

**Cromaine District Library**

**PROPOSED**

Regular Board Meeting  
Thursday, April 19, 2018

Members Present: Black, Cafmeyer, DeRosier, Lewis, Oemke, Sargent

Members Absent: Thompson

Staff Present: Director Marlow, Barbara Rentola, Janice Yaklin

Guests: Clare Membiela, Library of Michigan Attorney

I. President Lewis called the meeting to order at 7:08 p.m. in the Community Room of the Cromaine Village Library, after a fun Volunteer Reception event attended by 35 volunteers and guests. Magician Proximity Illusions performed individual magic and for the group as a whole.

**II. Approval of agenda**

Agenda Approval

Member DeRosier moved to approve the agenda as amended with the addition of VI. Discussion Item H: Policies 7004 - Staff Recognition Program and 7005 – Compensation of Library Employees, seconded by Member Cafmeyer. Passed unanimously.

**III. Approval of Consent Calendar**

Consent Calendar Approval

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

- A. Approval of minutes, 3/15/18
- B. Acknowledge receipt of the March Financial Reports and payment of March invoices totaling \$61,029.28 and payroll obligations totaling \$62,929.06.
- C. Director’s Report
- D. Committee Reports
  - Community Relations April 4
  - Finance April 12
  - Personnel April 5
  - Planning April 11 (canceled)

**IV. Call to the Public:**

"Hello" from Janice Yaklin.

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:

The first of the two state aid checks for the report submitted for 2016-2017 year arrived today. It is \$9,605.90 and means that our state aid revenue this year has come in about \$1,040 more than anticipated.

Interviews for Adult Services Manager began on Tuesday. We will interview four candidates and will likely hold a second interview with all or some of them. We hope to be able to announce a hire by mid-May, if not earlier.

In both of these cases, we have revamped the interview process significantly. So far, we've been pleased with the changes and believe that we are getting an even better idea of who our candidates are and how they will fit with Cromaïne's culture and customer service style.

Cromaïne will sponsor the May 10 Hartland Area Chamber of Commerce luncheon from 12 to 1:30 pm. This is the annual community update from Hartland Township, Hartland Schools and the Library. If you are able to attend, please be sure to let Barbara Rentola know so that we can make a reservation for you. The luncheon will be held at Dunham Hills Golf Club.

The replacement windows for the 1980 project is nearly complete. It is to be completed Friday, tomorrow. Still outstanding: some interior and exterior caulking, muntin installation, and installation of the arched transom window over the entry door.

The Community Survey for the Strategic Planning process was developed based on the work of the Adult Services staff as their goal for this year. Library Strategies' Stu Wilson reviewed and edited the survey. It was launched Wednesday morning at 8:00 am through a Constant Contact email sent to over 8,000 subscribers. By 8:00 pm, there were 81 responses, many of them providing comments. As of 1:00 pm on Thursday, there are 117 respondents, nearly all of whom live within the district, in Hartland Township, and are female. Interestingly, they are divided pretty evenly across the age groups of 36-75. The deadline for the survey is May 5. There are print forms available which are being distributed at events. In addition, the link to complete the survey will be in the weekly Sunday morning events email as well as the Letter from the Director on Monday morning. Facebook and Twitter posts will also offer the link. Responding online means that responses are summarized by the software, which is extremely helpful. Print responses will need to be tallied and added to the online results.

RSVP post cards are being returned for the Community Retreat which is also part of the Strategic Planning process. As of Thursday, we have 23 who have confirmed they will attend and another 5 who have told me they will, but have not returned an RSVP card yet. Library Strategies would like us to not have more than 60 for optimum facilitation.

