

**Cromaine District Library**  
Regular Board Meeting  
Thursday, December 14, 2017

**APPROVED**

Members Present: Black (7:19), Cafmeyer, DeRosier, Oemke, Sargent, Thompson  
Members Absent: Lewis  
Staff Present: Director Marlow

- I. Vice-President Thompson called the meeting to order at 7:10 p.m. in the Community Room of the Cromaine Village Library.
- II. **Approval of agenda** Agenda Approval  
The agenda was amended to include Discussion Item G. Proposed amendment to the 2017-2018 Improvement Fund Budget. Treasurer Sargent moved to approve the agenda as amended, seconded by Member Cafmeyer. Passed unanimously.
- III. **Approval of Consent Calendar** Consent Calendar Approval  
Member Cafmeyer moved to approve the agenda, seconded by Secretary Oemke. Passed unanimously.  
A. Approval of minutes, 11/16/17  
B. Acknowledge receipt of the November Financial Report and payment of November invoices totaling \$107,317.85 and payroll obligations totaling \$97,323.34. (Note: Financial reports are provided prior to committee review.)  
C. Director's Report  
D. Committee Reports  
Community Relations December 1  
Finance December 12 (minutes provided December 14)  
Personnel No meeting  
Planning December 6
- IV. **Call to the Public:** No public Call to the Public
- V. **Director's Report Update – Update, Comments & Questions from the Community** Director's Update  
The Director's Report was updated verbally with the following:  
Volunteers gave 204.5 hours with 89.75 from teens and 114.75 hours from adults.  
The decisions made at the November meeting were a revision of the 2018 closing calendar which was communicated as appropriate; authority given to the Director and Planning Committee was carried out, evident in the board review and approval of construction invoices at the November meeting; and the construction project invoices were paid.  
Study room usage from October 18 through November 30, is changing somewhat. About half of the usage in this period was by cardholders. Of 85 recorded uses of the study rooms, 43 were cardholders. Four of the uses were for exam proctoring by staff of students taking college classes online.

First grade students from Shepherd of the Lakes Lutheran School visited Cromaine in early December. Photos showed the school's name on the Youth Program Room sign, a student enjoying a scavenger hunt in the library, and another student sharing a student's journal entry "we made bears" as a result of Miss Heather's bear craft. In a recent conversation with another area library director, it was noted that Cromaine reaches beyond its borders at times. Cromaine's director replied that it happens because "We say yes when asked" and that makes all the difference in connecting children with public libraries.

The Michigan Humanities Council and Michigan Council for the Arts and Cultural Affairs awarded Cromaine a \$240 grant for a portion of the cost of Biakuye in February's Second Sunday Concert. A few days after a lunch with staff of the Michigan Humanities Council, including a discussion of the amount of effort required to write a grant for \$600 to have it answered with only a portion of the award, a commitment for the full request of \$600 was received. Grateful.

Cromaine has continued to participate with the Hartland Consolidated Schools Student Work-Study Placement program. This fall, a student was here each school day to assist with returning magazines and a variety of tasks in the Youth Department. This has continued into the second part of the year with a new student. The students are paid to do real work, supervised both by Cromaine and by the schools' staff, assuring that they have real work experience and develop positive work habits.

December 8, the long awaited manhole covers were replaced. December 9, the final request was made for the sign-off by Hubbell Roth Clark for Hartland Township, so that the Library can get its Final Full Certificate of Occupancy.

Despite the terrific snow on December 13 and the aftermath on December 14, the Library's How the Grinch Stole Christmas program for preschoolers was still held. Thirty-eight on Wednesday and 33 on Thursday parents, caregivers, grandparents, preschoolers, babies, and older siblings showed up for a great learning center-based program.

December 13, the Library closed at 5:00 pm – an early emergency closing due to weather. It is rare that public libraries close because libraries generally have electricity, warmth, and lots of opportunities for recreation. In a community where it seems like every other person has all-wheel-drive SUVs, it seemed there was a fairly steady flow; although it did slow down significantly the closer we got to sunset. There were no written or emailed complaints about the library closing early.

