

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, Pam Holtz, Darlene Randolph, Winnie Tripp

Public Present Virtually: Ceci Marlow

I. President Lewis called the virtual meeting to order at 7:15 p.m.

Vice President DeRosier read the 12/10/2020 Finance Committee meeting minutes. President Lewis added “Library Closing Calendar” as Discussion Item VI.H to the Agenda.

II. **Approval of agenda**

Agenda Approval

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

III. **Approval of Consent Agenda**

Consent Calendar Approval

Treasurer Sargent moved to approve the consent agenda, seconded by Secretary Cafmeyer. Passed unanimously.

- A. Approval of regular meeting minutes, 11/19/2020.
- B. Acknowledge receipt of the November Financial Reports and payment of November invoices totaling \$43,385.15 and payroll obligations totaling \$84,791.67.
- C. Director’s Report
- D. Committee Reports
 - Community Relations December 2
 - Personnel December 3
 - Planning December 3
 - Finance December 10

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

Call to the Public

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 another employee out while waiting on COVID test results, after a member of their household tested positive. Everyone else that had been out recently is back in the building and healthy.

Scott has been busy while the building is closed to the public. He used leftover carpet tiles to re-carpet the Friends closet, and also gave it a fresh coat of paint while it was cleared out. He is also touching up the paint on the white trim, where needed.

We will be posting a recording of the Hallelujah Chorus from "The Messiah", plus many other favorite holiday tunes recorded in the Music Hall on the organ. We're planning to post it to our YouTube channel and on Facebook. It'll first air on Friday, December 18th, we'll send it out via our Constant Contact newsletter on Sunday, December 20th, and we'll run an "encore" on December 23rd.

Questions/Comments from the Board:

Secretary Cafmeyer asked if Polar Express is a go no matter what the weather.
YES!

President Lewis appreciates the credit card information she received from the Director.

VI. Discussion

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

*Strategic Plan
2018-2022*

The Planning Committee agrees that we are still on target.

B. Resolution Regarding Health Care

The Personnel Committee discussed this. All public tax supported entities are required to adopt, making a conscious decision to override the Act.

*Resolution
Regarding Health
Care*

C. Board Officers for 2021

The slate was agreed upon as follows.

President – Kate DeRosier

Vice President – Holly Naylor

Secretary – Mary Cafmeyer

Treasurer – Doug Sargent (after trustee appointment at special board meeting in January)

*Board Officers
for 2021*

January 1, 2021 Trustee Fedewa will resign from her 2-year appointed term and accept the elected 4-year term. Doug Sargent will be appointed to the open 2-year term on January 6, 2021 at a special virtual board meeting.

D. Director's Evaluation

Vice President DeRosier asked how the numbers were calculated. President Lewis responded the numbers were tallied and divided by the number of respondents. Trustee Fedewa was very impressed by the staff feedback. Vice President DeRosier wants to talk about an increase for the Director at the regular January meeting.

*Director's
Evaluation*

E. Board Self-Evaluation

Please bring your completed self-evaluation form to the January 21, 2021 board meeting. The President will collate.

*Board Self-
Evaluation*

F. Millage Update

Vice President DeRosier and Trustees Fedewa and Naylor met online with Shirley Bruursema, Chair of Kent District Library. She was very helpful and is willing to coach us in our effort. She suggested that August is a good time to go for a renewal. If we go in August 2021, it will cost the library \$30,000-\$35,000

Millage Renewal

for a special election. If we go in August 2022 at the primary election there is no cost. Also, no cost in November 2022. Trustee Naylor will type up the information from the meeting for all the board members to review. Vice President DeRosier will make copies of the information Shirley will be sending. If we choose to call a special election in August 2021, we need to start very quickly, forming a core committee of 6-8 people. Board members will think about this and discuss again at the January regular meeting.