Partners in Progress will set up a phone call to discuss brand vs branding with an expert who led a workshop attended by Stefanie Furge. We also met with the associate editor of a new publication, Hartland Neighbors, coming to town. The editor has offered the group a two-page spread in each monthly issue for content about the Hartland area and promoting the brand. While the publication has a limited distribution, each issue cover features a local family and will be seen in doctor and dentist offices and some real estate offices as well. The first issue is expected to launch July or August. Because of its limited distribution (3,600 households) it is not perceived as competition for Community Life. It is a very good, free (other than labor of writing the article) opportunity for Hartland's brand to be promoted and communicated. It will certainly reach beyond the individual focus of the four institutions in Partners in Progress.

## **Questions and Comments from the Trustees:**

Discussion about the new publication's distribution area (very limited to select neighborhoods which will appeal to the advertisers who are mostly higher end medical, dental, financial services), format (glossy, magazine style), whether there is a web site for the firm (the firm believes in print over web) were answered.

President Lewis and Treasurer Sargent asked about the Braille Story Walk and the Story Walk in general. The Director explained this is the third year. The first year was an Eagle Scout project by Noah Kasir. This year, the Library of Michigan offered Braille enhanced Story Walk pages. It is located on the trail between Epley Park and Creekside.

Treasurer Sargent asked if George Kelley has completed his employment with Cromaine. The Director replied he has.

Treasurer Sargent asked if the upgrade of QuickBooks was successful with no loss of data. The Director replied it is perfect.

Treasurer Sargent asked what is a "passive" exhibit. The Director replied that at the Community Resources Fair, the Livingston Libraries put materials out on a table and there is no staff from the libraries to answer questions. The materials are there for everyone passing through during the Livingston Home and Garden Show. This is unlike today's Job Fair, where staff answer lots of questions about job hunting resources and whether the libraries have open positions.

President Lewis invited Secretary Oemke to add verbal to the printed report received tonight. Secretary Oemke was pleased by the turnout and new faces and the support of the Friends with a \$2500 gift for The Great Foodini series next year.

Member DeRosier commented that she was very pleased to read the various reports and public comments. They are wonderful to read, especially the way that the staff works with one another. She commends the Director and the staff for all that they do so well and so cooperatively.

## **VI. Discussion**

### **A. Presentation by Library of Michigan Lawyer, Clare Membiela**

Clare Membiela, Library of Michigan Lawyer, presented the trustees with copies of the new 2017 Trustees Manual. It had not been updated in print since 2004. This group of trustees may be the only group that will each receive a manual. The Library of Michigan will send one copy to each library in the state, but it is expected that the online version will be the one most referred to. There are many links incorporated in the manual, and these are much more easily accessed online than entering from the print version. In Clare's updating of the manual, she paid particular attention to the areas where she has received the most questions. The chapters reflect those frequent areas of inquiry. The appendix now has a table of contents to make it easier to use. The manual is in a looseleaf format, as well, so that new and updated pages can be added. For example, there is legislation right now for an Interstate Library Compact and legislation exempting libraries which provide Narcan, that, when authorized, will have added pages in the manual. Clare also shared several items, SWAG, for MeL.org and MeLCat.

Presentation by  
L of M Lawyer

**B. Strategic Plan 2018-2023**

Strategic Plan  
2018-2023

This was updated in the Director's report and verbal update.

**C. Review Board Operating Procedures Manual**

Review Board  
Operating  
Procedures  
Manual

It was clear that this needed to be done. Trustees had various versions as the final version. The board went through procedure by procedure and clarified, updated, and revised as needed. Extensive discussion was held about the make-up of board committees, noting that only 2 trustees, not 3, need to be on each committee. The benefit of having 3 is that it allows the meetings to be held when 1 trustee cannot attend. Committee meetings will not be held if only 1 trustee is able to attend. In addition, the committees allow 2 members from the community and 2 staff to also be on the committee with a limit of a total not to exceed 8 on each committee. It was agreed that the strategic planning process will help to identify members of the community in particular that may be interested both in committee membership and in trustee positions as they become available. The Library Director and Administrative Assistant will create the final new version, with copies for all. The procedures include three policies which, going forward, will have "stickers" or revised copies for the Procedures Manual as well as for the Policies Manual.