On December 14, the annual Village Manor movie and cookie decorating event enjoyed Rick Steve's European Christmas and lots of cookies. A couple families with young children who are regular visitors to Village Manor Retirement Center saw the event on Facebook and came to visit and decorate, too.

The Library Director will be away from December 28 through January 8, but will be reachable by email throughout this period.

A reminder that the library will be closed Sunday, December 24 and Monday, December 25 as well as Sunday, December 31 and Monday, January 1. The web site, materials returns, and wireless in the parking lot all remain open.

## Questions and Comments from the Trustees:

Treasurer Sargent and Member Cafmeyer asked if there had been a criticism of Cromaine's outreach beyond its borders. The Director responded that it wasn't a criticism, but an expression of attitude change desired from the other library's director. There were no other questions or comments from the community shared by trustees.

## VI. Discussion

### A. Strategic Plan 2018-2023

Strategic Plan  
2018-2023

The Planning Committee, as noted in its minutes, has narrowed the field to two proposals. The Director will contact references and the Committee will hold interviews with each firm, hopefully returning with a recommendation to award at the January meeting.

### B. Board self-evaluation forms distributed

Board self-  
evaluation forms  
distributed

These are distributed and due back at the next board meeting, or earlier, if possible.

### C. Resolution regarding health care

Resolution  
regarding health  
care

The Director noted that this legislation's amount that requires exemption changes each year. In 2017 the amount spent could not exceed \$6,344.80 per employee with single-person coverage (the only coverage Cromaine provides). In 2018, the amount cannot exceed \$6,560.52. Cromaine is very close to no longer needing an exemption because the health insurance costs have been decreased overall.

### D. Review of construction project final payment

Review of  
construction  
project final  
payment

The only amounts outstanding are a \$2,174 invoice for Village Cabinet and the possible payment of \$2,000 in retainage to the landscaper, pending satisfactory performance of the seeding in the spring. With all costs in, the construction budget is \$93,000 below budget. The project was completed and there is still \$1.4 million in savings--sufficient to cover until tax revenue begins this month and for emergencies.

### E. Finance Committee review of policies

- 6001-Fund Balance Policy
- 6005-Investment of Library Funds
- 6007-Investment Charter
- 6015-Budget

Finance  
Committee  
review of policies

There were no recommended revisions from the committee for policies 6001 - Fund Balance Policy; 6005 - Investment of Library Funds; 6007 - Investment Charter; and 6015 - Budget. There were no revisions requested by the board at large.

### F. 2018 Slate of Officers

2018 Slate of  
Officers

There were no additional nominations. The slate will be voted on at the January 2018 organizational meeting. Vice President Thompson will not attend that meeting but assured the trustees that he supports his nomination as Vice

President.

**G. Discussion of the proposed amendment of the Improvement Fund Budget**

Discussion of the proposed amendment of the Improvement Fund Budget

The Improvement Fund was amended to show a larger beginning balance as a result of the FY 2016-2017 audit. The Finance Committee reviewed the needs of the library, including replacing 50 PCs (23 public and 27 staff) and a server plus putting a 2" cap and repairing the north and Henry parking lots. The Director reviewed the expenditures of this year so far, noting those as highlighted items either expended or anticipated in cost.

**VII. Decisions**

**A. Resolution 2017-17, To exempt the Cromaine District Library from Michigan Public Act 152 of 2011**

Resolution 2017-17

Member DeRosier moved to approve Resolution 2017-17, To exempt the Cromaine District Library from Michigan Public Act 152 of 2011, Member Cafmeyer seconded. A roll call vote was taken for approval of the resolution. Ayes: Black, Cafmeyer, DeRosier, Oemke, Sargent, Thompson  
Nays: None APPROVED

**B. Resolution 2017-18, To amend the FY 2017-2018 Improvement Fund budget to include replacement of 50 PCs and a server and to cap and repair the two parking lots**

Resolution 2017-18

Secretary Oemke moved to approve Resolution 2017-18, To amend the FY 2017-2018 Improvement Fund budget to include replacement of 50 PCs and a server and to cap and repair the two parking lots, Treasurer Sargent seconded. A roll call vote was taken for approval of the resolution. Ayes: Black, Cafmeyer, DeRosier, Oemke, Sargent, Thompson  
Nays: None APPROVED

**C. Resolution for changes to a policy, if warranted**

Resolution for changes to a policy, if warranted

No other resolutions or motions were required or acted upon at this meeting.

