President Lewis called the meeting to order at 7:02 p.m. in the Community Room of the Cromaine Village Library.

II. Approval of agenda

Trustee Thompson asked that the Planning Committee minutes from the Consent Agenda be moved to Discussion Item F. and Decision Item. D. Trustee Oemke asked that the Board Minutes be moved from the Consent Agenda to Discussion Item G. and Decision Item. E. to correct the Friends Report included in them.

Trustee Oemke moved to approve the agenda as amended, seconded by Trustee Thompson. Passed unanimously.

III. Approval of Consent Agenda

Secretary Cafmeyer moved to approve the consent agenda as amended, seconded by Trustee Thompson. Passed unanimously.

A. Approval of regular meeting minutes, 10/17/19
B. Acknowledge receipt of the October Financial Reports and payment of October invoices totaling $82064.99 and payroll obligations totaling $122,304.27 (three payrolls, including November 1).
C. Director’s Report
D. Committee Reports
   Community Relations November 5
   Personnel October 30; November 6 and 7
   Planning November 21 (minutes distributed at this meeting)
   Finance November 14
E. Correction of August 15, 2019 minutes for public attendee’s job title

IV. Call to the Public: No response

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

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

The second AED has been installed just inside the west entrance of the 1927 building on the third floor. This one has child paddles and is not exactly the same, but similar to the one installed just inside the main entrance on the first floor.

In addition to the new AED, window punches and trauma kits have now been installed throughout the Library. We hope to find a window or several that staff can practice on at an in-service. They would also like to practice with a fire
extinguisher.

In October, 13,626 people found Cromaine Library on google, 337 asked for directions, 779 visited the web site, 182 called the Library. These numbers are mostly down from what was reported for the prior month. The Library did receive a wonderful 5-star review, increasing our rating to 4.3.

Tuesday November 19, Beth Schrader Community Relations Manager came to me, said that after a lot of thought and discussion with her husband, she needed to stay home full-time with her mom. After some discussion and reviewing the Employee Handbook and Beth’s available paid time off, it was agreed Beth would take paid time off through December 2, with the exception of November 30 when she is scheduled to run Shop Small Pop-up Market here. She also filed a leave of absence request under FMLA, which while we are not legally required to offer, we do. Beth is on leave without pay from December 3 through March 3. Beth and the Director will discuss on November 30 what direction to take, as a three-month absence from the manager’s position leaves a very large hole and as it is unlikely that a similar position will be available after March 3. Beth’s team and the Management Team along with the Director are stepping up to fill in these two weeks.

Shop Small swag has arrived and the many giveaway items from area small businesses are also arriving. This includes the MANY items collected by Hartland High School DECA students. This year, instead of 75 Shop Small bags which are designed unique for each year, Cromaine has received 180! Twenty-four vendors are planned and the event will span all three floors of the Library next Saturday, November 30 from 10 am to 2 pm.

Trustee Oemke asked if there are any spots remaining for vendors. Director Marlow replied that the event is full. Trustee Thompson asked if the Community Relations Manager position should be posted. Director Marlow replied that the answer is likely to come after further discussion with the employee November 30.

**Donna Janke, Circulation Manager**

Donna thanked the trustees for the professional development funding provided each year. This year, Liesl Schick and Donna went to the Michigan Library Association Annual Conference in Novi. Liesl, Winnie Tripp, and Heidi Pratt attended the Metro Detroit Book & Author Luncheon (in which Glenn Fischer is involved in presenting) and again found it very helpful. The event leads to new authors to look for, recommend, and share with the patrons who turn to circulation staff for their reading advisory. The Department staff are using the online ticketing software, Ticketor, to sell Alan Turner concert tickets which are going like crazy. Wendy Shinde has completed a long-term project of cleaning up items that were inaccurate in the bibliographic database. It has been tedious but is, at last, complete. Winnie Tripp, who has a Wednesday golf club in the spring, summer, and fall, now hosts the Wednesday book club for the group—a personal extension of outreach for the Library. Trustee Oemke asked Donna if there were any special learning from MLA. Donna replied that the theme seemed to be kindness and inclusion and that she found it a very helpful conference.
VI. **Board Education Moment** – Clare Membiela, Library of Michigan Law Specialist presented on Census and Cents-ability. Clare shared the reasons that the decennial census is so important for libraries, first and foremost being funding at all levels, local through national. She discussed the penalties for not participating in the census, giving misinformation, deliberately attempting to mislead or cause an inaccurate count, etc. One of the concerns that public libraries have in particular is that because the census will be completed online for so many, it is important to pay attention to the patron's privacy and to not answer for the patron, especially when assisting or even keying on the computer on a patron's behalf. She recommended looking at the census.gov site which has many resources; using the Census call-in numbers to help patrons with disabilities or who are non-native English speaking/reading-writing. The greatest effort needs to reach traditionally under-counted populations, including children under age 5, those with disabilities, those who use English as a second language, and minorities. Public libraries have many ways to help and opportunities to educate on the importance of the census. The trustees asked Clare a couple questions unrelated to the census. Clare also pointed out some new resources available for library trustees and administration.

