

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

Members Absent: None

Staff Present Virtually: Mallorie DeVilbiss, Barbara Berlin, Glenn Fisher, Stefanie Furge, Liesl Schick, Winnie Tripp

Public Present Virtually: Valerie Impola, Ceci Marlow, Aaron Stevens, Angela Yarber

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

Secretary Cafmeyer requested that “Closing the Library” be added as Discussion Item VI.H. Trustee Thompson moved to approve the agenda as amended, seconded by Trustee Fedewa. Passed unanimously.

III. **Approval of Consent Agenda**

Consent Calendar Approval

President Lewis noted that the October invoices total is incorrect on the Agenda, needs to be changed to \$49,051.15. Trustee Thompson moved to approve the change to the consent agenda as amended, seconded by Vice President DeRosier. Passed unanimously.

- A. Approval of regular meeting minutes, 10/15/2020.
- B. Acknowledge receipt of the October Financial Reports and payment of October invoices totaling \$49,051.15 and payroll obligations totaling \$125,347.26.
- C. Director’s Report
- D. Committee Reports
  - Community Relations November 10
  - Personnel No meeting
  - Planning No meeting
  - Finance November 12

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

Call to the Public

Angela Yarber, a 15-year patron and lover of the library, is unhappy with the library closing to curbside only. Her son who is a senior has used the library study spaces since he was in 7<sup>th</sup> grade and misses them greatly. Why has this happened? Please reconsider. *Vice President DeRosier replied that this is due to the MDHHS order tightening restrictions due to the rise in COVID.*

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

Director’s Update

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

We have transitioned the Livingston Women’s Club Dove Tree online. Patrons can view the requested items on our Facebook page, and “claim” what they would like to give.

We will also be continuing our ornament sale for the Foster Closet of Michigan to an online format, where patrons can view ornaments available. We are going to try to display them in the windows for curbside patrons as well.

This year we are adding a toy drive for Toys for Tots. In exchange for a donation, patrons can request a letter from Santa which will be mailed to their home. Thanks to Community Relations for this great idea!

We have another SportPort giveaway coming up on 12/4. The item this time is snowball launchers. We will be doing this as a drive through event in the parking lot.

The Sunday afternoon concert series continues this month with an a cappella group and a family friendly concert in January.

The Director introduced the Library's auditor, Aaron Stevens, who gave a power point presentation of the Library's 2019-2020 audit. The Library is in good financial health and received an 'unmodified opinion' which is the best result we could have. He thanked the Director and staff for their collaborative effort in these unconventional times. There were no questions from the Board.

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

Secretary Cafmeyer asked if the 'Binge Watch Bags' were still available curbside. *Yes*

Treasurer Sargent commented that it appears that the HVAC control pad is not under warranty. *That is correct.*

## **VI. Discussion**

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

Strategic Plan  
2018-2022

There is no update as the Planning Committee did not meet this month.

### **B. Board Officers for 2021**

Board Officers  
for 2021

Mary Cafmeyer will stay on as Secretary. Kate DeRosier will stay on as Vice President. Doug Sargent will stay on as Treasurer if he is still on the Board. Due to the outcome of the election, in January Rebecca Fedewa will have to resign from her 2-year appointed position to accept the elected 4-year position. At that time, the Board will either appoint Doug Sargent to the open position or post for the public and have interviews of interested candidates. All trustees agree that Doug is a valuable member of the Board. President Lewis agreed so Doug Sargent will be appointed in January 2021 for the open 2-year term vacated by Rebecca. He accepts and will stay on as Treasurer. There is still a need for a Presidential candidate beginning in January. Trustee Fedewa is willing to serve as an officer but not as President. The issue is tabled until the December meeting.

### **C. Millage Renewal**

Millage Renewal

The current millage expires June 30, 2022. To go out anytime in 2021 would require paying for a special election. Vice President DeRosier thinks the effects

of COVID lasting into 2021 behooves us to wait until 2022. President Lewis adds that we need time for planning and preparation and to consider that we may need to go out another time if the first go round does not pass. Vice President DeRosier will contact Shirley Buursma, millage consultant, for advice and possible retention to help with the millage preparations. She will report on her findings at the December meeting.

**D. Audit**

Audit

Everything was covered by Aaron Stevens in his presentation,

**E. Mission Statement Review**

Mission Statement Review

Vice President DeRosier and Trustee Fedewa collaborated on the revised Mission Statement:

**The Cromaine District Library is a cultural resource and community partner, delivering robust services for learning, enrichment, and connection.**

They used language from the current Strategic Plan and wanted it to be simple and concise, one clear statement. Treasurer Sargent suggested changing the word “resource” to “center” and all agreed to the change.

**F. Moving Upcoming Board meetings to virtual**

Moving Upcoming Board Meetings to Virtual

Public bodies *may* meet virtually through the end of this year, per the legislature. The current MDHHS order prohibits in person meeting through December 9<sup>th</sup>. There are pros and cons to virtual meetings. Everyone had a chance to weigh in. Most would rather meet in person but will do virtually for now and address again next month.

