

Cromaine District Library  
Regular Board Meeting  
Thursday, October 19, 2017

APPROVED

Members Present: Black, DeRosier, Lewis, Sargent, Thompson

Members Absent: Cafmeyer, Oemke

Staff Present: Director Marlow

Guests: Larry Ciofu

Prior to the meeting, from 6:55 to 7:05 pm, Glenn Fischer showed the attending trustees the new hot spot device for wireless Internet. He explained the various parts, how the circulation will work, how to find the password, and how to use the device. The trustees are excited to see this implemented for the community.

I. President Lewis called the meeting to order at 7:06 p.m. in the Community Room of the Cromaine Village Library.

II. **Approval of agenda**

Agenda Approval

The agenda was amended to include discussion item G. Partners in Progress Special Meeting Minutes and decision item E. Approval of the Partners in Progress Special Meeting Minutes. Member DeRosier moved to approve the agenda as amended, seconded by Vice President Thompson. Passed unanimously.

III. **Approval of Consent Calendar**

Consent Calendar Approval

Member Sargent moved to approve the agenda, seconded by Member Black. Passed unanimously.

A. Approval of minutes, 9/21/17

B. Acknowledge receipt of the September Financial Report and payment of September invoices totaling \$57,384.38 and payroll obligations totaling \$79,688.08.

C. Director's Report

D. Committee Reports

Community Relations      October 6

Finance                              October 5

Personnel                          October 3

Planning                              October 11

IV. **Call to the Public:**

Call to the Public

Larry Ciofu responded that when he became Hartland Township Clerk, he made a goal to attend all the local government meetings. The Library's was a difficult one due to the Planning Commission meetings being held on the same night, but he could make it tonight. Mr. Ciofu was warmly welcomed by the trustees.

## V. **Director's Report Update – Update, Comments & Questions from the Community**

Director's Update

The Director's Report was updated verbally with the following:

Volunteers gave 357.75 hours with 122.25 from teens and 235.25 hours from adults. We are delighted to welcome new volunteer Gail who helps with the daily "pull" of materials which are requested by our patrons and those of TLN libraries.

One of the major volunteer activities this month was the Michigan Libraries for Life table encouraging library visitors to sign up to be an organ donor. This year the table was covered by 9 volunteers for 14.5 hours. Sixty-two of those with whom volunteers talked were already organ donors. Forty-four people stopped and asked questions. Now, all of these numbers are lower than last year's. However, this year twenty NEW donors were signed up, compared to last year's 3! Many thanks, too, to Adult volunteer Cindy Kalota who donated five colorful scarves for a drawing from all those who signed up or who were already a donor and wanted to enter. Cindy has since "retired" from Cromaine in order to volunteer even more hours with a closed head injury group.

The decisions made at the September meeting were approval of resolutions to revise Policy 2020 – Privacy of Library Records and Policy 3020 – Internet Use Policy. These have been appropriately distributed.

The Hartland State of the Township address on October 16 shared two videos in which Cromaine Library was featured via Marta Jackson talking about summer reading and events for families, Emma Olmstead Rumsey demonstrating the 3-D printer, and, of course, the 3-D printer. The video managed to incorporate photos from the ribbon-cutting, as well as from the Partners in Progress joint special meeting, the minutes of which are distributed tonight. The minutes were prepared by Gail Madziar, facilitator.

The Friends of Cromaine Library held their quarterly Friendly Gathering on October 17. The report from Board Secretary Kathleen Oemke is distributed tonight at this meeting. In action, the Friends granted the \$500 gift from Mackle Table & Tap to Cromaine for furnishings for the Tween Area. The Friends also took action to approve the 2018 Wish List in full, also distributed tonight at this meeting, along with the Director's October report to the Friends of Cromaine.

The Library Director attended the Michigan Library Association Annual Conference on Wednesday October 18. In all, ten staff from Cromaine will attend the conference on one of the three days, October 18 through 20. The Legislative Update provided by MLA Director Gail Madziar is one of the highlights. A summary of that session is distributed tonight at this meeting.

Full-blown invasion of the box elder bugs and roly poly bugs, especially in the new Youth Program Room, has resulted in a rare full building, all parts, pesticide application today, October 19. We'll hope that ends it.

