Cromaine District Library

Regular Board Meeting
Thursday, April 18, 2019

Trustees Present: Cafmeyer, DeRosier, Lewis, Naylor, Oemke, Thompson

Trustees Absent: Sargent

Staff Present: Glenn Fischer, Stefanie Furge, Director Marlow, Barbara Rentola.

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

II. Approval of agenda

A request by the Library Director for a closed session amended the agenda to add Discussion Item F. Member Thompson moved to approve the agenda as amended, seconded by Member Oemke. Passed unanimously.

III. Approval of Consent Agenda

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

A. Approval of regular meeting minutes, 3/21/2019
B. Acknowledge receipt of the March Financial Reports and payment of March invoices totaling $40,782.50 and payroll obligations totaling $81,274.45.
C. Director’s Report
D. Committee Reports
   Community Relations April 9
   Finance April 11
   Personnel April 9
   Planning No Meeting

IV. Call to the Public: Stefanie Furge said, "Hi everyone. Thank you for what you do for the Library."

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 March 9,005 people found Cromaine on the Internet through Google. Of the recorded queries, 257 asked for directions to Cromaine, 742 visited the web site, and 129 called Cromaine (or clicked on the phone number).

Volunteers gave 134.5 hours over the past month: 112.75 adult hours and 21.75 teen hours. From April 1, 2018 through March 31, 2019, volunteers gave nearly 3,000 hours to Cromaine, an estimated value of $132,000.

The decision to sign the Hartland Music Hall agreement was made at the March meeting. The agreement has since been signed by the Hartland Consolidated Schools Foundation and Hartland Consolidated Schools, the Foundation’s agent. Steps are underway for the announcement and details of this agreement, but are not yet ready. An initial productive meeting of the Director, Administrative Assistant, and Michelle Otis, Community Education Director was held April 17. Communication tools have been established that
Community Ed will share with existing reservations.

After Hartland Living was given an “exclusive” on the release of the 2019-2020 school calendar, the Facebook likes for Hartland Living jumped from what was reported in the Director’s printed report to nearly 900 – almost a 30%+ jump with that one post.

The window replacement project has moved very quickly. The Teen Room windows are expected to be trimmed completely today. The crew will work Good Friday. Replacing and trimming the Community Windows will finish, the firm believes by Wednesday, April 24, followed by painting—well ahead of schedule. Other than the Teen Room window openings being out of plumb, there have been no major issues so far.

As reported on email, Cromaine has won a Library of Michigan Library Technology & Services Act grant. The amount is a little less than $1,000 to purchase items that had been included in the draft FY 2019-2020 Improvement Fund budget and can now be omitted from that. Four sessions of AR/VR for Teens with Sensory Needs are included in the summer calendar.

The Hartland Home & Garden Club is eager to get back to finishing up the installation of the irrigation system. They have, however, hit a block – the sidewalk outside the west entrance of the 1927 may need to be pulled and replaced as there is far too much debris under the ground to get the line through. The plan is to plant by mid-May and irrigation needs to be in place for that planting to survive.

Cromaine provided Hartland Living mugs to all of the members of the four Partners in Progress boards as a celebration of a two-year phase of the branding and implementation of the new web site and social media accounts. Cromaine staff will also receive a mug at the May 10 in-service event.

The Friends of Cromaine agreed to provide a $10,000 gift to cover most of the cost of the new blinds for the Teen and Community Rooms. This item was in the FY 2019-2020 Improvement Fund budget which would have delayed installation.

Trustee Oemke asked about the difference between Augmented Reality (AR) and Virtual Reality (VR), relevant to the award of the LSTA grant. Her daughter explained it as one uses goggles or head gear and the other does not. Glenn explained that head gear can be used with either one, but that AR provides an "overlay" image to reality. So, one can, with or without head gear, look through a device, such as an IPhone, and the AR images will be superimposed on the actual visuals. VR will require head gear and will provide the entire image being seen.

