

Cromaine District Library
Regular Board Meeting
Thursday, February 15, 2018

APPROVED

Members Present: Black, Cafmeyer, DeRosier, Lewis, Oemke, Sargent, Thompson
Members Absent: None
Staff Present: Director Marlow, Barb Rentola, Janice Yaklin
Guests: Larry Ciofu, Steve Sinkovich

I. President Lewis called the meeting to order at 7:00 p.m. in the Community Room of the Cromaine Village Library.

II. **Approval of agenda**

Agenda Approval

Member DeRosier moved to approve the agenda, seconded by Member Cafmeyer. Passed unanimously.

III. **Approval of Consent Calendar**

Consent Calendar Approval

The Planning Committee minutes were distributed at the meeting. Member DeRosier moved to approve the agenda as amended, changing “possibly” to “possible” at the beginning of the 6th line under Committee meetings and dates on page one of the 2/15/18 minutes, seconded by Member Cafmeyer. Passed unanimously.

- A. Approval of minutes, 1/18/18
- B. Acknowledge receipt of the January Financial Report and payment of January invoices totaling \$47,060.79 and payroll obligations totaling \$74,150.80.
- C. Director’s Report
- D. Committee Reports
 - Community Relations February 2
 - Finance February 8
 - Personnel February 1
 - Planning February 14

IV. **Call to the Public:**

Steve Sinkovich said he wants to compliment this group, because they have "really held up the heritage of this place." Cromaine was one of the reasons his family chose to live here when they came in the 1980s. For him, the real selling point (descriptive of the library's character) was that Mad Magazine is offered. Janice responded by saying, Hello.

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:

Google reports that in January 2018, 8,053 people found us via google, 206 asked for directions to our site, 516 visited our web site, and 85 called us from our google listing. All of these numbers are up 26-27% from December 2017.

The Friends report that the January book, media, and bake sale were a success: the book sale earned \$2,359.76; the sales from the shelves on the first floor

during the sale set-up and sale itself were \$168.50; the bake sale brought in \$536.17; and donations were \$169.39. TOTAL: \$3,233.82. At the sale, the concept of a Thanksgiving pie sale for November 2018 (brought to the Friends by Barb Rentola who with adult volunteer Lisa Bannister will manage the fundraiser) got a lot of talk, concluding it will be done. The Friends are also set up for a Deneweth's fundraiser on Memorial Day weekend, with 20% of all sales on Saturday, May 26 and Sunday, May 27 going to the Friends of Cromaine.

The Chocolate Party fundraiser was a definite success! 57 signed up and paid for the event at \$10 nonrefundable each. There were 9 beverages for tasting; Carol Schuler of Sweet Variations in Fenton led us on a merry chase with chocolate trivia; another 10 chocolate and chocolate-based items for tasting from around the world were offered; and everyone went home with a Sweet Variations truffle. Because so much of the goodies—beverages, tasting items, and take-home truffles were donated—the return was worthwhile. The individual departments also fared well with their dollar vote donations for specific items, garnering \$67 in all.

Marta Jackson shared that after completing Miss Bekah's Valentine themed Scavenger Hunt a 7-year-old exclaimed, "This library is amazing! I wish we could live here."

The Library of Michigan has notified Cromaine that while we were slotted to have a Michigan Notable Book Author visit this spring, the chosen author (not revealed) has decided to greatly reduce the number of visits and so ours will not be held. And, of course, we are encouraged to apply again next year. It is a difficult program to manage given the number of Michigan Notable Books and Authors and the huge number of applications each year.

One of our residents, Pat Convery, has been the Director of the Howell Chamber of Commerce for 28 years. Pat will retire as of March 2, 2018. Pat has been very successful in her role in the Livingston community and while I know she'll be missed at the Chamber, I look forward to possibly seeing more of her here in Hartland.

Forty-eight documents were sent to Library Strategies today for their review and to inform them about the area and Hartland's Cromaine.

Scholarship announcements are out to the Hartland Schools and to our teen volunteers.

Cromaine will be one of the stops to search for "Tweet" between March 1 and March 30—a scavenger hunt from Venture Church which is also a fundraiser for LaCasa.

Hartland's Cromaine will be a sponsor for the Hartland Polo Classic with a banner on the fence. This is scheduled for June 9, 2018.

