

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

Members Absent: Sargent

Staff Present: Director Marlow, Barb Rentola, Janice Yaklin

Guests Present: Peter Bruder

Beginning at 6:45 pm, Carolyn McCullough presented a slide show on the Teen Volunteer program at Cromaine.

I. President Lewis called the meeting to order at 7:13 p.m. in the Community Room of the Cromaine Village Library.

II. **Approval of agenda**

Agenda Approval

The agenda was modified to include Discussion Item E: Commercial Rehabilitation District and, if warranted, Decision Item G: Commercial Rehabilitation District Resolution to support. Member Cafmeyer moved to approve the agenda as amended, seconded by Member Oemke. Passed unanimously.

III. **Public Hearing on the Operating Fund Budget for 2017-2018**

Budget Hearing

The public hearing on the budget was opened at 7:15 p.m. with a motion by Member Thompson, supported by Member DeRosier. CARRIED. Comment from the public was invited.

One question was raised by Peter Bruder: What are Penal Fines? President Lewis explained that these are the fines collected mostly from truckers whose load is overweight, and which are then distributed to public libraries. Peter questioned the large amount. The President invited the Director to explain. She stated it is distributed by each county across the state on a per capita basis to public libraries and it is part of the state constitution. In counties such as Livingston where there is an intersection of highways and easy access by a Michigan State Police post, the penal fines may be higher. They may be lower where courts need funds to build or maintain, since the judge assesses court costs and penal fines and determines the breakdown between the two for each infraction.

The public hearing on the budget was closed at 7:17 p.m. with a motion by Member Thompson, supported by Member Cafmeyer. CARRIED.

IV. **Approval of Consent Calendar**

Consent Calendar  
Approval

The minutes of the May 18, 2017 meeting were amended to replace the phrase "Member Thompson" with the word "done" in two places. Member Cafmeyer moved to approve the agenda as amended, seconded by Member DeRosier. Passed unanimously.

A. Approval of minutes, 5/18/2017

B. Acknowledge receipt of the May Financial Report and payment of May invoices totaling \$609,408.15 and payroll obligations totaling \$90,362.81 (Financial reports unable to be reviewed by Finance

Committee until June 14.)

C. Director's Report

D. Committee Reports

Community Relations June 1

Finance June 14 (minutes at the meeting)

Personnel June 1

Planning June 13 (minutes at the meeting)

V. **Call to the Public:**

Call to the Public

Peter Bruder stated that the dumpster screen is ugly. He asked if it couldn't have been put in the northeast corner of the parking lot (where it sits now). President Lewis responded that this was a requirement of the Hartland Township Planning Commission but that she agrees.

VI. **Director's Report Update – Update, Comments & Questions from the Community**

Director's Update

The Director shared the following verbally:

Volunteers gave 197.5 hours since last month, including 75 hours for teens. Some of the adult volunteers are taking a well-deserved break for the summer. But, just in time a crew of over 50 teen volunteers will make everything keep on going through the summer. Two new adult volunteers joined this last month – Wendy Shinde and Jennie Ross. Wendy is mom to our first Teen Volunteer Scholarship award winner and said that the new web site's repeat emphasis on "donate/volunteer" compelled her to sign up. Jennie is well known to the library as one of the key Encore Theater figures.

Decisions made at the May meeting have been carried out. The notice for the Public Budget Hearing was published in the Livingston Press-Argus. The packet includes the revised Policy 8011 – Board Member Compensation and Policy 2010 – Use of Library Services.

Adult Services and Administration staff moved into the first floor addition beginning on Tuesday, June 13. Network Administrator George Kelley has had a job of tearing down workstations, then setting up temporary ones, then tearing those down, and setting up what we hope are lasting workstations. So far, everything's working in the new space. There is more to move in; balancing of the HVAC system needs to be completed; and, of course, there are punch list items (like window sills) to be completed. It is a calming place in spite of all the hubbub.

The dumpster screen is nearly complete. The linoleum flooring is being laid. The fin tubes in the Youth Program Room have been installed. There is some paint correction to do in the Youth Program Room so it remains offline. In the new Teen area, the alternate waterproofing solution has been applied and is curing. Studs and drywall will go up next week, using some of the temporary wall currently separating the existing 1980 Youth area and the new 2017 Youth area. Temporary wall teardown is expected to begin June 24. Current projected date of completion is July 22. Still to be done, in addition to the new Teen area, is the paint and carpet of each of the two new smaller meeting rooms and the

study room on the second floor.

The Director will be away from June 25 through July 10, but will have email access throughout and phone at some points.

President Lewis asked if there were any questions or comments from the Trustees. Member Oemke noted that in the public comments proctor services were requested three times. The Director replied that Cromaine does proctor exams, especially over the summer, and often for Central Michigan students. The exam materials are sent to the Adult Services staff, the students come in, times are noted, and the students are supervised during the exam. President Lewis asked if Cromaine charges for this service. The Director replied that we do not.