**Friends Meeting Update:**

Trustee Thompson attended the April 16 Friends of Cromaine meeting on behalf of Trustee Oemke. The primary focus of discussion at the meeting was the upcoming book sale and the commitment made to have fewer boxes to store after the free hour on Sunday. Trustee Oemke asked if there was any discussion of online selling at the meeting. Trustee Thompson said no. The Director noted that this has been discussed before and dismissed because it would take a lot more and new kind of work.
Update from Glenn Fischer, Technology Manager:
This year in technology one of the biggest improvements was to replace a key server. Glenn reported that he chose a new kind of server which includes four hard drives. In the past, if a part of the server went down, the entire server went down. With the new one, if a hard drive goes down, then the other three pick up and there is no loss of data or service. He also increased the server size from less than one terabyte to 5.4 terabytes, giving the Library room for some time. That is especially important with the significant increase in video and audio files the Library is creating and acquiring.

Another new feature, right out of the strategic plan, is the creation of podcasts. Cromaine Library is now podcasting using the Anchor FM platform. Once recorded there, the platform releases the podcasts on the Library's behalf to a host of outlets, including Apple, Google, Spotify, Stitcher, and increasingly others. There are four podcasts now that can be found on Anchor.FM/Cromaine. All current ones are connected to the American Creed series and are interviews with area residents who have gone through the process or are in the process of becoming US citizens. More podcasts are in the works.

A third, long-desired, improvement is the laptop charging cart. This is a device about the size of a chest freezer or small refrigerator that can hold all of the Library's laptops, tablets, and IPads and be plugged into to recharge. It is on wheels, so it is easy to move into a program or an event. Before this, if a group of laptops were to be used in a program, the staff would pick up a banker box with laptops in them, plus a canvas bag or power cords, plus a popcorn tin of mice. This is so much easier and efficient in its one-plug technology.

Trustee Oemke asked Glenn about the Computers in Libraries conference he just attended. Glenn reported that the conference provided some new ideas. One of the sessions he especially liked was about "future-proofing" the library--assuring that the technology is not only kept up-to-date, but also not invested in faddish or unlikely-to-continue trends. As he listened to the speaker, he found it affirming of the choices that this library has made and also has some things to look into going forward. Trustee Oemke and others thanked him for his future-proofing of Cromaine. Secretary Cafmeyer asked about the library web site being down on Wednesday. The Director asked if it was the web site or the TLN catalog. Glenn reported that there was downtime on CARL on Wednesday as an upgrade is being worked through, but it was temporary. Cromaine's web site was not down.

VII. Discussion
A. Strategic Plan 2018-2022
Vice President DeRosier asked the Library Director how staff feels about the strategic plan. The Director replied: "Committed." Trustees commented that they can see the commitment in what's being reported and carried out. Vice President DeRosier stated that it sparked great discussion at the Coffee with a Trustee events.

Board Outreach Activities: President Lewis asked how the visit to Brighton Township went (held April 15 by Trustee Naylor and Vice President DeRosier).
Vice President DeRosier reported that each of the Library's Trustees were given three minutes, instead of sharing the three-minute public comment. Trustee Naylor stayed for the entire meeting because she is a resident and had interest in a later agenda item regarding roads near her home. At the conclusion of the meeting, the Brighton Township Supervisor talked with her and noted that the Brighton District Library, the Township, and SELCRA are working on some cross-promotion. [Cromaine's Library Director noted that just today Cromaine met with SELCRA for the same purpose.] Vice President DeRosier appreciated the work that the Library Director put into preparing materials to share, but found that the material doesn't seem to have the WOW factor that keeps folks awake. She'd like to share the value of a library card. The Director said there is a library tax value calculator but that the results are really specific to each user. If a person uses no books, then there's no value for them. On the other hand, if a person takes a class in jewelry making, they've just saved $70. Vice President DeRosier wants to give hard numbers - the number of books, the number of events. The Director noted that the value comes from what an individual uses and if there isn't a use, then the value isn't seen. Vice President DeRosier stated that there is a positive impact on property value and that will speak to Township trustees. The Director said that she can provide the research showing both the value of a library on property values as well as the value of a library in economic development. Those studies have been done, although they are not local. This information will be incorporated in the Township visit talking points going forward. Discussion of the next best opportunity and township to visit, resulted in Secretary Cafmeyer and Trustee Naylor agreeing to be at the Tyrone Township meeting on May 7.

