

Members Present: Cafmeyer, DeRosier, Lewis, Naylor, Oemke

Members Absent: Sargent, Thompson

Staff Present: Ceci Marlow, Barbara Rentola, Janice Yaklin

I. President Lewis called the meeting to order at 7:01 p.m. in the Community Room of the Cromaine Village Library.

II. **Approval of agenda**

Secretary Oemke moved to approve the agenda, seconded by Member DeRosier. Passed unanimously.

Agenda
Approval

III. **Approval of Consent Calendar**

Member Cafmeyer moved to approve the consent agenda, seconded by Secretary Oemke. Passed unanimously.

Consent
Calendar
Approval

A. Approval of minutes, 10/18/2018

B. Acknowledge receipt of the October Financial Report and payment of October invoices totaling \$88,412.67 and payroll obligations totaling \$104,664.66 (including funds for November 2, 2018 payroll).

C. Director's Report

D. Committee Reports

Community Relations November 6

Finance November 8

Personnel November 1

Planning No Meeting

IV. **Call to the Public** was answered with a "Hi!" from Janice Yaklin.

Call to the
Public

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

The Director printed report was updated verbally with the following:

Director's
Update

Since last reported volunteers have given 203 hours; 75.25 by teen volunteers; 130 by adult volunteers.

The November 21 Friends Pie Sale is shaping up nicely with nearly 50 pies to be donated. Now the group needs buyers! We've heard of some terrific pies – a raspberry cream and maple walnut rum are just two. Please consider purchasing a pie that day. While there is a plan for what to do with leftovers, it will benefit the Friends much more to have them all sell!

Beth Schrader, Community Relations Manager, has done a terrific job working with the students of DECA from Hartland High School to canvas all the local retailers for participation in Shop Small November 24. This is a national effort sponsored by American Express to support the local and mom-and-pop shops that don't have the super-big bucks of marketing for Black Friday. The students and Beth have acquired a lot of goodies for the 75 bags that will be available at 11 am on November 24 to the first 75 who come to Cromaine to the third floor's Shop Small Pop-up Market. Another incentive has been offered—if you make a

purchase from one of the vendors at the Pop-up Market, you are entered into a drawing for a package of gift cards, value \$50. We hope to have sufficient traffic for us to be able to offer this next year on a larger scale as there were many more vendors than we could accommodate this year.

The Scandinavian Chocolate Party Fundraiser sign-up is a little less than half capacity. As added incentive, an anonymous donor has provided two tickets to the Emagine grand opening gala for those who purchase Chocolate Party tickets. The \$10 investment for five hot dishes, six cold dishes, and at least four sweets plus memento also gives you a 1 in 75 chance to win the Emagine tickets. All food, drink, and memento are donated. All proceeds from the tickets to the Chocolate Party go to the Crounse Cares projects of January and February. The proceeds from Emagine tickets go entirely to LaCasa and Gleaners. Lots of win-win-winning in these events.

Last minute details are being finalized for Hartland's Polar Express Day Saturday December 8, 10 am to 1 pm. At this point, it is believed that the roads will be closed so that a real tour train will be here running up and down Avon/Hartland Road. The cost of the sheriff support and the train are borne entirely by Hartland Insurance Agency. A new partner for this event, Universal Credit, will provide seating for Santa Claus who has agreed to visit during his very busy season. There are more partners and returning partners, all of whom will make this an exceptional experience for families. A new effort to increase the Constant Contact email list will use new iPads and a specific application. Those who sign up during Polar Express will be entered to win one of two beautiful gifts.

The Winter newsletter is at the printer and due in homes November 20. It includes the events of December, January, and February. Whether or not you get your newsletter on time, please remember that registration opens Thursday, November 29 at 9:00 am.

Planning is also underway for the spring season at Crounse—March, April, and May. March and April will be the Livingston Reads 2019 events focused on Bill Bryson's *A Walk in the Woods*. Very interesting events are underway in addition to the already planned Great Foodini and Second Sunday concerts plus book clubs and story times and other classes that are regularly offered.

The Partners in Progress team finalized the Hartland Living logo. Plans will be made shortly on the "roll-out strategy" and the web site work that required the logo and especially the colors is underway.

The grant for the Smithsonian Crossroads exhibit has been submitted. If awarded, it is hoped that a six-week period somewhere between September and December 2019 will be able to be scheduled.

The book that has been chosen for the Big Read 2019-2020 application is *Lab Girl*. In discussion of it at the Program Committee team meeting, it started slow but quite a few ideas and connections popped up. Beth Schrader also watched the Big Read webinar for this grant period, and even though it is a new book, the discussion there brought forward even more themes. That application is due in January and will be submitted.

Troop 40623 from Village Elementary came to Crounse with a desire to donate books. The Girl Scouts purchased these books and they will be plated in memory of the three Girl Scouts and the adult volunteer from Girl Scout Troop 3055 in Chippewa Falls, Wisconsin who were killed while volunteering their time in a road side community service project November 3, 2018.

A Boy Scout troop recently emailed and asked to volunteer at a project. Their

November 15, 2018

troop includes a differently abled boy among them. Cromaine is very successful with inclusiveness. The troop will assist with the operation of a pretend rail road on the south lawn during Hartland's Polar Express day.

Employees' years of service are recognized now in wage increases rather than service awards. However, it is important to note that a ten-year milestone was reached by Youth Services Librarian Bekah Hudzik-Gordon who began at Cromaine as the Teen Services Librarian Intern on November 5, 2008.

hoopla and Kanopy will have per patron limits increased as an "early holiday surprise." hoopla's marketing folks suggested a gift to patrons for the holidays. Glenn Fischer reports that there are about 25 "power users" on hoopla who regularly reach their 9-item per month limit. This will be raised to 10. Kanopy limits will be increased from 6 to 10 per month. Glenn is confident the e-resources budget will be able to sustain these increases through the fiscal year.

