

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, Winnie Tripp

Public Present Virtually: None

- I. President DeRosier called the virtual meeting to order at 7:02 p.m.
- II. **Approval of agenda** Agenda Approval  
Secretary Cafmeyer moved to approve the agenda, seconded by Trustee Fedewa. Passed unanimously.
- III. **Approval of Consent Agenda** Consent Calendar Approval  
Trustee Lewis moved to approve the consent agenda, seconded by Treasurer Sargent. Passed unanimously.
- A. Approval of regular meeting minutes, 1/21/2021.
  - B. Acknowledge receipt of the January Financial Reports and payment of January invoices totaling \$92,649.86 and payroll obligations totaling \$83,371.07.
  - C. Director's Report
  - D. Committee Reports
    - Community Relations & Strategic Planning February 10
    - Personnel February 4
    - Finance February 11
- IV. **Call to the Public:** No public Call to the Public
- V. **Director's Report – Update and Comments from the Community** Director's Update  
**Verbal Update:**  
The open circulation assistant position has been posted. If you know anyone interested, please direct them to our website. The deadline is March 1.  
  
Following up on a question from the President about the millage, I dug out the 2012 ballot language and clarified with the Livingston County Clerk - the last time we will collect taxes on this millage is December 2022, not 2021 as previously believed. This means we would have an additional chance to be on the ballot in November '22 if the August measure fails. The Director highly recommends that the Board watch the millage webinar that she forwarded from MLA. It is well worth your time.

**Questions/Comments from the Board:**

Secretary Cafmeyer asked about the qualifications required for the Circulation Assistant position. *A High School diploma and customer service skills.*

Trustee Thompson asked about the number of patrons we have had since we have been open. *We have been quite busy. It goes in waves.*

Secretary Cafmeyer asked about the family who had compliance issues about wearing masks. *Mask compliance has been exceptionally good.*

**VI. Discussion**

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

Strategic Plan  
2018-2022

President DeRosier noted that we have ordered the furnishings that were decided on for this year for the first floor.

She is pleased that the Livingston County libraries are partnering to present the author of the Livingston Reads book, *The Book Woman of Troublesome Creek*, in a virtual author visit that reaches across the county.

**B. Report of Board Self-evaluation**

Report of Board  
Self-evaluation

President DeRosier thanked Trustee Lewis for creating the summary spreadsheet that formed the basis for her summary. Were there any surprises in the report?

Fundraising has perennially been a low score on the self-evaluation. Trustee Thompson feels that reaching individuals has not been an issue for the board since we have millage funding and donations from the Friends of the Library. This provides what we need yearly, and he is not concerned about it. President DeRosier said perhaps this category needs a different name. Before COVID the Board had been visiting township meetings and providing a coffee cart to patrons to invest in relationships in and out of the library, a community investment. Perhaps retasking this part of the evaluation makes more sense for us, thinking about how to revise or remove it for the next self-evaluation. Trustee Thompson recommends removing it as we have a gift fund for people to donate to which asks in a quiet, indirect way. Secretary Cafmeyer concurs. Vice-President Naylor suggested that the Community Relations & Strategic Planning Committee put this topic on their next agenda for discussion and make a report to the Board at next month’s meeting. President DeRosier agreed and thanked the committee members for taking on the task.

Lobbying is another area that is weak. Trustee Fedewa noted that this area was weak well before COVID. She mentioned that she received a congratulatory letter on her election to the Board from Representative Elissa Slotkin. The Representative stated that she is available if the Trustee wanted to reach out at any time. Perhaps we should take her up on it. Vice-President Naylor agreed that developing relationships with our representatives is important. President DeRosier mentioned the MLA Advocacy Day in Lansing. She is interested in attending and is tracking information and will provide the Board with updates. Beginning with local and county organizations is a start with hopefully ramping

up more next year. Trustee Thompson noted that the library has a better relationship with Hartland Township, Hartland Schools, and the Hartland Chamber since Partners in Progress was started a few years ago. The library initially pushed for the collaboration, now our community is better off for it. Vice-President Naylor asked if the PIP meetings were open to anyone. The Director said no, March 9 is the next leadership meeting. The group is hoping to have an all boards meeting of PIP participants in June for networking. President DeRosier would like to see us be a part of the Township and School Board meetings at least at the call to the public to relay what is happening at the library. She will also pursue getting on their agendas.

Overall, the Board had a 100% rating on the decision making, strategic planning, finance, and professional development portions of the self-evaluation.

### **C. Ad hoc Millage Committee**

Ad hoc Millage  
Committee

Vice-President Naylor and Trustee Fedewa have offered to join President DeRosier in forming a millage committee to work on the 2022 millage renewal. The President is asking for each Trustee to recommend three community members to her to be asked to join the committee. Please send the names to the full board by March 1.

The Director and Admin Asst will seek the names of those who served on the last millage renewal committee (if available) and those that worked on the Strategic Planning committee and library bond issues.

### **D. Review Policy 7002, Personnel Policy & Employee Handbook**

Employee  
Handbook

President DeRosier is pleased that all Board policies have been uploaded to the shared Board google drive. Also, the employee handbook and other documents pertinent for accessing by the Trustees updated and all in one place.

Secretary Cafmeyer pointed out that there are some revisions/updates to the employee handbook that are separate pages, not collated into the original.

The Director will be going over the handbook, updating and making changes relevant to the times and the new administration. In the meantime, the current handbook will be collated and uploaded to the google drive.

## **VII. Decision: Non warranted**

**VIII. Information**

Upcoming meeting dates include: **ALL ZOOM MEETINGS**

Upcoming Meeting Dates

March 10	Community Relations & Strategic Planning Committee, 9:30am
March 11	Finance Committee, 2:00 pm
March 4	Personnel Committee, 7:00 pm
March 18	Board of Trustees meeting, 7:00 pm, Virtual

**IX. Agenda Items for Next Meeting**

Items for next meeting

- Strategic Plan 2018-2022
- Review of Board Operating Procedures Manual
- Findings from Comm Rel & Strategic Plan Committee
- Ad-hoc millage committee

**X. Call to the Public:** No comments from the public.

Public Call

President DeRosier shared that Trustee Fedewa was nominated for a very prestigious award. Trustee Fedewa explained that she was nominated for the Sybil Atwood Award given to community change agents making a great impact on their community. She was not selected but considers it an incredible honor just to be nominated. Congratulations from the Board.

**XI. Adjournment:**

Adjournment

Motion by Trustee Thompson, seconded by Secretary Cafmeyer to adjourn at 7:56 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:

- 1/21/2021 Proposed Regular Meeting Minutes
- January 2020 Financial Reports & Checks Issued Totals
- January 2020 CDL Investment Performance Report
- Director’s Report 2/18/2021 w/January 2020 Patron Comments
- CDL Statistics for January 2020 & updated CDL 4-year Circulation Graph
- January Director’s Report to the Friends
- Community Relations & Strategic Planning Committee Meeting Minutes, 2/10/2021
- Finance Committee Meeting Minutes, 2/11/2021
- Personnel Committee Meeting Minutes, 2/4/2021

- Strategic Plan Progress Report, 1/12/2021-2/9/2021
- Policy 7002, Personnel Policy & Employee Handbook
- Employee Handbook, revised July 1, 2018
- Tails & Tales Summer concert series 2021 Sponsorship form
- Reviewed stickers for Policies 6020, 6025, 6026
- *Board & Administrator*, February 2021