A question was asked about the painting correction. The Director replied that in the Youth Program Room it was first painted all yellow, then all white, but it is supposed to have yellow cove and mullion trim. President Lewis asked what color the walls are and Ceci replied an off-white. In many places, the same paint was used as both primer and finish paint.

## VII. Discussion

### A. Public Budget Hearing

Public Budget  
Hearing

There was no discussion on the public budget hearing.

### B. Year End 2016-2017 Budgets

Member DeRosier noted the \$2,000 line item for incentives and asked what these are. President Nancy Lewis said they are the giveaways like cell phone holders, cups, calendars, and similar items distributed to patrons and at exhibits and during outreach.

Year-end FY  
2016-17 Budgets

### C. FY 2017-2018 Budgets

Member DeRosier distributed a recap she created for herself of the expenditures, which she revised after noting an error of \$7,000 (duplication of the cost of grounds of \$7,000) in the total for Repairs & Maintenance. This reduced the Repairs & Maintenance line from \$38,350 to \$31,350; increased the Transfer-out to Improvement from \$223,250 to \$230,250. And, in the Improvement Fund, increased the Transfer-in from General Fund from \$223,250 to \$230,250 and the total revenue for the Improvement Fund from \$521,527 to \$528,527.

FY 2017-2018  
Budgets

### D. Vision 2020 Strategic Plan

As a result of the Partners in Progress discussion about branding, Ceci suggested that there be a joint meeting of as many board members and directors from the four organizations as possible in October. The agenda would be to have the group answer the questions of What makes Hartland unique and Why would someone want to move, start a business, live and stay here. These answers will provide a base for the community assessment that is part of any strategic plan, including the one which Cromaine plans to begin in earnest by January 2018. An October calendar was shared with the known conflicts already written on it. The board came up with a list of dates to share with the

Vision 2020  
Strategic Plan

other groups so that a date can be nailed down. Those dates are the morning or evening of October 12, and the mornings of October 13, October 17, and October 31. While it is highly likely not everyone will be able to attend, if most of the officials can participate in the conversation (to be facilitated by an external consultant) it will be very helpful to Cromaine and to the community's branding.

**E. Establishment of Hartland Township's Commercial Rehabilitation District #1**

The Director noted that James Wickman, Hartland Township Manager, had requested that the Cromaine Board consider a resolution of support for the establishment of the CRD #1, a requirement for the building of the Emagine Theater in front of Meijer. The request was made prior to the Livingston County Commissioners' consideration which was covered in the Press-Argus but this was the first opportunity for the board to consider it. After discussion, it was determined that a decision is not warranted.

Establishment of Hartland Township's Commercial Rehabilitation District #1

**VIII. Decision**

A. **Resolution 2017-8** Member Black moved to approve Resolution 2017-8, Amending the Operating Fund Budget for FY 2016-2017, Member DeRosier seconded. A roll call vote was taken for approval of the resolution. Ayes: Black, Cafmeyer, DeRosier, Lewis, Oemke, Thompson  
Nays: None                      APPROVED

Resolution 2017-8

B. **Resolution 2017-9** Member Cafmeyer moved to approve Resolution 2017-9, Amending the Improvement Fund Budget for FY 2016-2017, Member Black seconded. A roll call vote was taken for approval of the resolution. Ayes: Black, Cafmeyer, DeRosier, Lewis, Oemke, Thompson  
Nays: None  
APPROVED

Resolution 2017-9

C. **Resolution 2017-10** Member Oemke moved to approve Resolution 2017-10, Amending the Gift Fund Budget for FY 2016-2017, Member Cafmeyer seconded. A roll call vote was taken for approval of the resolution. Ayes: Black, Cafmeyer, DeRosier, Lewis, Oemke, Thompson  
Nays: None  
APPROVED

Resolution 2017-10

D. **Resolution 2017-11** Member DeRosier moved to approve Resolution 2017-11, Adopting the Operating Fund Budget for FY 2017-2018 with the amendments as discussed above, Member Oemke seconded. A roll call vote was taken for approval of the resolution. Ayes: Black, Cafmeyer, DeRosier, Lewis, Oemke, Thompson  
Nays: None                      APPROVED

Resolution 2017-11

E. **Resolution 2017-12** Member Cafmeyer moved to approve Resolution 2017-12, Adopting the Improvement Fund Budget for FY 2017-2018 with the amendments as discussed above, Member Thompson seconded. A roll call vote was taken for approval of the resolution. Ayes: Black, Cafmeyer, DeRosier, Lewis, Oemke, Thompson  
Nays: None                      APPROVED

