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

III. Approval of Consent Agenda
Trustee Thompson moved to approve the consent agenda, seconded by Secretary Cafmeyer. Passed unanimously.

F. Approval of regular meeting minutes, 4/18/2019

G. Acknowledge receipt of the April Financial Reports and payment of April invoices totaling $58,540.77 and payroll obligations totaling $81,747.75.

H. Director’s Report
I. Committee Reports
   Community Relations Cancelled
   Finance May 9
   Personnel May 2
   Planning Cancelled

IV. Call to the Public:
Mr. Jenkins responded that he was interested in how a library board meeting would be, saw this one tonight, and was able to attend, so he is visiting. He thanked the Board for their hospitality.

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 April 2019, 8,281 people found Cromaine on google, 278 asked for directions (up), 682 visited the web site (down), and 115 called the Library (down). Our rating is a 4.2 as in March.

Volunteers gave 158.75 hours last month: 141.25 adult hours and 17.5 teen hours. The summer teen volunteer application opened May 1. It is my understanding that there are over 250 two-hour “spots” for teen volunteers to fill this summer, preparing materials for programs, assisting in programs, clean-up, and many more tasks behind the scenes that make Cromaine’s summer calendar exceptional.

Three policies were revised at the April meeting. All of them have been distributed to the Library’s departments and the meeting room policy also
appears on the web site, Room Reservation section under “Guidelines.”

Friday, May 10, a full-day staff in-service was offered. At the in-service three speakers presented. These included Judge Davis from Families against Narcotics, addressing the opioid crisis; a community education on the programs of the Livingston County Health Department specifically for individuals, such as WIC (women, Infant, Children); and Holly Carter on behavior management. All were well-received. The morning included updates on the Library’s building improvements in particular and department updates. Lunch was Jimmy John’s with Michigan-manufactured snacks and beverages. During the afternoon, each department was able to meet for about one hour. Interspersed in available times from 12 to 4 pm, the staff had several technology learning opportunities to choose from, including the PS4 VR experience called Beat Box; creating a podcast; how to transfer phone calls on our phone system and other phone system features; how 3D printing works; and how to get to the accessibility options on our public (and staff) computers for enlarging text, text-to-speech, and more. Overall the evaluation for the day was 95% as satisfactory or excellent. The day was planned and conducted by a staff committee. The Director commended Glenn Fischer, Marta Jackson, Beth Schrader, and Barb Rentola for the great effort they made to deliver a great day.

During April, Cromaine participated in The Library Network’s Food for Thought campaign to gather nonperishable food for Gleaners. Our patrons, staff, visitors donated 138 pounds of food to Gleaners Community Food Bank of Southeastern Michigan. This will provide more than 114 meals to your hungry neighbors in need.

Preliminary selection of the carpets for the replacement carpet of the first, second, and third floors was made. Additional selections and larger samples are coming at the end of this week. We are on track for ordering and receiving the carpet in time for an August closure for carpet replacement and painting.

Hartland Music Hall transition planning and meetings have continued. We met with the Hartland Players/Encore representative. All of the brides who have booked weddings have been notified. Because Cromaine does not take credit cards, Community Ed will allow brides to use their cards with them, then pass along the revenue minus the credit card fees. (From my role on the Senior Center Advisory Board, I know that the fees paid for credit card use at Community Ed are some of the lowest I have heard.) Still to come, we will revise the Cromaine web site, meet with Hartland Community Chapel, and meet with the independent contractors currently working with Don. We will also revise our room-reserve software, distribute keys, receive files, and have escrow funds from booked weddings turned over.

At the in-service, Managers received a draft revision of the Emergency & Disaster Handbook. This has been in the works for four years, delayed because the maps of our building were in flux with attempts to pass a bond and then building the addition. The new version also eliminates Crossroads. It includes a weapon-based threat procedure (which is currently under review by the Livingston County Sheriff). Each department is reviewing the Handbook with expected final print (for now) by July 1.
The Director is excited to report that the summer of music will expand! Not only will the Livingston County Concert Band be at the Settlers Park Pavilion but the Premiere Big Band will also play there. The Big Band was here as part of our concert series early in its years. They will play at Settlers Park Pavilion on August 5 and August 19 with two different programs. The LCCB will play at least one other night in August.

