Regular Board Meeting
Thursday, March 21, 2019

Trustees Present: Cafmeyer, DeRosier, Lewis, Naylor, Sargent, Thompson
Trustees Absent: Oemke
Staff Present: Stefanie Furge, Director Marlow, Barbara Rentola, Beth Schrader

I. President Lewis called the meeting to order at 7:01 p.m. in the Community Room of the Cromaine Library.

II. Approval of agenda

Member Thompson moved to approve the agenda, seconded by Vice President DeRosier. Passed unanimously.

III. Approval of Consent Agenda

A. Approval of regular meeting minutes, 2/21/2019
B. Acknowledge receipt of the February Financial Reports and payment of February invoices totaling $46,310.47 and payroll obligations totaling $80,257.31.
C. Director’s Report
D. Committee Reports
   Community Relations March 13
   Finance March 13
   Personnel March 7
   Planning March 13

IV. Call to the Public: Stefanie Furge said hello.

VI. Director’s Report – Update and Comments from the Community

The Director’s printed report was updated verbally with the following:

Google reports that in February 8,644 found Cromaine on the Internet. Of the recorded queries, 214 asked for directions to Cromaine, 686 visited the web site, and 177 called Cromaine (or clicked on the phone number).

Monday, March 18, Marta shared this email with her team and me.

“Do you know that in the last 3 weeks we have:
1. Conducted 6 visits to schools, including one assembly, 2 literacy & science fair nights, one high school English dept. meeting, one character classroom visit and one day care center visit
2. Had 5 schools visit Cromaine for teacher reading nights & field trips
3. Reached 500+ families at an early literacy event
4. Started a new session of storytimes
5. Launched a new weekly program (Open Play) and are about to launch new monthly program (Homeschool Discovery Club)
6. Had Heather read aloud to AN ENTIRE ELEMENTARY SCHOOL
7. Had Maeve dance in a Clifford costume for an entire elementary school
and unexpected read aloud to at least 6 classrooms
8. Had Loni visit classrooms in a Cookie Mouse costume (& precariously fit Cookie Mouse's larger than life head through door frames)
9. Had Bekah help families play in a kiddie pool sensory bin for 2 hours straight and organize a Peeps Contest
10. Had Carolyn make high school English teachers fall so deeply in love with her that they want her in their classrooms as often as possible

In a nutshell, you've touched the lives of HUNDREDS of children and families in a very short amount of time. Today may just be another Monday, but please pat yourself on the back and know you have accomplished amazing things! Plus, perhaps take a nap when you get home because simply reading that list is enough to make someone tired. “

Volunteers gave 348 hours over the past month: 240.25 adult hours and 107.75 teen hours.

There was discussion, but no decisions made at the February meeting of the Board.

Distributed tonight is a copy of the Library’s submission/self-nomination for the Michigan Humanities Council’s first-ever Community Impact Award. Because of our participation in the national Project Outcome and because the results of evaluations were entered by staff, the data provided reinforced the community impact of the Orphan Train series at Hartland’s Cromaine Library for this community. Several other projects could have been chosen as excellent examples—Hartland SOUP, Family Fun Day—but this tied most specifically to the humanities.

Questions and Comments: The Director commented that all of the staff are constantly making a difference, but this is one example in detail. Vice President DeRosier said that we have an amazing staff. Treasurer Sargent commented that all of this fits right in with the strategic plan. President Lewis said it surprises me how much more awesome we/they can get. President Lewis commended the Director for her leadership. President Lewis asked about Books on the Menu--whose idea was it? Director Marlow explained that a patron, Ian Comly, sent her the concept which she shared with Circulation Manager Donna Janke. The name was from the Director, but the materials and making it work are the collaboration of Ian on behalf of the drivers, Donna, and Meals on Wheels. Vice President DeRosier asked when is the next staff in-service. Director Marlow replied May 10. Vice President DeRosier stated that it may be a good time to express appreciation to the staff for all that they are doing--lunch or some other acknowledgment.

