in candidates on the ballot, she has registered as a write-in candidate. To vote for a write-in candidate, you must record the name as it was registered, in this case "Nancy Lewis."

VI. Discussion

A. Review first-quarter statistics

Vice President Thompson appreciated where the stats ended up compared to what was seen at first in the Planning Committee meeting. Treasurer Sargent believes that the memo explained it all well.

Review of first quarter statistics

B. Library Closing calendar for 2019

There was no discussion.

2019 closing calendar

C. Strategic Plan 2018-2022: Learn, Discover, Connect

The brochure is correct now--readable and attractive. Next month, the Library Director will begin reporting implementation tasks completed and underway.

Strategic Plan 2018-2022

D. Board education moment: Working Effectively with Friends

The Short Takes for Trustees video on Working with Friends was shown.

Board education moment

E. Policy Review: There were no suggested revisions to the policies under 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

F. Amendment to the FY 2018-2019 Improvement Fund: President Lewis noted that this is significantly less than what was projected. Library Director Marlow agreed--\$80,000 less and still a significant savings for the year that completed the construction project.

G. Finance Committee Minutes: President Lewis asked for more details on the added auditorium seating. As the proposal is still too preliminary, she agreed to wait for more progress on the proposal.

VII. Decision

A. Motion to Adopt Closing Calendar for 2019

President Lewis moved to approve the Closing Calendar for 2019 as presented, Treasurer Sargent seconded. APPROVED

Adopt 2019
Closing
Calendar

B. Resolution 2018-17, Amending the Improvement Fund Budget for FY 2018-2019

Secretary Oemke moved to approve Resolution 2018-17, Amending the Improvement Fund Budget for FY 2018-2019, Treasurer Sargent seconded. A roll call vote was taken for approval of the resolution Ayes: Lewis, Naylor, Oemke, Sargent, Thompson Nays: None APPROVED

Resolution
2018-17

VIII. Information

Upcoming meeting dates include:

Nov 6	Community Relations Committee, 10 am, Director’s Office, no Member Naylor
Nov 1	Personnel Committee, 6:30 pm, Director’s Office, no Secretary Oemke
Dec 12	Planning Committee, 1:00 am, Director’s Office (No Nov Mtg)
Nov 8	Finance Committee, 10:00 am., Director’s Office
Nov 15	Board of Trustees meeting, 7 pm, Village Community Room, no Treasurer Sargent or Vice President Thompson

Upcoming
Meeting Dates

IX. Agenda Items for Next Meeting

- A. Strategic Plan Review
- B. Board Education Moment

Agenda Items
for Next
Meeting

X. Call to the Public: Janice Yaklin replied with “Go Vote.”

Public Call

XI. Motion by Vice President Thompson seconded by Secretary Oemke to adjourn at 8:12 pm.

Adjournment

KATHLEEN OEMKE, SECRETARY

Barbara Rentola, Recording Secretary
Cromaine District Library Board

Documents distributed to the Board for/at this meeting:

- 9/20/18 Proposed Minutes
- September 2018 Financial Reports & Checks Issued Totals
- September 2018 CDL Investment Performance Report
- Director’s Report 10/18/18

- CDL Statistics for September 2018 & updated CDL 4-year Circulation Graph
- Revised Statistics for August 2018
- Comments from the Community September 2018
- Community Relations Committee Minutes, 10/2/18
- Finance Committee Action/Decision List, 10/11/18
- Planning Committee Minutes, 10/10/18, w/1st quarter statistics & Policy 1010 attached
- 1st quarter statistics w/Director's memo attached
- 2019 Closing Calendar w/Director's memo attached
- Short Takes for Trustees: Working Effectively with Friends Handout
- 2018-2019 Adopted Improvement Fund Budget
- Resolution 2018-17, Amending the Improvement Fund Budget for FY 2018-2019 w/revised Improvement Fund Budget for FY 2018-2019 attached
- Director's Report to the Friends October 2018
- CDL Friends Wish List January 2018-2019
- Partners in Progress Special Meeting Agenda and Minutes, 10/4/18
- Strategic Plan Brochure Updated
- CDL Board of Trustees Directory October 2018
- Revised CDL Board of Trustees Bylaws
- Revised Policy 2010, Use of Library Services
- Stickers for reviewed policies 2020, 2030, 3020
- September 2018 *Board & Administrator*