**G. 10/13/2020 Finance Committee Minutes**

10/13/2020 Finance Committee Minutes

Treasurer Sargent will change the font size to make the minutes more readable on the green paper. Barb will also check the toner density to darken the printout. President Lewis noted the increase in UBS credit card limit to \$60,000. That is not in line with our Credit Card policy. The Director believes it happened when Ceci Marlow’s account was closed, and the Director’s new account opened. It has been changed back to \$15,000 total by UBS.

Vice President DeRosier reported that the Friends approved our 2021 Wish List in its entirety at their last meeting.

**~~H. Director’s Six-Month Evaluation~~ Closing the Library**

Closing the Library

The Director’s Evaluation will be discussed at the December 3 Personnel Committee meeting and be on the December Board agenda as a discussion item.

The Board received 2 letters from the public that have given some Trustees pause in their opinion to close the library and return to curbside pickup. It has caused a hardship for some of our patrons and members of the public. There was much discussion with every Trustee having a chance to weigh in. Various ideas were put on the table:

- Opening a few days a week

- Scheduling appointments for in person visits & student study time
- Scheduling special hours for vulnerable patrons
- Having an awning/tent over the front door to protect staff & patrons from the weather
- A table outside the door or in the foyer for patron pick up of holds

Trustee Naylor has checked the risk assessment for Livingston County and the numbers are bad. Chances are high that staff and patrons may be compromised.

Trustee Thompson asks what does the staff think? *The Director said the staff is getting screamed at over mask wearing. The Library of Michigan says we can not discriminate and have special hours set aside for any segment of the population. We are still doing copying, printing, and faxing through curbside.*

President Lewis remarked that we should be open to serve the public. We cannot serve the community well this way. Trustee Naylor said that the latest statistics show we are serving the public and they are responding.

Overall, the Board appreciates all the staff has done during the last 9 months serving the public. We have a great staff and they have done an exceptional job accommodating the public and going above and beyond providing them with virtual programming and take-home kits.

The Board is split on the closing, wanting to take care of the employees and the community, ultimately leaving the decision making with the Director.

**VII. Decision**

**A. Motion to Approve the 10/13/2020 Finance Committee Minutes**

Secretary Cafmeyer moved to approve the 10/13/2020 Finance Committee Minutes as presented, seconded by Trustee Naylor. Passed Unanimously.

Approving  
10/13/2020  
Finance  
Committee  
Minutes

**B. Motion to Accept the 2019-2020 Audit**

Trustee Thompson moved to accept the fiscal year 2019-2020 audit as presented for approval by the Finance Committee, seconded by Treasurer Sargent. Passed Unanimously.

Motion to  
Accept the  
2019-2020  
Audit

**VIII. Information**

Upcoming meeting dates include: **ALL ZOOM MEETINGS**

Dec 2	Community Relations Committee, 1:00 pm
Dec 3	Planning Committee, 11:30 am
Dec 3	Personnel Committee, 6:30 pm
Dec 10	Finance Committee, 2:00 pm
Dec 10	Board of Trustees meeting, 7:00 pm, Community Room.

Upcoming  
Meeting Dates

December 12 Polar Express in the Village

**IX. Agenda Items for Next Meeting**

Items for next meeting

- Strategic Plan 2018-2022
- Resolution Regarding Health Care
- Board Officers for 2021
- Director's Evaluation
- Board Self-Evaluation
- Millage Renewal
- Finance Committee Policy Review  
6005 – Investment of Library Funds  
6007 – Investment Charter  
6015 – Budget

**X. Call to the Public:**

Public Call

Stefanie Furge messaged that most likely Hartland Schools would go for a Non-Homestead tax renewal in May of 2022 (every 4 years).

Valerie Impola a regular library user with 5 children said be careful where your COVID numbers are coming from. She and her children are library lovers and need to be there to choose books, curbside is not working well for them. She and her family have been banned from using the library for a mask violation. Keep in mind there are two sides to every story. The Library is not following the medical reason for not tolerating a mask. Masks can be contaminated. She would be excited to see the Library reopen.

Liesl Schick, Library employee, messaged that she has severe asthma and can wear a mask all day with no problem.

President Lewis said thank you to everyone for their condolences.

**XI. Adjournment:**

Adjournment

Motion by Trustee Thompson, seconded by Secretary Cafmeyer to adjourn at 8:52 pm.

MARY CAFMEYER, SECRETARY  
Cromaine District Library Board

Barbara Berlin, Recording Secretary  
Cromaine District Library Board

Documents distributed to the Board for/at this meeting:

- 10/15/2020 Proposed Regular Meeting Minutes
- October 2020 Financial Reports & Checks Issued Totals
- October 2020 CDL Investment Performance Report
- Director's Report 10/15/2020 w/October 2020 Patron Comments
- CDL Statistics for October 2020 & updated CDL 4-year Circulation Graph
- October Director's Report to the Friends w/October 2021 Wish List Attached
- Community Relations Committee Meeting Minutes, 11/10/2020

- Finance Committee Meeting Minutes, 12/12/2020
- Finance Committee Meeting Minutes, 10/13/2020
- Mission Statement DRAFT
- Motion to approve 10/15/2020 Finance Committee Minutes
- Motion to accept 2019-2020 Audit
- Revised copies of Policies 1010 & 6003
- Reviewed stickers for Policies 6001, 6002 & 6004
- November 2020 Newsletter
- *Board & Administrator*, November 2020