Shared on email—the steady dripping from the ceiling in the Administration/Adult area has ended. Rewold came out, opened up the concrete plank, and suctioned out 15-20 gallons of water. Their expert said that he has known buildings that, when they were opened up for remodeling five to ten years later, had that much and more in the planking. Ours was leaking and now it is not.

It is hoped that the last of the inspections required to obtain final full certificate of occupancy has been completed. The Hartland Deerfield Fire

Authority gave full approval to the fire suppression system. The Livingston County Health Department gave full approval to the public water supply system, assuring that no possible contamination of public water from the fire suppression system is possible due to the installation of the backflow prevention system.

Of 107 uses of study rooms since the last meeting, 70 or 65% were by Cromaine library cardholders.

The Library Director will be away from October 21 through October 29, returning to the library on October 30. In the interim, there will be email access and texting should be possible most of the time.

Questions and Comments from the Trustees: Member DeRosier asked if the Friends agreed to work with the entire 2018 list. Director Marlow said that they approved the entire Wish List for 2018, but that it will be invoiced a piece at a time, usually quarterly.

## VI. Discussion

### A. Review of first-quarter statistics

Vice President Thompson said to keep up the good work. Member DeRosier said that it was good to see cardholder stats stable and increased.

Review of first-quarter statistics

### B. Library closing calendar for 2018

President Lewis said that when first reviewed it was jarring to see closures on the Sundays before Christmas and New Year's Day, but after thinking about usage and paying time and a half, it makes sense. Director Marlow noted that three-day holidays are unusual for the library, but it is most likely that the biggest amount of traffic will be Saturdays those two weeks, not Sundays.

Library closing calendar for 2018

### C. VISION 2020 strategic plan

Members DeRosier and Black noted that at this stage the Library is waiting for responses to the Request for Proposal for Strategic Planning Services from the five organizations to which the RFP was sent.

VISION 2020 strategic plan

### D. FY 2016-17 Audit

Vice President Thompson and Treasurer Sargent both said that the report was excellent. President Lewis especially appreciated that the management letter came back "clean." Treasurer Sargent said that the auditor repeatedly said that the Library is in very good financial shape, especially considering the draw-down of the construction project. President Lewis asked how much longer the Library has with this firm. Director Marlow believes it is one or two more years. Director Marlow also noted that despite the change in name, the staff performing the Library's audit is all the same, in the same building, doing the same work they've been doing throughout the relationship with them.

FY 2016-17 Audit

### E. FY 2016-17 Annual Report

Vice President Thompson said it was very nice; the Director always does a nice job; there are no surprises. Treasurer Sargent said he was very impressed. Member Black said that it is always heart-warming to read the comments, even though they are now included in the monthly board packet. Member DeRosier

FY 2016-17 Annual Report

noted that in the year-end statistics she saw that teen circulation was down and she wondered if it is due to teens using more e-materials than print. Director Marlow noted that e-material users are not "seen," so it is difficult to know who they are. Treasurer Sargent asked when the report will be released to the public. Director Marlow said that a copy will be sent to all the townships' supervisors and the schools and then published on the web site probably within the next two weeks.

#### **F. Policy Review**

Policy Review

There were no changes recommended to Policy 1010 - Cooperation with Libraries & Other Organizations. There were no changes recommended to Policy 2010 - Use of Library Services. President Lewis noted that Policy 6001 - Fund Balance Policy still refers to the former accountant, Bill Rescorla, which should be changed. The Finance Committee will revisit this at their November meeting. There were no changes recommended to Policy 6002 - Revenue Distribution & Fund Accounting. There were no changes recommended to Policy 6003 - Fixed Assets Capitalization. There were no changes recommended to Policy 6004 - Gifts to the Library.

#### **G. Partners in Progress**

President Lewis said that it was a lovely meeting and Member Black concurred that it was good. President Lewis appreciated Member DeRosier speaking up about the importance of maintaining the green space the area is known for. Member DeRosier appreciated the "thoughtful and deliberate" and commitment to "balance" that was communicated. She continued that the schools are so important and that when demographic projections show 25% of the area will be senior age, to achieve that continued balance, the schools have to continue to attract families to the area. Vice President Thompson asked about the comment that "embracing friendly with nature" was met by skepticism and asked what that was about. Members DeRosier, Black, and Treasurer Sargent all noted that there really wasn't much push-back, but that there was a very pragmatic approach which could have been seen as skepticism by the facilitator.

