

Members Present: Cafmeyer, DeRosier, Lewis, Naylor, Oemke, Sargent, Thompson  
Members Absent: None  
Staff Present: Ceci Marlow, Janice Yaklin

- I. President Lewis called the meeting to order at 7:06 p.m. in the Community Room of the Cromaine Village Library.
- II. **Approval of agenda** Agenda Approval  
Secretary Oemke moved to approve the agenda, seconded by Member Cafmeyer. Passed unanimously.
- III. **Approval of Consent Calendar** Consent Calendar Approval  
Secretary Oemke moved to approve the consent agenda including the minutes of the Planning Committee and the Finance Committee distributed at the meeting, seconded by Member Cafmeyer. Passed unanimously.
- A. Approval of minutes, 11/15/2018
  - B. Acknowledge receipt of the November Financial Report and payment of November invoices totaling \$65,631.13 and payroll obligations totaling \$81,279.72 (3 payrolls). (NOTE: Financial reports were not reviewed by Finance Committee prior to the agenda approval.)
  - C. Director's Report
  - D. Committee Reports
    - Community Relations December 4
    - Finance December 13 (minutes distributed at meeting)
    - Personnel December 6
    - Planning December 12 (minutes distributed at meeting)
- IV. **Call to the Public** was answered by Janice Yaklin with a "Hello, hello, Merry Christmas." A chorus of "thank you Janice for the cupcakes" was the Board response. Call to the Public
- V. **Director's Report Update – Update and Comments from the Community** Director's Update  
The Director printed report was updated verbally with the following:  
Beginning with the January 2019 meeting, the Director's Verbal Update will be followed by 5-minute reports/updates from the managers—one each month—through 2019. This will provide an opportunity for the Trustees to hear directly from department managers and to get to know them.  
  
Briefly recapping the events around Hartland's Polar Express Day: nearly 1,500 people visited the Library building. It is likely there were many more that participated in the event but did not make it here. Thirty new email addresses were collected for the weekly event email and Letter from the Director.  
  
It was learned just today that the grant to obtain the Smithsonian exhibit, "Crossroads," was not granted to Cromaine. Twenty-three applications were

received and the choice came down to, according to the Michigan Humanities Council, date availability and geographic balance. When the recipients are reported, it will be shared.

In the past month, volunteers gave 359.25 hours: 83.75 hours from teens, 275.5 hours from adults. The regular (weekly) adult volunteers were treated to a holiday lunch and potluck in the Community Room. Thirteen volunteers were able to attend and enjoy meeting others with whom they may not have contact and to share in lunch from Gus's.

The Library is being contacted almost daily by bands who wish to perform at the Summer Concert Series. Three bands have been committed. One new sponsor from 2018 stopped the Director at Kohl's to say she would sponsor again in 2019 and to talk about the bands.

**Questions and Comments from the Trustees:**

Trustee DeRosier asked if the summer concert series had to change nights. The Director said yes, in order to have the Hartland Music Hall as a rain site, the series has been moved to Tuesday nights. Secretary Oemke commented that she and her spouse were not sure what to think of the cardboard train at Hartland's Polar Express Day but it was a hit, Due to some technical issues, Pete Bruder was the engineer repairing the train frequently, but the experience for the children and their parents capturing every movement on video was great.

**VI. Discussion**

**A. Strategic Plan 2018-2022 Report of Progress**

There were no questions on the report of progress.

**B. Hartland Music Hall Collaboration**

A lengthy discussion of how the Library will proceed, the need for a discussion of the matter prior to resolution by the board as a whole, and the concerns of Trustee DeRosier and Treasurer Sargent were shared. At this time, the Director and Vice President Thompson stated that it is up to the Hartland Schools Foundation and/or the Schools to bring a proposal to the Library. That is not likely to happen until sometime in January. At that point, when there is a proposal, there will be the opportunity to raise all these and more questions and concerns and get fruitful answers that either move the collaboration forward or cease its progress. The Director offered and will send to the Library trustees for their reading the original trust document and the report by former Library Director Sandra Scherba regarding this foundation and the Heartland Foundation, as provided to the Library Director by the Schools. Trustee DeRosier considers the prospect exciting, and anxiety-provoking. President Lewis assured the trustees that no action will be taken without full discussion at a board or special board meeting or more than one, as needed. Legal review is also expected. The Director noted, too, that if it does move forward in time for inclusion in the FY 2019-2020 budget, there will be full detail in that process.

**C. Resolution Regarding Health Care**

There were no questions on this action which the Board has taken each year since 2012.