**D. Review of Third-quarter Statistics**

Review of Third  
Quarter Statistics

President Lewis invited the Library Director to comment on the statistics. The Director noted that one question she had was about the drop in the circulation of Teen Books. In talking with Marta Jackson, she was reminded that to create the Tween collection, some books were pulled from the Teens as well as from the Youth collections. Noting that the Youth collection went up (where Tween circulation is shown), and that there is no line for Tween Circulation yet, this accounts for the drop. The books are all still going out well, but the circulation has shifted from one line to another. Member DeRosier compared the monthly circulation chart with the quarterly statistics and was pleased to see a significant upswing which is great in the monthly.

**E. Distribution of Library Director Evaluation Form**

Library Director  
Evaluation Form

President Lewis thanked the various trustees who returned this evaluation already and will follow up with those who have not.

**F. Parking Lot Paving Bid Award**

Parking Lot  
Paving Bid  
Award

Treasurer Sargent explained that of the two finalists, the preferred awardee was 1/3 in cost lower and had great references, including from Hartland Township. Member DeRosier asked if the work was the same or is there a difference in what is being done. Treasurer Sargent replied that it is the same.

**G. Community Relations Review Policies:**

- 3010 – Collection Development
- 4010 – Public Relations & Public Information
- 4020 – Library Meeting Room
- 4030 – Non-library Postings, Displays, and Solicitations

Member Mary Cafmeyer noted that the committee reviewed these and only revised 3010 - Collection Development and 4020 - Meeting Rooms. The changes to be made are highlighted in red or blue in the policies attached to the committee's minutes. There were no questions from the trustees. Secretary Oemke noted that the Friends, Mary Lynn Thomson in particular, were happy to see the changes.

Community  
Relations Review  
Policies

#### **H. Personnel Policies**

President Nancy Lewis and Treasurer Doug Sargent stated that as a result of the Compensation Committee Conclusions, the policy 7004 - Staff Recognition Program was no longer needed and is recommended to be rescinded. Staff recognition will continue in the annual merit pay that recognizes years of service, but not a payment every five years of service. Policy 7005 - Compensation of Library Employees was heavily revised to reflect the Compensation Committee Conclusions and the new pay structure.

Personnel  
Policies

### **VII. Decisions**

#### **A. Parking Lot Paving Bid Award**

Treasurer Sargent moved to approve the hiring of D & H Asphalt as contractor for paving the Cromaïne District Library Henry & Village parking lots. Their bid was \$31,988. The amount budgeted was \$45,000. Seconded by Member Black. Passed unanimously.

Decisions

#### **B. Adopt Board Operating Procedures**

Secretary Oemke moved to adopt the Board Operating Procedures as revised 4/19/18 presented at this meeting. Seconded by Member Cafmeyer. Passed unanimously.

#### **C. Resolution 18-3, Revise Policy 3010, Collection Development**

Member Cafmeyer moved to approve Resolution 18-3, To Revise Policy 3010, Collection Development, Member DeRosier seconded. A roll call vote was taken for approval of the resolution. Ayes: Black, Cafmeyer, DeRosier, Lewis, Oemke, Sargent Nays: None APPROVED

#### **D. Resolution 18-4, Revise Policy 4020, Library Meeting Room Use**

Member Cafmeyer moved to approve Resolution 18-4, To Revise Policy 4020, Library Meeting Room Use, Secretary Oemke seconded. A roll call vote was taken for approval of the resolution. Ayes: Black, Cafmeyer, DeRosier, Lewis, Oemke, Sargent Nays: None APPROVED

#### **E. Resolution 18-5, Rescind Policy 7004, Staff Recognition Program**

Secretary Oemke moved to approve Resolution 18-5, To Rescind Policy 7004, Staff Recognition Program, Treasurer Sargent seconded. A roll call vote was taken for approval of the resolution. Ayes: Black, Cafmeyer, DeRosier, Lewis, Oemke, Sargent Nays: None APPROVED

