

Trustees Present Virtually: Mary Cafmeyer, Kate DeRosier, Rebecca Fedewa, Nancy Lewis, Holly Naylor, Doug Sargent

Members Absent: Don Thompson

Staff Present Virtually: Mallorie DeVilbiss, Barbara Berlin, Glenn Fisher, Pam Holtz

Public Present Virtually: None

I. President DeRosier called the virtual meeting to order at 7:00 p.m.

II. **Approval of agenda**

Agenda Approval

Trustee Lewis moved to approve the agenda, seconded by Trustee Fedewa.  
Passed unanimously.

III. **Approval of Consent Agenda**

Consent Calendar  
Approval

President DeRosier requested the Community Relations & Strategic Planning minutes be removed from the consent agenda to Discussion Item VI.G. Trustee Fedewa moved to approve the consent agenda as amended, seconded by Vice President Naylor. Passed unanimously.

- A. Approval of regular meeting minutes, 3/18/2021.
- B. Acknowledge receipt of the March Financial Reports and payment of March invoices totaling \$49,836.84 and payroll obligations totaling \$112,705.40.
- C. Director's Report
- D. Committee Reports
  - Community Relations & Strategic Planning April 14 (emailed before meeting)
  - Personnel April 1
  - Finance April 13 (emailed before meeting)

IV. **Call to the Public:** No comment.

Call to the Public

V. **Director's Report – Update and Comments from the Community**

Director's Update

**Verbal Update:**

The Friends recent book sale by appointment netted \$800 with 100 in attendance overall. Their next meeting is Tuesday, April 20, where they will discuss the viability of a book sale in June and other projects.

AcornTV is being discontinued by our vendor as of May 14th. We are disappointed since this has been a popular service. TLN is in talks with other vendors, and AcornTV directly, about offering the product again through another vendor.

We have \$2,200 left to spend in the CARES Act grant we received last summer. Glenn is looking into creating a laptop with accessories for patrons to check out.

It would include a headset so it could be used for virtual interviews or meetings. The grant was used initially to purchase touchless faucets, PPE, and tech items.

Partners in Progress have tentatively scheduled an All-Board meeting for Wednesday, August 25 at 6:30pm at the Settlers Park Pavilion. No other details at this time, but please mark your calendars.

**Questions/Comments from the Board:**

President DeRosier has concerns about making sure that the computer is deleted of previous patron’s information for privacy before being checked out again. *Glenn is on top of this issue and will use best practices to make sure the computer is cleaned and ready for the next use.*

Secretary Cafmeyer pointed out a misspelling of newest staff member Tenely Smith’s name in the Personnel Committee minutes. *It will be changed for the record.*

**VI. Discussion**

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

Strategic Plan  
2018-2022

No questions. Moving forward. The Director is excited to have upcoming projects. President DeRosier appreciates the new garden, making connections with Hartland Township on the Settler’s Park project, and the Poetry Walk this month.

**B. Review of third-quarter statistics**

Review of third-  
quarter statistics

No comments.

**C. Board Operating Procedures Manual Revisions**

Board Operating  
Procedures  
Manual Revisions

President DeRosier, Trustee Lewis, and Secretary Cafmeyer found discrepancies in Operating Procedure 8007. This agenda item is being removed and tabled until the May meeting. The Personnel Committee will review it at their next meeting and provide a revised version. Ultimately the entire manual will be reprinted for the Board.

**D. National Library Week & MLA Advocacy Day**

NLW & MLA  
Advocacy Day

Tuesday, April 20, President DeRosier has individual virtual meetings scheduled with Michigan legislators Bob Bezotte and Lana Theis. One item of concern is upcoming legislation regarding eliminating one election date a year; from May, August, and November elections to June and November only. In our area “taxing competition” between local taxing authorities is a concern. She will make a report to the Board at the next meeting.

**E. Ad hoc Millage Committee**

Ad hoc Millage  
Committee

This agenda item is being removed and tabled until the May meeting.