### **VII. Decisions**

**A.** There were no resolutions to revise the policies discussed.

#### **B. Motion to adopt the closing calendar for 2018**

Member Thompson moved to approve the Library Closing Calendar for 2018 as presented, seconded by Member Black. Passed unanimously.

Motion to Adopt  
2018 closing  
calendar

#### **C. Motion to accept the 2016-2017 Audit**

Treasurer Sargent moved to accept the fiscal year 2016-2017 audit as presented for approval by the Finance Committee, seconded by Member DeRosier. Passed unanimously.

Motion to accept  
the 2016-2017  
audit

#### **D. Resolution 17-16, to Amend the 2017-2018 Improvement Fund budget due to audit**

Resolution 17-16

Member DeRosier moved to approve Resolution 2017-16, To Amend the 2017-2018 Improvement Fund Budget due to Audit, Treasurer Sargent seconded. A roll call vote was taken for approval of the resolution. Ayes: Black, Lewis,

Sargent, Thompson Nays: None APPROVED

**E. Motion to accept the Partners in Progress Special Meeting Minutes**

Member DeRosier moved to approve the Partners in Progress Special Meeting minutes as presented. Member Black seconded. Passed unanimously.

Partners in Progress Minutes

**VIII. Information**

Upcoming meeting dates include:

Nov 2	Personnel Committee, 6:30 pm, Director's Office
Nov 3	Community Relations Committee, 10:00 am, Director's Office
Nov 8	Planning Committee, 10:00 am, Director's Office. (Chair Thompson will be absent.)
Nov 8	Finance Committee, 1:00 pm, Director's Office
Nov 16	Board of Trustees meeting, 7 pm, Community Room

Upcoming Meeting Dates

Other meetings of note:

November 1, Livingston County Directors & Trustees Dinner and Education, 6:30 pm at Howell Carnegie District Library  
November 13, 10:00 am Friends of Cromaine Library Holiday Decorating

**IX. Agenda Items for Next Meeting**

- VISION 2020 Strategic Plan
- Amendment of the FY 2017-2018 Improvement Fund
- Resolution to revise Policy 6001 – Fund Balance Policy, if warranted

Agenda Items for Next Meeting

**X. Call to the Public:**

Larry Ciofu informed the trustees that it is not even 8:00 pm--"you guys are way too efficient." The trustees again appreciated Clerk Ciofu's attendance at the meeting.

Public Call

**XI. Motion by Vice President Thompson, seconded by Treasurer Sargent to adjourn at 7:48 pm.**

Adjournment

**KATHLEEN OEMKE, SECRETARY**

Barbara Rentola, Recording Secretary  
Cromaine District Library Board

Documents distributed to the Board for/at this meeting:

- 9/21/17 Proposed Minutes
- September 2017 Financial Reports & Checks Issued Totals
- September 2017 CDL Investment Performance Report
- Project Expenditures to Date as of 10/3/17
- Director's Report 10/19/17 with:
  - Hot Spot Circulation
  - CDL Schedule of Fees & Loan Periods 10/19/17

- CDL Statistics for September 2017 & updated CDL 4-year Circulation Graph
- Patron Comments Received September 2017
- Community Relations Committee Minutes, 10/6/17
- Finance Committee Action/Decision List, 10/11/17 w/Kanopy explanation attached
- Personnel Committee Minutes, 10/5/17
- Planning Committee Minutes, 10/3/17 w/CDL Cost of the Work Report, 10/4/17, attached
- 1<sup>st</sup> quarter Statistics w/ Director's memo attached
- Library Closing Calendar 2018
- Annual Report 2016-2017
- Audit for FY 2016-2017
- Resolution 2017-16, Amending the Improvement Fund Budget for FY 2017-2108 w/amended budget attached
- Kathleen Oemke, Summary of Friends meeting
- Friends Wish List 2018
- Director's Report to the Friends, October 2018
- *MLA Legislative Update*
- Partners in Progress Special Meeting Minutes, 10/12/17
- Revised policies 2020 & 3020; stickers for reviewed policies 2010 & 2030
- *Board & Administrator*, October 2017