Strategic Plan  
2018-2022  
Report of  
Progress

Hartland  
Music Hall  
Collaboration

Resolution  
Regarding  
Health Care

**D. Board Education Moment – Short Takes: Board Self-Evaluation**

Board Education Moment

The Director played the Short Takes for Trustees: Board Self-evaluation video from United for Libraries. (UFL is the source of the current board self-evaluation form distributed in this board packet.) Following the video, Trustee DeRosier asked to confirm that the evaluation is of the Board as a whole, not the individual trustee. President Lewis stated firmly that it is of the Board as a whole. President Lewis asked that the forms be completed as soon as possible and returned to her by email, mail, or dropped here at the Library no later than January 3, the date of the next Personnel Committee meeting.

**E. Board Self-evaluation forms distributed**

Board Self-Evaluation Forms

Please send your evaluation responses by January 3, either electronically, dropping off at the Library, or mailing them to President Lewis.

**F. Finance Committee policy review**

Finance Committee Policy Review

- 6005 – Investment of Library Funds
- 6007 – Investment Charter
- 6015 – Budget

There were no suggestions for revision from the trustees for these policies.

**VII. Decision**

**A. Resolution 2018-18, EXEMPTION FROM MICHIGAN PUBLIC ACT 152 OF 2011 “THE PUBLICLY FUNDED HEALTH INSURANCE CONTRIBUTION ACT”**

Resolution 2018-18

Member DeRosier moved to approve Resolution 2018-18, EXEMPTION FROM MICHIGAN PUBLIC ACT 152 OF 2011 “THE PUBLICLY FUNDED HEALTH INSURANCE CONTRIBUTION ACT”, Member Cafmeyer seconded. A roll call vote was taken for approval of the resolution.

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

**VIII. Information**

Upcoming meeting dates include:

Upcoming Meeting Dates

Jan 8	Community Relations Committee, 10 am, South Meeting Room
Jan 3	Personnel Committee, 6:30 pm, Director’s Office
Jan 9	Planning Committee, 1:00 am, Director’s Office
Jan 10	Finance Committee, 2:00 pm, Director’s Office
Jan 17	Board of Trustees meeting, 7 pm, Community Room. Also a milestone (diamond/75th) birthday for Vice President Thompson

Friends of the Library Quarterly Gathering - Tuesday, January 15 at 6:30 pm. Trustee DeRosier will attend in Secretary Oemke's place.

**IX. Agenda Items for Next Meeting**

Agenda Items for Next Meeting

- A. Board Organizational meeting:
  - Election of officers: Proposed Slate - Nancy Lewis as President, Kate DeRosier

as Vice President, Doug Sargent as Treasurer, Mary Cafmeyer as Secretary

Committee assignments

Bank resolution

- B. Meeting calendar set (Resolution)
- C. Change signers on bank accounts, if warranted (resolution)
- D. Committee meeting dates
- E. Updated policy table of contents included in Board packet
- F. Updated resolution table of contents included in Board packet
- G. Board Education Moment
- H. Review of second-quarter statistics
- I. Strategic Plan 2018-2022 Report of Progress
- J. Finance Committee policy review
  - 6020 – Purchasing
  - 6025 – Library Credit Card
  - 6026 – Electronic Financial Transactions

- X. **Call to the Public** Public Call

Janice thanked the Board for their thoughtfulness, wished the Director safe travels, and Merry Christmas. Lots of Happy and Merry shared around.
- XI. Motion by Vice President Thompson seconded by Secretary Oemke to adjourn at 8:11 pm. Adjournment

KATHLEEN OEMKE, SECRETARY

Documents distributed to the Board for/at this meeting:

- 11/15/18 Proposed Minutes
- November 2018 Financial Reports & Checks Issued Totals
- November 2018 CDL Investment Performance Report
- Director's Report 12/10/18
- CDL Statistics for November 2018 & updated CDL 4-year Circulation Graph
- Comments from the Community November 2018
- Google November 2018 Report
- Community Relations Committee Minutes, 12/4/18
- Finance Committee Action/Decision List, 12/13/18
- Personnel Committee Minutes, 12/6/18
- Planning Committee Minutes, 12/12/18
- Strategic Plan 2018-2022 Progress Report
- Hartland Music Hall Collaboration Meeting Report
- *Short Takes for Trustees: Board Self Evaluation*
- Board Self-evaluation form w/Director's memo
- CDL Board self-evaluation results from 2016, 2017, 2018
- Resolution 2018-18
- 11/6/18 General Election Certificate of Determination
- 2019 Friends Informational Book Sale Bookmark
- December 2018 *Board & Administrator*

December 13, 2018