The Coffee Time with Trustees was reported to be a success. Trustee Thompson said that it was great and there were a lot of "I love the library" comments. No complaints. Vice President DeRosier reported that one of her discussions with a patron was focused on the strategic plan. The patron had followed this intently and was pleased to see the reporting and direction of the Library. Overall, of the three, it was believed that the one geared to adults was most successful. The two geared to parents of youth attending programs were less successful, although coffee was appreciated. The parents were focused on their children, which makes sense. Further discussion led to a choice of April 29 at 6 pm preceding the jewelry-making event in the Community Room for the next Coffee with a Trustee. Trustees Naylor and Oemke will carry out that Coffee with a Trustee Time. Vice President DeRosier made clear that she is unable to do all of the Coffees and that the dates and times need to be chosen for greater participation among the trustees. Trustee Naylor asked, too, that some dates be more accessible by residents who work full-time, possibly including Saturdays. The Director noted several possible days over the summer, including the Farmers Market, the concerts on Tuesdays, the few Saturday events for families. The Trustees decided to proceed with one date a month, when possible, and to set that date at each regular board meeting.

B. Board Education Moment: Evaluating the Library Director

Upon conclusion of the Short Takes for Trustees video from United for Libraries, the Director noted that their handouts do not include the sample Library Director evaluation forms mentioned as included. If those are desired,
she can provide them. If there's a desire to change the library director evaluation form, share that with the Personnel Committee.

C. Review of Third-quarter Statistics

Member Thompson was impressed by the statistics, particularly the 40% of residents as cardholders. He remembers when that was a single digit number. The Director reported that Richard Krueger, a member of the Planning Committee, had commented that there appeared to be a significant event that impacted the statistics. The Director noted that was most likely the strategic plan's emphasis on outreach and the staff's commitment, particularly in Youth, to get into the schools with extensive outreach.

D. Distribution of Library Director Evaluation Form

President Lewis asked that these be completed and returned to her by April 30 so that they can be summarized for the May 2 Personnel Committee meeting. In response to a trustee question, she said that she would appreciate having them mailed to her home, but that they can be dropped off here, as her mother is now in a home near the Library and she'll be in the Village often. She noted that one of the questions that had come up in prior evaluations is the one about board member orientation. All but President Lewis and Trustee Thompson came on the board during the current Library Director's service. All have received orientations from the Library Director. So, when answering the evaluation questions, focus on the trustee's individual experience, not whether or not you know what other trustees experienced. In this case, did you receive an orientation from the Library Director, not are orientations given.

E. Community Relations Policy Review

There were no other revisions suggested for Policy 3010, Collection Development. There were no other revisions suggested for Policy 4010. In both of these, the Committee revised them to tie them to the current strategic plan. Trustee Naylor noted that one more change is needed in Policy 4020, Library Meeting Room Reservation under "Purpose," which is to delete "to qualified cardholders as set forth in this Policy" in the fourth paragraph second sentence. The extensive revision of this policy is related to the Hartland Music Hall agreement. No other revisions were suggested. There were no revisions suggested for Policy 4030, Non-library Postings, Displays, and Solicitations. Policy 4040, Library Blog and Social Media Guidelines will be addressed in the May Community Relations meeting.

F. Closed Session

Vice President DeRosier moved to go into closed session at 6:45 pm, seconded by Secretary Cafmeyer. Approved unanimously. Public and staff attendees, other than the Library Director, were excused from the meeting for the duration of the Closed Session. Vice President DeRosier made a motion to come out of closed session at approximately 8:00 pm, seconded by Member Thompson. Approved unanimously. Barbara Rentola and Glenn Fischer rejoined the meeting.
VIII. Decision

A. Resolution 2019-5, Revise Policy 3010, Collection Development
   Member Oemke moved to approve Resolution 19-5, Revise Policy 3010, Collection Development; Vice President DeRosier seconded. A roll call vote was taken for approval of the resolution.
   Ayes: Cafmeyer, DeRosier, Lewis, Naylor, Oemke, Thompson
   Nays: None   APPROVED