Update from Beth Schrader, Community Relations Manager: Very excited to welcome Shelby Dinser as the Web Site/Program Assistant. Another set of hands to help with all of the activities is very welcome. Stefanie Furge has rolled out the Hartland Living.com web site, and the Community Calendar in particular is getting an amazing response. The next Hartland SOUP is April 11 and Stefanie has managed to engage the first business partner for SOUP, Dunham Hills Golf Club, who will provide not only the site, but all of the food
for the event. Thursday, April 11 at 6:30 pm is the next Hartland SOUP. Beth
shared that the American Creed series has concluded. The presentation by the
War Dog Memorial was especially appreciated. The Building a Communal
Table for Generations series in May, funded by the Livingston County
Consortium on Aging, only has three spots left for grandparent and grandchild
couples. Another grant program, the Michigan Notable Book program, has the
author and illustrator, both, of Lake Michigan Mermaid coming to Cromaine
June 27 at 7:00 pm. This is a beautiful book and the team’s talk will focus on
writing as a team. And there will be cake! Pending grants are the Big Read of
Lab Girl about which we should learn early April; an LSTA grant for using
virtual reality with special needs teens; and a Michigan Touring Arts Agency
grant to help with the Alan Turner concert during the summer concert series.
The summer concert series starts with a family picnic and concert June 18, The
Best of Open Mic partnering with the Hartland Senior Activity Center July 2,
and we’re planning to bring in food trucks to help provide food during the
summer after the Ranger's 4-H one time for the June 25 Steve King & the
Dittilies concert.

Treasurer Sargent said this is a very active department and a nice update.
Trustee Thompson noted that the Hartland Community Chapel is interested in
helping with the food at the concerts. Director Marlow will give Beth the
contact information.

VII. Discussion
A. Strategic Plan 2018-2022
Vice President DeRosier said this report and all that is being done is just
fantastic! Treasurer Sargent added, it is quite impressive. There were no
questions.

B. Board Education Moment: Board Meetings
Board Meetings video from Short Takes for Trustees series produced by United
for Libraries was shown. Upon conclusion, both Treasurer Sargent and Trustee
Naylor said this was one of the better ones. Director Marlow commented that at
the conclusion of the video, the point was made that board leadership is key to a
successful library. She stated that because of the policies and budget work this
board does, the staff is able to do so much more.

C. Board Operating Procedures
The trustees had no revisions for these.

D. Coffee Cart Update
After discussion, the following was concluded - Vice President DeRosier has
the cups, coffee pot, and coffee, all of which she is donating to this project.
President Lewis will get the sugar, sweetener, creamer, and wood stirrers. The
project will launch during National Library Week, April 7-13. Trustees will
make coffee and, either with the pot or carafes, offer it on these days, times,
locations: Monday, April 8, 2-3 pm, in the "bistro area" on the second floor
outside the Teen Room (Treasurer Sargent, Trustee Thompson, Vice President
DeRosier?) to tie into the ALIVE program (which is 1:30-3-ish pm); Tuesday,
April 9, 9:30 am to 9:45 am at the blue counter on the second floor (Trustee Oemke, Trustee Naylor, Vice President DeRosier) to tie into the Little Learners story times at 9:30 and 10:30 am (Trustee Oemke, Trustee Naylor and Vice President DeRosier prior to and after Community Relations' meeting at 10 am), and Thursday, April 11 at 2:00 pm at the Blue Counter (Vice President DeRosier) to tie into the Homeschool Book Club at 2:00 pm. More dates will be determined at the April 18 Board meeting. Director Marlow said she'll provide strategic planning brochures and some conversation starter questions. The Coffee with a Trustee events will be promoted in the events calendar.

E. Hartland Music Hall Agreement

President Lewis asked if there were any questions about the agreement. There were none. Secretary Cafmeyer commented, and other trustees agreed, that the shift from lease to agreement helped.