VI. Discussion

A. Strategic Plan 2018-2022 Report of Progress

The trustees present are very satisfied with the completed brochure. The Library Director asked if the format of the strategic plan progress will work for them. There is a lot of detail and it will not be cumulative. Each month new activities will be reported. They report that they are satisfied and this format will work.

Strategic Plan
2018-2022
Report of
Progress

B. Hartland Music Hall Collaboration

Trustee DeRosier asked if Cromaine has the numbers detailing how much is spent on insurance, heating, and similar operational expenses. The Library Director reports that we do have those numbers. President Lewis reports that what we do not have a handle on as far as cost is Don Thompson's time as caretaker, a task he expects to continue until he cannot no matter which organization manages the Hall. Trustee DeRosier believes that the advantages of operating the Music Hall are enormous--movies, lectures, award ceremonies both initiated by the Library and other parties. Trustee DeRosier questioned how much more staff will be needed to operate the Hall in Don's absence. The Director explained the likely additions (also discussed in the Personnel Committee minutes). Trustee Naylor asked if there are other public libraries with similar collaborations or roles. Director Marlow says that the Dearing Museum was Cromaine's at the beginning in the lower level of the 1927 portion. Cromaine was also part owner of the Hartland Community Art Collection with the Hartland Consolidated Schools, since sold off without the Library's participation. She is aware of other libraries that have art museums, but she will look further. Trustee DeRosier asked if weddings would still be held at the Hall. President Lewis and Secretary Oemke both confirmed that those events may even be more frequent with the increased marketing from Cromaine. President Lewis noted that what is needed tonight is a firm commitment to move forward with serious negotiations, whether lease or purchase. The Schools are waiting for this meeting and its report to continue discussions. The Schools have confirmed that the Hartland Consolidated Schools Foundation which owns the Hall is able to sell the asset. Trustee Cafmeyer asked what are the other options for the Schools. The Director reported that the known other options they have considered are to have an outside commercial firm manage the Hall, to sell the Hall to whomever or whatever, to continue until it cannot be sustained (likely when Don Thompson retires), or find another organization/nonprofit such as Cromaine to take it on. Next steps following reporting to the Schools of positive action will be to request a

Hartland
Music Hall
Collaboration

2019 Board
Officer Slate

proposal from the Schools and then balance that against the business plan being drafted by the Director.

C. 2019 Officer Slate for Library Trustee Board

Discussion about who was interested in a position and who was willing to give up a position was carried out. The conclusion for the officer slate to be elected in January was President Nancy Lewis, Vice President Kate DeRosier, Treasurer Doug Sargent, and Secretary Mary Cafmeyer.

VII. Decision

A. Hartland Music Hall Action

Member DeRosier moved to go forward in serious negotiation regarding the Hartland Music Hall management and operation, seconded by Member Cafmeyer. Passed Unanimously.

Hartland
Music Hall
Action

VIII. Information

Upcoming meeting dates include:

Dec 4	Community Relations Committee, 10 am, South Meeting Room
Dec 6	Personnel Committee, 6:30 pm, Director's Office
Dec 12	Planning Committee, 1:00 am, Director's Office (these minutes will be distributed at the board meeting)
Dec 13	Finance Committee, 2:00 pm., Director's Office (these minutes will be distributed at the board meeting. The Finance reports will be in the board packet with a note that they have not yet been reviewed by the Finance Committee)
Dec 13	Board of Trustees meeting, 7 pm, Community Room

Upcoming
Meeting Dates

IX. Agenda Items for Next Meeting

- A. Strategic Plan Progress Report
- B. Hartland Music Hall Collaboration
- C. Resolution regarding health care
- D. Board self-evaluation forms distributed
- E. Finance Committee policy review
 - 6005 – Investment of Library Funds
 - 6007 – Investment Charter
 - 6015 – Budget

Agenda Items
for Next
Meeting

X. **Call to the Public** was answered by Janice Yaklin who thanked everyone for the opportunities she has experienced at Cromaïne. Janice also said that she is happy to see the local history and genealogy section evolving. The Trustees thanked Janice for her generosity. Everyone exchanged Happy Thanksgivings. The Director said, "Buy a pie!"

Public Call

XI. Motion by Member Cafmeyer seconded by Member DeRosier to adjourn at 7:50 pm.

Adjournment

KATHLEEN OEMKE, SECRETARY

Barbara Rentola, Recording Secretary
Cromaïne District Library Board
November 15, 2018

Documents distributed to the Board for/at this meeting:

- 10/18/18 Proposed Minutes
- October 2018 Financial Reports & Checks Issued Totals
- October 2018 CDL Investment Performance Report
- Director's Report 11/15/18
- CDL Statistics for October 2018 & updated CDL 4-year Circulation Graph
- Comments from the Community October 2018
- Community Relations Committee Minutes, 11/6/18
- Finance Committee Action/Decision List, 11/8/18
- Personnel Committee Minutes, 11/1/18
- Strategic Plan 2018-2022 Progress Report
- Strategic Plan 2018-2022 Brochure
- Staff Development Report by Holly Naylor
- List of Community Partners for Shop Small
- TLN *Bits and Pieces November 2018*
- Livingston County Holiday Gift and Food Programs 2018
- November 2018 *Board & Administrator*