Resolution 2017-12

F. **Resolution 2017-13** Member Oemke moved to approve Resolution 2017-13, Adopting the Gift Fund Budget for FY 2017-2018, Member Cafmeyer seconded. A roll call vote was taken for approval of the resolution. Ayes: Black, Cafmeyer, DeRosier, Lewis, Oemke, Thompson  
Nays: None

Resolution 2017-13

APPROVED

IX. **Information**

Upcoming meeting dates include:

July 12	Planning Committee, 6:30 pm, Director’s Office. As this coincides with a concert, change may be made in time.
July 14	Community Relations Committee, 10 am, Director’s Office
July 24	Finance Committee, 1 pm, Director’s Office
July 27	Board of Trustees meeting, 7 pm, Village Community Room

Upcoming Meeting Dates

There is no Personnel Committee meeting scheduled for July at this time.

Friends Quarterly Gathering: July 18 at 6:30 p.m. Member DeRosier will attend.

The 90th Anniversary series event of a tour of the Hartland Music Hall with Member Thompson followed by a concert on the historic organ by John Lauter is Wednesday, June 21 at 6:30 pm.

The Summer Music Concert Series begins with Steve King and the Dittilies Wednesday June 28. Gather at 6:30 with the Ranger's 4-H and Biggby's, then music at 7:00 pm.

X. **Agenda Items for Next Meeting**

- Review of Year-end Statistics
- VISION 2020 Strategic Plan

Agenda Items for Next Meeting

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

Public Call

Janice Yaklin suggested that development of the property considered for the Commercial Rehabilitation District would lead to development in the settlement district. She asked the board if they agreed. Members Thompson and Black both disagreed strongly.

Peter Bruder commented that he does not support the tax abatement of the Commercial Rehabilitation District, but he does support having the theater in Hartland. Peter also stated that he is uncomfortable with comments that were made about the undesirable clientele that the theater supposedly would bring to the community.

Janice also stated that it is really really great moving into the new first floor addition. It is really wonderful.

Mary Cafmeyer said that she really liked seeing Members DeRosier and Oemke presenting at the Senior Honors Night. Member DeRosier replied that it was good to go and she commended the attendance. Member Cafmeyer said she was disappointed by the attendance because so many seniors who were invited (and were receiving awards and scholarships) did not go.

XII. **Motion by Member Thompson, seconded by Member Black to adjourn at 8:27 pm.**

Adjournment

KATHLEEN OEMKE, SECRETARY

Barbara Rentola, Recording Secretary  
Cromaine District Library Board

Documents distributed to the Board for/at this meeting:

- Proposed 2017-2018 Operating Fund Budget
- Emailed budget questions from Kathleen Oemke
- Emailed budget questions from Nancy Lewis
- Emailed budget questions from Kate DeRosier
- 5/18/17 Proposed Minutes
- Project Expenditures to date
- May 2017 Financial Reports & Checks Issued Totals
- May 2017 CDL Investment Performance Report
- Director's Report 6/15/17
- CDL Statistics for May 2017 & updated CDL 4-year Circulation Graph
- Patron Comments Received May 2017
- Community Relations Committee Minutes, 6/1/17
- Finance Committee Action/Decision List, 6/14/17
- Personnel Committee Minutes, 6/1/17
- Planning Committee Minutes, 6/13/17
- CDL Cost of the Work Report
- Look Ahead One Week Construction Schedule as of 6/9/17
- Owner/Architect/GC #16 Meeting Minutes, 5/31/17
- October 2017 Calendar for PIP planning meeting purposes
- Email from James Wickman regarding CDL Board Resolution for Establishment of Hartland Township's Commercial Rehabilitation District #1
- 6/14/17 *Livingston Daily* article, *County officials reject tax break plan for Emagine theater in Hartland Township*
- Member DeRosier's Proposed 2017-2018 Operating Fund Budget expenditure revisions
- CDL estimated year-end 2016-2017 w/ proposed 2017-18 operating fund budget
- CDL estimated year-end 2016-2017 w/ proposed 2017-18 improvement fund budget
- CDL estimated year-end 2016-2017 w/ proposed 2017-18 gift fund budget
- Resolution 2017 – 8, Amending the Operating Fund Budget for 2016-2017
- Resolution 2017 – 9, Amending the Improvement Fund Budget for 2016-2017
- Resolution 2017 – 10, Amending the Gift Fund Budget for 2016-2017
- Resolution 2017 – 11, Adopting the Operating Fund Budget for 2017-2018
- Resolution 2017 – 12, Adopting the Improvement Fund Budget for 2017-2018
- Resolution 2017 – 13, Adopting the Gift Fund Budget for 2017-2018
- Resolution 2017 – 14, CDL Board Support of Hartland Township's Establishment of a Commercial Rehabilitation District
- Replacement copies of Policies 2010 & 8011 plus stickers for Reviewed Policies 8008 & 8009

June 15, 2017