VIII. Decision

A. Motion to Approve Music Hall Agreement

Trustee Thompson made a motion that the Cromaine District Library confirm and sign the agreement with the Hartland Consolidated Schools Foundation to take over the operation of the Hartland Music Hall, as specified in the agreement. Secretary Cafmeyer seconded the motion. It was unanimously approved. (Trustee Oemke had emailed her approval as well.)

IX. Information

Upcoming meeting dates include:

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<th>Date</th>
<th>Meeting</th>
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<tr>
<td>April 9</td>
<td>Community Relations, 10:00 am, South Meeting Room</td>
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<td>April 9</td>
<td>Personnel Committee, 6:30 pm, Director’s Office</td>
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<tr>
<td>April 11</td>
<td>Finance Committee, 2:00 pm, Director’s Office (Trustee Thompson Absent)</td>
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<td>No Mtg</td>
<td>Planning Committee - Third quarter statistics review will be done via email.</td>
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<td>April 18</td>
<td>Board of Trustees meeting, 7:00 pm, Community Room Treasurer Sargent is unable to attend this meeting.</td>
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Other dates of importance
Monday, April 8 at 2:00 pm at the second floor "bistro area" - Coffee with a Trustee
Tuesday, April 9 at 9:30 am at the second floor blue counter - Coffee with a Trustee
Thursday, April 11 at 2:00 pm at the second floor blue counter - Coffee with a Trustee
Thursday, April 11 at 6:30 pm at Dunham Hills Golf Club - Hartland SOUP

Director Marlow had the wrong date for the Chamber's Community Update. It will be held Thursday, May 10 from 12-1:30 pm and all trustees are welcomed. Cromaine, along with the Schools, the Township, and Hartland Living, will give presentations. The Hartland Farmers' Market will sponsor the event.
X. **Agenda Items for Next Meeting**

- Strategic Plan 2018-2022
- Review of third-quarter statistics
- Distribution of Library Director evaluation form
- Community Relations reviews policies
  - 3010-Collection Development
  - 4010-Public Relations & Public information
  - 4020-Library Meeting Room Use
  - 4030-Non-Library Postings, displays, & solicitations
  - 4040-Library Blog & Social Media Sites Guidelines

There will be no Volunteer Recognition Event. Instead, a letter of thanks stating that their service is unforgettable, along with a seed packet is being sent to each adult volunteer. Those adult volunteers who have "worked" a certain number of hours will also have a book plated in their honor and their letter will include a photo of the book cover plus how to have it placed on hold for them.

XI. **Call to the Public** – No Response

XII. **Adjournment:**

Motion by Vice President DeRosier, seconded by Member Thompson to adjourn at 8:09 pm.

MARY CAFMeyer, SECRETARY  
Cromaine District Library Board

Barbara Rentola, Recording Secretary  
Cromaine District Library Board

Documents distributed to the Board for/at this meeting:

- 2/21/19 Proposed Regular Meeting Minutes
- February 2019 Financial Reports & Checks Issued Totals
- February 2019 CDL Investment Performance Report
- Director’s Report 3/21/19
- CDL Statistics for February 2019 & updated CDL 4-year Circulation Graph
- Comments from the Community February 2019
- Community Relations Committee Meeting Minutes, 3/13/19
- Finance Committee Action/Decision List, 3/13/19
- Personnel Committee Meeting Minutes, 3/7/19
- Planning Committee Meeting Minutes, 3/13/19
- Strategic Plan 2018-2022 Progress Report, 3/21/19
- Short Takes for Trustees: Board Meetings Handout
- 2 copies of Hartland Music Hall Agreement with Director’s Memo
- Nomination for Michigan Humanities Council’s Community Impact Partner of the Year
- Livingston HSCB quarterly newsletter, Spring 2019
- Livingston County Senior Nutrition Program Newsletter

Cromaine District Library – Board Meeting  
March 21, 2019
• February 2019 *Library Journal* articles: More Service than Circ, Stable Support, and Circ Shift
• *Board & Administrator*, March 2019