Winterfest's wrap-up meeting concluded with the likely move of the event for 2019 to early or mid-February. (Larry Ciofu said the initial date being investigated—to make sure there are no conflicts in the community—is February 9, 2019.)

Questions and Comments from the Trustees:

Treasurer Sargent asked if the donor of the large \$4,500 gift can be identified. The Library Director said that it is anonymous for now, but shortly, the new \$1,000 donor board will be up and the first name on it is that donor. She explained that several uses are being examined, all around the concept of local history, from purchasing more database resources to new or added furnishings. Member DeRosier said that she really enjoyed reading the comments this month and especially enjoyed the engagement from the staff that the comments show. Member Paul Black concurred.

VI. Discussion

A. Strategic Plan 2018-2023

Strategic Plan
2018-2023

Vice President and Planning Committee Chair Thompson reported that the Planning Committee is in touch with community members that the committee identified to be part of the Strategic Planning Group. We are looking at a kick-off meeting of the group with Library Strategies in the first or second week of March. Positive responses so far. President Nancy Lewis asked if we have a signed letter of agreement. Director Marlow noted that the Board agreed to a not-to-exceed amount of over \$18,000 but the signed Memo of Agreement is at an NTE of \$15,500. This is nearly twice what was budgeted. Member DeRosier noted that this is definitely the right direction to take and will be worth the cost.

B. Presentation of Employees' Work Goals' Progress

President Lewis asked the trustees if there were any questions. There were none. The Director noted that the demographic information to be prepared by the Circulation staff was part of the 48 documents sent to Library Strategies today. More information on trends from the American Library Association Conference in Denver was shared with the Youth Department, including Virtual/Augmented/Mixed Reality as library technology programming.

Presentation of
Employees' Work
Goals' Progress

VII. Information

Upcoming meeting dates include:

March 1	Personnel Committee, 6:30 pm, Director's Office
March 7	Community Relations Committee, 10 am, Director's Office
March 8	Finance Committee, 1:00 pm, Director's Office
March 14	Planning Committee, 10 am, Director's Office. This meeting may be waived depending on the finalized date and time of the Strategic Planning Group kick-off meeting.
March 15	Board of Trustees meeting, 7 pm, Community Room

Upcoming
Meeting Dates

VIII. Agenda Items for Next Meeting

- Strategic Plan 2018-2023
- Review Board Operating Procedures Manual
- Report of Board Evaluation

Agenda Items for
Next Meeting

IX. Call to the Public:

Public Call

Larry Ciofu responded humorously by speaking as slowly as possible in order to not "beat the record" for short meetings. He also said that he attended to give congratulations from himself and all of the Hartland Township Trustees on Cromaine winning the Most Improved Business in the Hartland Area Chamber of Commerce Awards of 2017.

Steve Sinkovich shared that in all his time he has not made a complaint, but with this opportunity he wants the library to replace the black and white printer found on the first floor. It is very slow and inefficient. But he has been very happy with Cromaine overall and commends the library for its services.

Janice Yaklin said, Bye.

X. Motion by Vice President Thompson seconded by Member Black to adjourn at 7:23 pm.

Adjournment

KATHLEEN OEMKE, SECRETARY

Barbara Rentola, Recording Secretary
Cromaine District Library Board

Documents distributed to the Board for/at this meeting:

- 1/18/18 Proposed Minutes
- January 2018 Financial Reports & Checks Issued Totals
- January 2018 CDL Investment Performance Report
- Director's Report 2/15/18
- CDL Statistics for January 2018 & updated CDL 4-year Circulation Graph
- Patron Comments Received January 2018
- Community Relations Committee Minutes, 2/2/18
- Finance Committee Action/Decision List, 2/8/18
- Planning Committee Minutes, 2/14/18
- Personnel Committee Minutes, 2/1/18
- 2008-09 through projected 2018-19 Yearly Total Tax Revenue/Total Salary & Benefits Comparison, Revised
- Compensation Committee Conclusions
- Employee Work Goal Mid-Year Progress Director's Memo
- 2018 Board Meeting Schedule
- 2018 Board & Committee Meeting Schedule
- 2018 CDL Closing Calendar, Revised
- TLN Director Newsletter, *Bits and Pieces*, February 2018
- *The Tax Act of 2017: What Just Happened? And What does it Mean for Charities*, Ruth Madrigal, Steptoe & Johnson LLP
- *Board & Administrator*, February 2018