The Library Director opened the meeting at 7:00 pm in the Community Room of the Cromaine Library in the Village.

**Organizational Matters**

**Election of Officers:**
The Director presented the slate of officers and invited additional nominations for the floor. There were no other nominations. A motion was made to approve the slate and seconded, and the slate of officers was unanimously approved. President: Nancy Lewis. Vice-President: Kate DeRosier. Treasurer: Doug Sargent. Secretary: Mary Cafmeyer. President Lewis conducted the rest of the meeting.

Trustees will stay on their committees of 2019. President Lewis directed trustees that at the first committee meeting, a chairperson be selected, and that be communicated to her and the Director. Similarly, meeting dates can be determined by the committees and communicated appropriately.

**Approval of agenda**
President Lewis invited trustees to review the agenda. Vice President DeRosier moved to approve the agenda, seconded by Trustee Oemke. Passed unanimously.

**Approval of Consent Agenda**
Trustee Naylor moved to approve the consent agenda, seconded by Vice President DeRosier. Passed unanimously.

A. Approval of regular meeting minutes, 11/21/19; Special Meeting Minutes, 11/20/19.
B. Acknowledge receipt of the November Financial Reports and payment of November invoices totaling $54,443.76 and payroll obligations totaling $84,507.13.
C. Director’s Report
D. Committee Reports
   Community Relations December 3
   Finance December 12 (minutes distributed at meeting)
   Personnel December 5
   Planning No meeting

**Call to the Public**
Director Marlow responded to the call to the public by requesting a closed session to discuss her recent performance.
Trustee Oemke moved to enter closed session; Trustee Thompson seconded. It was unanimously approved. The closed session began at 7:11 pm.
At its conclusion, Vice President DeRosier moved to end the closed session; Treasurer Sargent seconded. It was unanimously approved. The closed session ended at 7:27 pm.

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

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

Google has reported that 9,756 people found Cromaine Library on google in November. 306 called for directions, 140 called us besides that, and 803 visited the web site. The last number is an increase from October.

We have a new student from the Hartland High School cooperative employment program—Olivia. The staff working with the students have always needed to provide assessments for them. It was terrific to hear an assessment from the job coach with Olivia of us. He commended the Library on how comfortable we have made Olivia in such a short amount of time. He shared that she has not experienced this at her other job placements, so a big thanks to each of you for the wonderful effort you have put into welcoming and interacting with her. From Marta to the staff working with Olivia, “In other words, thanks for being you!”

As reported on email this week, Cromaine Library has accepted the Sport Port grant, part of the Community Foundation of Southeast Michigan’s Project Play. The $40,000 grant will be used to promote outdoor play among young people (which means adults modeling it, too) by circulating sporting goods equipment (provided in addition to the grant). The Library also received a Livingston County Consortium on Aging $1,000 grant for an April-May Fun and Health grandparent-grandchild series of programs.

As of 6:30 pm today, Messiah ticket sales are at 165. Alan Turner’s Country Christmas ticket sales are at 92.

Each season of programming, Marisa Watson prepares a very attractive visual email piece for each level of youth and teen programming. Marta-Kate Jackson sends it to Chuck Hughes who then sends it on out to the principals and day care and preschool directors. Stefanie Furge reported that Kate Gregory, the HHS principal, included the teen email in its entirety to the students’ families. This is cooperation and partnering!

The Hartland SOUP received an amazing $600 community giveback from the Hartland Area Chamber of Commerce. The funds will likely be used to set Hartland SOUP up as a 501c3 organization separate from Cromaine District Library. While all donations of substantial cash or check are acknowledged when received by the Library, not all contributions for SOUP’s working have been directed to the Library. Some have gone directly to the SOUP winner and some have gone to Stefanie Furge. This will enable a clear responsibility line for acknowledgement and use.

**Comments and questions from the trustees and community:** Trustee Oemke asked if the 580% increase in new materials could be real. Director Marlow explained that was her first reaction so she went to Liesl Schick who processes
all the incoming new materials and she said "Yes." Director Marlow also spoke with Circulation Manager Donna Janke, because there wasn't a concurrent increase in circulation. Donna believes that is because most of the new materials came in the second half of the month. Director Marlow remembered seeing a pile of ten boxes of new materials, so, yes, this is very possible. Vice President DeRosier said that “publishers push out books for the fourth quarter, and then I speculated that library wholesalers delay delivery to libraries because of necessary processing they do for collections, suggesting that this could be the reason for the very large sum at the end of the year.” Vice President DeRosier stated that she "loved the comments" this month--so many positives.