**F. Community Relations & Strategic Planning Review policies:**

CR & SP Policy Review

- 3010 – Collection Development
- 4010 – Public Relations & Public Information
- 4020 – Library Meeting Room Use
- 4030 – Non-library Postings, Displays, and Solicitations
- 4040 – Library Blog and Social Media Sites

The only revisions are in Policy 4030. They will be approved by resolution under Discussion Item VII.B.

**G. Community Relations & Strategic Planning Minutes**

CR & SP Minutes

President DeRosier thanked the Committee for their review of the Board Self-Evaluation and revisions suggested. Other than removing the word “actively” in the first statement, the changes will be recommended for adoption. The Personnel Committee will review at their next meeting.

**VII. Decision**

Motion to adopt changes to Board Operating Procedures Manual

**A. Motion to adopt changes to Board Operating Procedures Manual**

This motion is being tabled until the May meeting.

~~Trustee \_\_\_\_\_ moved to approve the changes to Board Operating Procedures 8000, 8005 & 8007 as presented, seconded by Trustee \_\_\_\_\_.~~

**B. Resolution 2021-3; Policy 4030, Non-library Postings, Displays, and Solicitations; Revising**

Treasurer Sargent moved to approve Resolution 2021-3; Policy 4030, Non-library Postings, Displays, and Solicitations; Revising, seconded by Vice President Naylor. A roll call vote was taken for approval of the resolution.  
Ayes: Mary Cafmeyer, Kate DeRosier, Rebecca Fedewa, Nancy Lewis, Holly Naylor, Doug Sargent  
Nays: None Resolution approved.

**VIII. Information**

Upcoming Meeting Dates

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

May 12	Community Relations & Strategic Planning Committee, 9:00am
May 13	Finance Committee, 2:00 pm
May 6	Personnel Committee, 7:00 pm
May 20	Board of Trustees meeting, 7:00 pm; Vice President Naylor may be absent
June 3	Board Budget Workshop, 7:00 pm; please go over the proposed budgets in your May packet before the meeting. The workshop will be for asking questions, no decisions will be made.

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|-----|---|------------------------|
| IX. | <b>Agenda Items for Next Meeting</b>  | Items for next meeting |
|     | <ul style="list-style-type: none"> <li>• Strategic Plan 2018-2022</li> <li>• Proposed Budgets presented for discussion</li> <li>• Calling an Operating Fund Budget hearing for June meeting (resolution, LCPDA notice)</li> <li>• Board Operating Procedures Manual Revisions</li> <li>• Ad hoc Millage Committee Proposed Calendar</li> <li>• Report on MLA Advocacy Day Meetings</li> <li>• Personnel Committee Review policies: <ul style="list-style-type: none"> <li>8008 – Ethics</li> <li>8009 – Board Policy Development</li> <li>8011 – Board Compensation &amp; Expenses</li> </ul> </li> </ul> |                        |
| X.  | <b>Call to the Public:</b> No comment.  | Public Call            |
| XI. | <b>Adjournment:</b>   | Adjournment            |
|     | Motion by Vice President Naylor, seconded by Trustee Fedewa to adjourn at 7:42 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:

- 3/18/2021 Proposed Regular Meeting Minutes
- March 2021 Financial Reports & Checks Issued Totals
- March 2021 CDL Investment Performance Report
- Director’s Report 4/15/2021 w/March 2021 Patron Comments
- CDL Statistics for March 2020 & updated CDL 4-year Circulation Graph
- Third-quarter statistics
- Community Relations & Strategic Planning Committee Meeting Minutes, 4/14/2021
- Finance Committee Meeting Minutes, 4/13/2021
- Personnel Committee Meeting Minutes, 4/1/2021
- Strategic Plan Progress Report, 2/9/21-3/9/21
- Board Operating Manual Policies w/revisions
- Revised Policy 4030
- Resolution 2021-3; Policy 4030, Non-library Postings, Displays, and Solicitations; Revising
- *Board & Administrator*, March 2021 & April 2021