Cromaine now has a full schedule for the summer music series with food offerings each night. What was a terrific challenge—the limit of one night of the Ranger’s 4-H—was no match for Beth Schrader, Community Relations Manager, who did a lot of talking and convincing. We hope that the return for these vendors is enough this summer that they will come back again.

Questions and Comments from the Community:
Treasurer Sargent asked if there was any feedback on the Music Hall announcement. The Director replied, so far, all positive. Treasurer Sargent asked who won the Michigan Humanities Council Community Impact Award? The Director replied that it was being announced tonight at the Awards event to which Beth Schrader and Marta Jackson went. Ostensibly, they'll learn what it takes to win.

VII. Discussion
A. Strategic Plan 2018-2022
Trustee Thompson said it sounds like it's moving along. Trustee Naylor asked what the response was at the 2/42 from the Genoa Township mailing. The Director replied that there was none at 2/42. The staff will take a look at Genoa Township registrations for a period following the mailing to see if there was impact.

B. Trustee Outreach Activities
Secretary Cafmeyer asked Trustee Naylor to look at her calendar to see if any of the following dates were possible: August 6, September 3, September 17, and October 1. They will coordinate a Tyrone Township Board meeting visit. Secretary Cafmeyer suggested that the Board look at the next Township. President Lewis said it's Deerfield and that their meetings recently changed from third Thursdays which was a consistent conflict. President Lewis will get the new dates and coordinate with Secretary Cafmeyer.

The Board discussed the April 30 Coffee Time with Trustees' response. Trustee Oemke and Trustee Naylor were the hosts for the event and shared that there was one patron who contributed a lot and expressed particular concern that "no one" seems to know the Library is here. The next Coffee Time with Trustees is May 30 at 6:30 pm (before the last of the Michigan series) with Kathleen Oemke and Kate DeRosier or Nancy Lewis hosting. In June Coffee Time will be on Monday, June 17 around the A.L.I.V.E. program.

C. Board Education Moment: Board Ethics
The Board believes that the Short Takes have been a worthwhile activity and that this one, like others, affirms that they are working well as a board.
D. FY 2019-2020 Budgets Presented for Review and Questions

The Director explained in greater detail how the tax revenue and millage rate are estimated. She shared the Form L-4034 that Livingston County issues which gives the "final" taxable value for the Library's district, by township. She uses that to complete the Form L-4029 from the Michigan Department of the Treasury. She included the summary form, the one for all of the taxable values in the district. But the ones that are sent to inform the individual townships will be completed using their individual taxable values. The millage rate for December 2018 collection was 1.4914. The millage rate for December 2019 collection will be 1.4839 which is better than the 1.45 used to estimate the budget. Taxable values are also better than the estimated ones in the budgets presented tonight.

There were no other questions on the budget. Treasurer Sargent commented that he thought all of the questions asked, answered, and summarized for the meeting were very good.

E. Calling a FY 2019-2020 Operating Fund Budget Hearing for June Meeting

President Lewis explained the purpose of the public budget hearing at the June board meeting.

F. Memorial Day Parade

Everyone is welcomed to walk in the parade. The Cromaine parade entry group will gather, as others do, in the Hartland Middle School at Ore Creek parking lot. Roads close at 10:00 am, so it is good to find a "close" parking spot before road closures. The parade route is about one mile of level walking, north on Hartland, east on School Street, south on Washington, then east on Maple/Hibner. It takes about an hour and ends at Village Elementary. Cromaine will give out planes, Buzz Lightyear is walking in the parade as is Cat in the Hat and possibly other characters. President Lewis will have cold water in the "buggy." The Director needs to find the Cromaine Library banner, unroll and flatten it before the event.

G. Policy Review

There were no suggested revisions to the four policies being considered.