VII. **Discussion**

A. **Strategic Plan 2018-2022**
Trustee Oemke commented that she likes the new welcome letters sent in response to the "welcome wagon" initiative.

B. **Policy 1010 – Cooperation with Libraries & Other Organizations**
There were no questions or comments about the extensive revisions.

C. **Director Search**
Director Marlow reported that in email earlier that afternoon, Bradbury Miller reported that the offer to the first choice candidate was accepted including the starting date of January 21, and that the background check is authorized and underway with a hope for completion even before Thanksgiving. Treasurer Sargent asked if there had been any feedback from staff or public. Trustee Thompson said that he had talked with some of the public after the meeting.

D. **Nominations for 2020 Board Officer Slate**
Trustee Oemke nominated President Lewis to return as Board President; Trustee Thompson seconded. President Lewis accepted the nomination. President Lewis nominated Vice President DeRosier (absent) to return as Vice President. Trustee Oemke seconded. As Vice President DeRosier had not expressed an interest in changing her role of officer for 2020, it is believed she has accepted the nomination. Secretary Cafmeyer nominated Treasurer Sargent to return as Treasurer. Trustee Naylor seconded. Treasurer Sargent accepted the nomination. Treasurer Sargent nominated Secretary Cafmeyer to return as Secretary. President Lewis seconded. Secretary Cafmeyer accepted the nomination.
E. **One-time change of date of organizational meeting from by-laws**

Brief discussion was held that since the new Director would not begin until after the January 16 board meeting, the organizational meeting could wait until then. Director Marlow asked that it not be moved to January. Treasurer Sargent asked about the organization activity of changing the signers for bank activities and when that would be done. Trustee Oemke suggested that it be done in January with a later effective date coinciding with the new Director's start date. No change is needed until then in the signers as officers are returning and there is no period without the Director as authorized signer.

F. **Planning Committee Minutes**

Trustee Thompson asked that the trustees take a moment and read through the minutes, since they were just distributed, just before this meeting due to the committee meeting being held this same day. Treasurer Sargent commented on the inclusion on the Hartland Township survey of the question about whether responding households have current active Cromaine Library cards.

G. **Board Meeting Minutes of October 2019**

Trustee Oemke wanted the Friends Report included in the minutes to show that the very generous gift of the Friends to support two Hartland High School students attending Leadership Livingston was in honor of departing Director Marlow.

VIII. **Decision**

A. **Resolution 2019-21** Trustee Oemke moved to approve Resolution 2019-21, Revising Policy 1010, Cooperation with Libraries & Other Organizations, Trustee Thompson seconded. A roll call vote was taken for approval of the resolution. Ayes: Cafmeyer, Lewis, Naylor, Sargent, Thompson Nays: None APPROVED

B. **Resolution 2019-22** Secretary Cafmeyer moved to approve Resolution 2019-22, Revising Policy 4020, Library Meeting Room Reservation Use (revised to include Hartland Music Hall fees and credit card use terms), Trustee Naylor seconded. A roll call vote was taken for approval of the resolution. Ayes: Cafmeyer, Lewis, Naylor, Sargent, Thompson Nays: None APPROVED

C. **Motion for one-time change of date for organizational meeting from January 2020 to December 2019**

Trustee Thompson moved to make a one-time change from the Board By-laws of the date for the organizational meeting from January 2020 to December 2019, seconded by Treasurer Sargent. Motion passed.

D. **Motion to approve Planning Committee Minutes**

Trustee Oemke moved to approve the 11/21/19 Planning Committee meeting minutes, seconded by Secretary Cafmeyer. Motion passed.