**F. Resolution 18-6, Revise Policy 7005, Compensation of Library Employees**

Secretary Oemke moved to approve Resolution 18-6, To Revise Policy 7005, Compensation of Library Employees, Treasurer Sargent seconded. A roll call vote was taken for approval of the resolution. Ayes: Black, Cafmeyer, DeRosier, Lewis, Oemke, Sargent Nays: None APPROVED

**VIII. Information**

Upcoming meeting dates include:

Upcoming Meeting Dates

	The Community Relations Committee cannot meet May 4 and an alternate date of May 1, May 3, or May 7 needs to be determined.
May 3	Personnel Committee, 6:30 pm, Director's Office
May 9	Planning Committee, 10 am, Director's Office.
May 10	Finance Committee, 2:00 pm, Director's Office
May 17	Board of Trustees meeting, 7 pm, Community Room

Thursday, May 10, 12-1:30 pm is the Hartland Area Chamber of Commerce Community Update luncheon which Cromaine sponsors.

**IX. Agenda Items for Next Meeting**

Agenda Items for Next Meeting

- Strategic Plan 2018-2023
- Report of Director's Evaluation
- Operating, Improvement, & Gift Fund Budgets estimated year-end for 2017-2018 and proposed for 2018-2019 presented for discussion
- Calling a 2018-2019 Operating Fund Budget hearing for June meeting (resolution)
- Memorial Day Parade

**X. Call to the Public:**

Public Call

Janice Yaklin expressed "for all the work you do here, the staff appreciates hearing you appreciate us. Thank you."  
 Clare Membiela commented (during the meeting) that it is great to attend a board meeting with lots of laughter. So often she is called to board meetings when there are problems. She also noted that receiving the state aid check at this point means that this library's state aid report was one of the earliest turned in. It is frustrating to answer the questions from libraries about "where is our state aid check" when it is up to the libraries to complete the state aid reports which drives the order the checks are issued

X. Motion by Secretary Oemke seconded by Treasurer Sargent to adjourn at 8:48p.m.

Adjournment

KATHLEEN OEMKE, SECRETARY

Barbara Rentola, Recording Secretary  
 Cromaine District Library Board

Documents distributed to the Board for/at this meeting:

- 3/15/18 Proposed Minutes
- March 2018 Financial Reports & Checks Issued Totals
- March 2018 CDL Investment Performance Report
- Director's Report 4/19/18
- CDL Statistics for March 2018 & updated CDL 4-year Circulation Graph
- Patron Comments Received March 2018
- Community Relations Committee Minutes, 4/4/18 w/revised policies 3010 & 4020 attached
- Finance Committee Action/Decision List, 4/12/18
- Personnel Committee Minutes, 4/5/18 w/revised policy 7005 attached
- Third-quarter & 2<sup>nd</sup>-quarter Statistics w/memo attached
- Library Director 2017-2018 Board Evaluation Form w/memo attached
- Resolution 18-3, Revise Policy 3010, Collection Development w/revised policy attached
- Resolution 18-4, Revise Policy 4020, Library Meeting Room Use w/revised policy attached
- Resolution 18-5, Rescind Policy 7004, Staff Recognition Program w/rescinded policy attached
- Resolution 18-6, Revise Policy 7005, Compensation of Library Employees w/revised policy attached
- Director's quarterly Report to the Friends
- Secretary Oemke's report from 4/10/18 Friends Meeting
- Friends of Cromaine & Hartland Home & Garden Club's Deneweth's fundraiser reminders
- 2017 Michigan Public Library Trustee Manual
- MeL Statewide Library Resources
- United for Libraries Information Sheet
- 2018 Annual PLDS Survey Brochure of Cromaine Library Statistics
- *Board & Administrator*, April 2018