VII. Discussion

A. Strategic Plan 2018-2022
Director Marlow explained that while progress is being made, there is no report this month. It is too close to last month's report and simply no time for managers to report. It will be updated for the January 2020 meeting.

B. Resolution regarding health care
President Lewis explained that this is an exemption approved each year that continues the benefit plan as is, without employee contribution, counter to that required by Michigan Public Act 152 of 2011.

C. Board Self-Evaluation forms distributed
President Lewis stated that these are the same forms as used in the past several years. If not turned in at this meeting, please return them to President Lewis by mailing or scanning and emailing before the next meeting.

VIII. Decision

A. Resolution 2019-23, Establishing Regular Meeting Dates for 2020
Trustee Oemke moved to approve Resolution 19-23, Establishing Regular Meeting Dates for 2020; Vice President DeRosier seconded. A roll call vote was taken for approval of the resolution. Ayes: DeRosier, Lewis, Naylor, Oemke, Sargent, Thompson Nays: None APPROVED

Trustee Oemke moved to approve Resolution 19-24, Exemption from Michigan public act 152 of 2011, “The Publicly funded health insurance contribution act”; Trustee Naylor seconded. A roll call vote was taken for approval of the resolution. Ayes: DeRosier, Lewis, Naylor, Oemke, Sargent, Thompson Nays: None APPROVED
IX. **Information**

Upcoming meeting dates include:

<table>
<thead>
<tr>
<th>Date</th>
<th>Committee/Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 2</td>
<td>Personnel Committee, 6:30 pm, Director’s Office</td>
</tr>
<tr>
<td>Jan 7</td>
<td>Community Relations, 10:00 am, Director’s Office</td>
</tr>
<tr>
<td>Jan 9</td>
<td>Planning Committee, 9:30 am, Director’s Office</td>
</tr>
<tr>
<td>Jan 9</td>
<td>Finance Committee, 2:00 pm, Director’s Office</td>
</tr>
<tr>
<td>Jan 16</td>
<td>Board of Trustees meeting, 7:00 pm, Community Room</td>
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Other dates of note:
January 23 Welcome New Director Reception, 6:30 pm, Youth Program Room
January 30 Chamber Awards Night, 7:00 pm, Dunham Hills

X. **Agenda Items for Next Meeting**

- Strategic Plan 2018-2022
- Coffee Cart Update
- New Director’s Reception
- Board Evaluation
- Second Quarter Statistics
- Resolution 20-1, Designating Officers and Named Persons Authorized to Act for the Library in its Business with its Banks
- Finance Committee Policy Review
  - Policy 6005, Investment of Library Funds
  - Policy 6007, Investment Charter
  - Policy 6015, Budget
  - Policy 6020, Purchasing
  - Policy 6025, Library Credit Card
  - Policy 6026, Electronic Financial Transactions

XI. **Call to the Public- No Public**

XII. **Adjournment:**

Motion by Trustee Thompson, seconded by Treasurer Sargent to adjourn at 7:41 pm.

MARY CAFMEYER, SECRETARY
Cromaine District Library Board

KATHLEEN OEMKE, RECORDING SECRETARY (in Secretary’s absence)
Cromaine District Library Board

Documents distributed to the Board for/at this meeting:

- 11/21/19 Proposed Regular Meeting Minutes
- November 2019 Financial Reports & Checks Issued Totals
- November 2019 CDL Investment Performance Report
- Director’s Report 12/12/19
• CDL Statistics for November 2019 & updated CDL 4-year Circulation Graph
• Corrected Gift Fund Monthly Financial Activity Report November 2019
• Revised 2020 Annual Board Calendar
• Comments from the Community November 2019
• Community Relations Committee Minutes, 12/3/19
• Finance Committee Action/Decision List, 12/12/19
• Personnel Committee Minutes, 12/5/19
• Board Evaluation Forms
• Resolution 2019-23: Establishing Regular Meeting Dates for 2020
• Revised copies of Policies 1010 & 4020
• HACC Letter to SOUP communicating $600 as one of their community giveback recipients
• Informational pieces for Hartland’s Polar Express Day, Music Hall Music programs for 2019-2020, Music Hall Reservations & Fees brochure, and Directors’ receptions invitation
• Board & Administrator, December 2019