E. **Motion to revise Board Meeting Minutes**

Trustee Oemke moved to revise the 11/17/19 Board Meeting Minutes in the Friends report section to read "two scholarships in honor of departing Director
Marlow…”, seconded by Secretary Cafmeyer. Motion passed.

IX. **Information**

Upcoming meeting dates include:

<table>
<thead>
<tr>
<th>Date</th>
<th>Meeting Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec 3</td>
<td>Community Relations Committee, 10:00 am, Director’s Office</td>
</tr>
<tr>
<td>Dec 5</td>
<td>Personnel Committee, 6:30 pm, Director’s Office</td>
</tr>
<tr>
<td>Dec 12</td>
<td>Finance Committee, 2:00 pm, Director’s Office</td>
</tr>
<tr>
<td>Dec 12</td>
<td>Board of Trustees meeting, 7:00 pm, Cromaine Community Room. Secretary Cafmeyer will be absent and the Recording Secretary, Barb Rentola, is also absent. Trustee Oemke volunteered to take minutes at that meeting.</td>
</tr>
<tr>
<td>Jan 9, 2020</td>
<td>Planning Committee, 9:30 am, Director’s Office (December meeting cancelled.)</td>
</tr>
</tbody>
</table>

Other dates of note:

- Friends of Cromaine Pie Sale Wednesday, November 27 beginning at 9:30 am until pies are gone
- Shop Small - Small Business Saturday, November 30 from 10:00 am to 2:00 pm
- Hartland Music Hall Holiday Open Houses Friday, December 6 from 7:30 to 9:00 am and 4:00 to 5:30 pm with mini-tours by Caretaker Don Thompson
- Hartland's Polar Express Day Saturday, December 14 from 10:00 am to 1:00 pm
- 87th Performance of Handel's Messiah at the Hartland Music Hall Saturday, December 14 at 6:30 pm
- A Country Christmas with Alan Turner and special guest, Julianne Ankley Sunday, December 15 at 7:00 pm
- Retirement Event for Director Marlow Thursday, December 19 at 7:00 pm. Public welcome.

X. **Agenda Items for Next Meeting**

- Strategic Plan
- Election of Officers (Other Organizational meeting aspects may be part of January 16, 2020 meeting)
- Board Self-evaluation Forms Distributed
- Resolution Regarding Health Care
- Three finance policies usually reviewed here are delayed to January 16, 2020 meeting, joining three more finance policies

XI. **Call to the Public:** No response

XII. **Adjournment:**

Motion by Trustee Thompson, seconded by Secretary Cafmeyer to adjourn at 8:16 pm.
MARY CAFMEYER, SECRETARY
Cromaine District Library Board

Barbara Rentola, Recording Secretary
Cromaine District Library Board

Documents distributed to the Board for/at this meeting:

- 10/17/19 Proposed Regular Meeting Minutes
- October 2019 Financial Reports & Checks Issued Totals
- October 2019 CDL Investment Performance Report
- Director’s Report 11/21/19
- CDL Statistics for October 2019 & updated CDL 4-year Circulation Graph
- Comments from the Community October 2019
- Community Relations Committee Meeting Minutes, 11/5/19, w/revised copy of Policy 4020 attached
- Finance Committee Action/Decision List, 11/14/19
- 1st National Bank introductory handout w/ municipal deposits spreadsheet
- Personnel Committee Meeting Minutes, 10/30/19
- Personnel/Search Committee Meeting Minutes, 11/6/19 & 11/7/19
- Planning Committee Meeting Minutes, 11/21/19 w/revised copy of Policy 1010 attached
- 8/5/19 Board Meeting Minutes to be corrected w/Director’s memo
- Strategic Plan 2018-2022 Progress Report, 11/21/19
- Resolution 2019-21, Revising Policy 1010, Cooperation with Libraries & Other Organizations
- Resolution 2019-22, Revising Policy 4020, Library Meeting room Reservation & Use Policy
- *Macmillan CEO Response to #ebooksforall Advocates in a Letter to Librarians*, MLA Article
- Resolution 2019-18, Revising Policy 3020, Internet Use
- Revised CDL Schedule of Fees and Loan Periods, dated 11/21/19
- 2020 Library Closing Calendar
- *Board & Administrator*, November 2019