**D. Motion to award Strategic Planning Services proposal, if warranted**

Motion to award Strategic Planning Services proposal, if warranted

Not warranted at this time.

**VIII. Information**

Upcoming meeting dates include:

Upcoming Meeting Dates

Jan 10	Planning Committee, 10 am, Director's Office
Jan 11	Community Relations Committee, 10 am, Director's Office
Jan 11	Finance Committee, 12:00 pm, Director's Office
Jan 11	Personnel Committee, 6:30 pm, Director's Office
Jan 18	Board of Trustees meeting, 7 pm, Community Room

Other meetings of note:

December 14, 2017

Friends Quarterly meeting, Tuesday, January 16 at 6:30 pm in the North Meeting Room. Kathleen Oemke will attend.

UN-Big Read Kick-off for True Grit, Saturday, January 13 from 10 am to 1 pm.

First of the Second Sunday Concert Series with Neil Woodward, Sunday, January 14 at 2:30 pm.

**IX. Agenda Items for Next Meeting**

- Organizational meeting:
  - Board orientation
  - Election of Officers
  - Committee assignments
  - Bank resolution
- Meeting calendar set (resolution)
- Change signers on bank accounts, if warranted (resolution)
- Committee meeting dates
- Updated policy table of contents included in Board packet
- Updated resolution table of contents included in Board packet
- Review of second-quarter statistics
- Strategic Plan 2018-2023
- Finance committee review of policies
  - 6020 – Purchasing
  - 6025 – Library Credit Card
  - 6026 – Electronic Financial Transactions

Agenda Items for  
Next Meeting

**X. Call to the Public:**

Vice President Thompson commended the Board of Trustees for all of their hard work and diligence in successfully completing what has been on his slate for 22 years. He is very pleased to work with this team. Member DeRosier thanked the Director and her team for all of the work to bring the project to fruition.

Public Call

**XI. Motion by Member DeRosier, seconded by Member Cafmeyer to adjourn at 7:40 pm.**

Adjournment

KATHLEEN OEMKE, SECRETARY

Documents distributed to the Board for/at this meeting:

- 11/16/17 Proposed Minutes
- November 2017 Financial Reports & Checks Issued Totals
- Corrected Monthly Financial Activity Reports for the Gift and Improvement Funds
- November 2017 CDL Investment Performance Report
- Director's Report 12/14/17
- CDL Statistics for November 2017 & updated CDL 4-year Circulation Graph
- Corrected November 2017 Statistics
- Patron Comments Received November 2017
- Community Relations Committee Minutes, 12/1/17

December 14, 2017

- Finance Committee Action/Decision List, 12/12/17
- Planning Committee Minutes, 12/6/17
- Strategic Planning Firms Summary Chart, 12/6/17
- Board Self-Evaluation forms w/Director's memo
- 2018 Proposed slate of officers for CDL
- Resolution 2017-17, Exemption from Michigan Public Act 152 of 2011 "The Publicly Funded Health Insurance Contribution Act"
- Resolution 2017-18, Amending the Improvement Fund Budget for FY 2017-2018
- 2016-2017 Year-end Estimated Adopted Amended 2017-2018 Improvement Fund Budget, updated 12/13/17
- Proposed 2018 Annual Board Calendar
- CDL Policies Table of Contents, revised 12/1/17
- Director's Report to the Hartland Area Chamber of Commerce Directors
- *Remaking public life: All In* Editorial, *Library Journal* December 2017
- Youth Department handouts
  - December 2017 Youth, Tween & Teen Program Schedule
  - Winter Read Aloud Bookmark
- Winterfest Hartland Soup reminder
- *Board & Administrator*, December 2017