VIII. Decision

A. Resolution 2019-8, Calling a Public Hearing on the Proposed FY 2019-2020 Operating Budget of the Cromaine District Library

Vice President DeRosier moved to approve Resolution 19-8, Calling a Public Hearing on the Proposed FY 2019-2020 Operating Budget of the Cromaine District Library; Trustee Oemke seconded. A roll call vote was taken for approval of the resolution.

Ayes: Cafmeyer, DeRosier, Lewis, Naylor, Oemke, Sargent, Thompson
Nays: None   APPROVED
IX. **Information**

Upcoming meeting dates include:

<table>
<thead>
<tr>
<th>Date</th>
<th>Committee/Meeting</th>
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<tbody>
<tr>
<td>June 6</td>
<td>Personnel Committee, 6:30 pm, Director’s Office</td>
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<tr>
<td>June 11</td>
<td>Community Relations Committee, 10:00 am, South Meeting Room</td>
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<tr>
<td>June 12</td>
<td>Planning Committee, 1:00 pm, Director’s Office (Trustee Naylor may not attend.)</td>
</tr>
<tr>
<td>June 12</td>
<td>All Partners in Progress Board Members meeting, 6:00 pm, Hartland Educational Support Service Center, board room (Trustee Naylor &amp; Treasurer will not attend.)</td>
</tr>
<tr>
<td>June 13</td>
<td>Finance Committee, 2:00 pm, Director’s Office</td>
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<tr>
<td>June 20</td>
<td>Board of Trustees meeting, 7:00 pm, Community Room (Trustee Naylor will not attend)</td>
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Other meetings of note:
May 30 at 6:30 pm – Coffee with a Trustee
June 5 the Post-secondary Education Scholarship and the Jeanne Smith Library Teen Volunteer Scholarship will be presented at the Senior Honors Night. The scholarship recipients will be announced following that event.
June 17 at 2:00 pm – Coffee with a Trustee

X. **Agenda Items for Next Meeting**

- Public Budget Hearing at the beginning of the meeting
- Strategic Plan 2018-2022
- Report of Library Director’s evaluation
- Trustee Outreach Activities (Township meetings, Coffee Time)
- Board Education Moment
- Resolutions for Adopting New FY 2019-2020 Budgets / Amending Still Current Budgets

XI. **Call to the Public**

Mr. Jenkins thanked the board for welcoming him.

XII. **Adjournment:**

Motion by Trustee Thompson, seconded by Trustee Cafmeyer to adjourn at 8:00 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:

- 4/18/19 Proposed Regular Meeting Minutes
- April 2019 Financial Reports & Checks Issued Totals

Cromaine District Library – Board Meeting
May 16, 2019
• April 2019 CDL Investment Performance Report
• Director’s Report 5/16/19
• CDL Statistics for April 2019 & updated CDL 4-year Circulation Graph
• Comments from the Community April 2019
• Revised Finance Committee Action/Decision List, 5/9/19
• Personnel Committee Meeting Minutes, 5/2/19
• Strategic Plan 2018-2022 Progress Report, 5/16/19
• Short Takes for Trustees: Board Ethics Resource Handout
• Revised Draft Copy of Estimated Year-end 2018-2019 and Proposed 2019-2020 Operating Fund Budget w/line item budget defined attached
• Revised Draft Copy of Estimated Year-end 2018-2019 and Proposed 2019-2020 Improvement Fund Budget w/line item budget defined attached
• Revised Draft Copy of Estimated Year-end 2018-2019 and Proposed 2019-2020 Gift Fund Budget w/line item budget defined attached
• Board questions about the draft budgets
• Resolution 2019-8, Calling a Public Hearing on the Proposed Operating Budget of the Cromaine District Library
• Copy of 2019 Tax Rate Request form & computation sheet to arrive at the 2019 Millage Rate
• Revised Trustee and Citizen Advisor Brochure
• Citizen Advisor Request Letter
• Updated “4.1.5 Inclement Weather, Emergency, and Building Closings” replacement for Employee Handbook
• 2019 Summer Music Series Flyer
• Board & Administrator, May 2019