B. Resolution 2019-6, Revise Policy 4010, Public Relations and Public Information
   Member Naylor moved to approve Resolution 19-6, Revise Policy 4010, Public Relations and Public Information; Secretary Cafmeyer seconded. A roll call vote was taken for approval of the resolution.
   Ayes: Cafmeyer, DeRosier, Lewis, Naylor, Oemke, Thompson
   Nays: None   APPROVED

C. Resolution 2019-7, Revise Policy 4020, Library Meeting Room Reservation and Use
   Member Oemke moved to approve Resolution 19-7, Revise Policy 4020, Library Meeting Room Reservation and Use as amended in discussion; Vice President DeRosier seconded. A roll call vote was taken for approval of the resolution.
   Ayes: Cafmeyer, DeRosier, Lewis, Naylor, Oemke, Thompson
   Nays: None   APPROVED

IX. Information

Upcoming meeting dates include:

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<tr>
<th>Date</th>
<th>Meeting Description</th>
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<tbody>
<tr>
<td>May 2</td>
<td>Personnel Committee, 6:30 pm, Director’s Office (Treasurer Sargent Absent)</td>
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<tr>
<td>May 7</td>
<td>Community Relations Committee Cancelled. Review of the Policy 4040 will be conducted by email and reported to the Board in May.</td>
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<tr>
<td>May 8</td>
<td>Planning Committee, 1:00 pm, Director’s Office (Vice President DeRosier may be absent.)</td>
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<tr>
<td>May 9</td>
<td>Finance Committee, 1:00 pm, Director’s Office (Treasurer Sargent Absent)</td>
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<td>May 16</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 meetings of note: Hartland Area Chamber of Commerce, Community Update luncheon, Thursday, May 9 11:30 am-1:30 pm. Trustees Naylor and Thompson and President Lewis attending. Held at Dunham Hills Golf Club on Dunham Road.
X. **Agenda Items for Next Meeting**

- Strategic Plan 2018-2022
- Report of Library Director’s evaluation
- Trustee Outreach Activities (Township meetings, Coffee Time)
- Board Education Moment
- FY 2019-2020 Budgets Presented for Review and Questions. The Director stated that she will open up time in her schedule for trustees the week of the Board meeting (after delivery of the packets) to meet with her in person and discuss their questions about the budgets. As in past years, all questions communicated on email or in person and her responses will be included in writing at the May meeting for the rest of the trustees.
- Calling a FY 2019-2020 Operating Fund Budget hearing for June meeting (resolution) (*LCDPA notice*)
- Memorial Day Parade
- Policy Review
  - 4040 – Library Blogs and Social Media Site Guidelines (Comm Relations)
  - 8008 - Ethics Statement (Personnel)
  - 8009 - Board Policy Development (Personnel)
  - 8011 -Board Compensation & Expenses (Personnel)

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

XII. **Adjournment:**

Motion by Member Thompson, seconded by Secretary Cafmeyer to adjourn at 8:45 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:**

- 3/21/19 Proposed Regular Meeting Minutes
- March 2019 Financial Reports & Checks Issued Totals
- March 2019 CDL Investment Performance Report
- Director’s Report  4/18/19
- CDL Statistics for March 2019 & updated CDL 4-year Circulation Graph
- Comments from the Community March 2019
- Community Relations Committee Meeting Minutes, 4/9/19 w/revised policies 3010, 4010, 4020 attached
- Finance Committee Action/Decision List, 4/11/19
- Personnel Committee Meeting Minutes, 4/9/19
- Strategic Plan 2018-2022 Progress Report, 4/18/19
- Short Takes for Trustees: Evaluating the Library Director Handout
- Third quarter statistics w/Director’s memo attached

Cromaine District Library – Board Meeting
April 18, 2019
- Evaluation of the Library Director Forms w/Director’s memo attached
- Resolution 2019-5, Revise Policy 3010, Collection Development Policy
- Resolution 2019-6, Revise Policy 4010, Public Relations & Public Information Policy
- Resolution 2019-7, Revise Policy 4020, Library Meeting Room Reservation & Use Policy
- Director’s Report to the Friends, April 2019
- Replacement cover page for Board of Trustees Operating Procedures
- Spring 2019 Livingston County Health Department Environmental Health Newsletter
- *Board & Administrator, April 2019*