G. Finance Committee Policy Review

- 6005 – Investment of Library Funds
- 6007 – Investment Charter – **This is the only policy with a revision:**
First National Bank was added to UBS in the policy to identify all our financial partners for full transparency
- 6015 – Budget

*Finance
Committee Policy
Review*

H. 2021 Library Closing Calendar

President Lewis still does not agree with the 2021 Library closing calendar and reopened discussion. All Trustees weighed in with their opinion. The calendar will stay the way it was originally agreed upon.

VII. Decision

A. Resolution 2020-18, Exemption from Michigan Public Act 152 of 2011 “The Publicly funded Health Insurance Contribution Act”

Resolution
2020-18

Secretary Cafmeyer moved to approve Resolution 2020-18, Exemption from Michigan Public Act 152 of 2011 “The Publicly funded Health Insurance Contribution Act”, Vice President DeRosier seconded. A roll call vote was taken for approval of the resolution.

Ayes: Cafmeyer, DeRosier, Fedewa, Lewis, Naylor, Sargent, Thompson
Nays: None APPROVED

B. Resolution 2020-19, Policy 6007, Investment Charter, Revising

Resolution
2020-19

Treasurer Sargent moved to approve Resolution 2020-19, Policy 6007 Investment Charter, Revising, Trustee Thompson seconded. A roll call vote was taken for approval of the resolution.

Ayes: Cafmeyer, DeRosier, Fedewa, Lewis, Naylor, Sargent, Thompson
Nays: None APPROVED

VIII. Information

Upcoming meeting dates include:

Upcoming
Meeting Dates

January 5	Community Relations Committee, 10:00 am
January 6	Special Board of Trustees meeting, 7:00 pm
January 7	Personnel Committee, 6:30 pm
January 14	Planning Committee, 9:30 am
January 14	Finance Committee, 2:00 pm

January 21	Board of Trustees meeting, 7:00 pm
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IX. Agenda Items for Next Meeting

Items for next meeting

- Organizational Meeting
Election of officers
Committee assignments & meeting dates
Bank Resolution (change signers on bank accounts)
Meeting calendar set by resolution
- Review of second-quarter statistics
- Strategic Plan 2018-2022
- Millage Renewal
- Committee of the whole
- Director’s Compensation
- Finance Committee Policy Review
6020 – Purchasing
6025 – Library Credit Card
6026 – Electronic Financial Transactions

X. Call to the Public:

Public Call

Ceci Marlow:

- When considering pros and cons for elections in odd years, as well as in May and August of even years, consider that these bring out the anti-taxers.
- Consider the closing calendar and open hours for the millage renewal.
- Please make sure the public board packet is complete for viewing and somehow make last minute items available for the public online.

XI. Adjournment:

Adjournment

Motion by Trustee Thompson, seconded by Secretary Cafmeyer to adjourn at 8:19 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:

Cromaine District Library – Board Meeting
December 10, 2020

- 11/19/2020 Proposed Regular Meeting Minutes
- November 2020 Financial Reports & Checks Issued Totals
- November 2020 CDL Investment Performance Report
- Director’s Report 12/10/2020 w/November 2020 Patron Comments
- CDL Statistics for November 2020 & updated CDL 4-year Circulation Graph
- Community Relations Committee Meeting Minutes, 12/2/2020
- Finance Committee Meeting Minutes, 12/10/2020
- Personnel Committee Meeting Minutes, 12/3/2020
- Planning Committee Meeting Minutes, 12/3/2020
- 2018-2022 Strategic Plan Progress Report, 10/7/2020-12/1/2020
- Director’s 2020 Evaluation by the Board
- Director’s Nov-June 2020 360 Manager/Staff review
- Board of Trustees’ Self-Evaluation 2020
- Resolution 2020-18, Exemption from Michigan Public Act 152 of 2011 “The Publicly funded Health Insurance Contribution Act”
- Resolution 2020-19, Policy 6007, Investment Charter, Revise
- Draft revised copy of Policy 6007, Investment Charter
- *Board & Administrator*, December 2020