

Trustees Present: Mary Cafmeyer, Kate DeRosier, Nancy Lewis, Kathleen Oemke, Doug Sargent, Don Thompson

Members Absent: Holly Naylor

Staff Present: Mallorie DeVilbiss, Barbara Berlin, Glenn Fischer, Maeve Devlin, Heidi Pratt, Liesl Schick, Damon Zuidema

Public Present: None

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

II. **Approval of agenda**

Agenda Approval

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

III. **Approval of Consent Agenda**

Consent Calendar Approval

President Lewis pointed out that the Finance Committee Minutes of 7/21/20 replace the previous Finance Committee Minutes dated 7/16/20; requested changing the date of the Personnel Committee Minutes to July 2; Trustee Oemke requested a change to the 6/18/20 regular minutes to say that she “may attend the 7/16/20 Finance Committee virtually”.

Trustee Oemke moved to approve the consent agenda as amended, seconded by Trustee Thompson. Passed unanimously.

A. Approval of regular meeting minutes, 6/18/2020; special meeting minutes 7/10/2020.

B. Acknowledge receipt of the June Financial Reports and payment of June invoices totaling \$60,276.30 and payroll obligations totaling \$81,448.22.

C. Director’s Report

D. Committee Reports

Community Relations July 7

Personnel July 2

Planning July 9

Finance July 21

IV. **Call to the Public:**

Call to the Public

Liesl Schick:

“I attended the board meeting on June 9th, and was happy to be invited by our director Mallorie. These meetings are usually held when our building is open which makes it difficult to attend. I attend these meetings as a "patron", never expecting to be compensated by time or monetary fashion, even though the board itself is paid to hold these meetings. In the past, we were told that what the board did was not our business; Covid-19 changed my perspective. I'm glad that we have a leader who encourages us to attend these meetings, which

so clearly affect many of us as both patrons and employees of Cromaïne.”

The Board appreciates when the public and employees attend their meetings. The more voices the better.

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

Director’s Update

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

Based on the results of a new study by the Institute of Museum and Library Services (IMLS) we will be increasing the quarantine time for all items to 4 days. We have ordered more book carts to allow for storage of quarantined items.

Our new public copier/scanner and wide format printer/scanner were delivered and installed this morning. The new public copier will allow patrons to copy, scan to email or usb and print from usb all in one place.

The Director and Trustee Thompson attended the HCS foundation meeting yesterday (7/22). They are recommending to the Heartland Foundation to budget \$25,000 for new windows at the Music Hall. That board meets on 8/4.

We currently have 289 summer reading participants - up 33% over last month - with 67 adult participants and 222 youth and teen participants. The youth & teens have logged 22,000 minutes of reading and the adults have logged 549 books.

Project Play Kits have been very successful - Each Monday at least 110 kits have been distributed from the Library's parking lot with the remaining 40 kits going to families who are taking advantage of the Gleaners summer food distribution at the Middle School. We have two more giveaways - a playground ball and a jump rope.

Virtual Move Across America - In addition to reading, we have challenged the community to Virtually Move Across America with us by logging the number of miles they walk, hike, or bike. We currently have 11 entries for a total of 147 miles moved.

New Teen Blog - Our new teen blog already has 88 posts, the majority of which include book reviews, artwork, and general interest articles and videos submitted by our teen volunteers. It can be accessed via the Teen page of our website.

Our Audit has been scheduled for the week of August 17. Auditors from Maner Costerian will be on site all day that Monday.

Since we haven’t been able to present our scholarship winners at a board meeting, we will be presenting the awards before next Tuesday’s (7/28) concert, around 6:45. If anyone is able to be there and represent the Board, it would be greatly appreciated! Trustee Thompson indicated he will be at the concert and will say a few words to the students.

Questions from the Board:

Trustee Thompson relayed a phone call he received from a former resident who inquired about the possibility of being allowed to do an overnight paranormal investigation of the Music Hall for potential book material. Reverend Gerald S. Hunter, author of the *Haunted Michigan* book series and former pastor of the Hartland United Methodist Church several years ago would be leading the investigation. Rev. Hunter's publisher has asked him to write a fourth book about haunted public and private locations in Michigan. Trustee Thompson will allow access to the building and will be interviewed by the team. Perhaps they would be willing to share their findings in a program for the community.

President Lewis is happy to see programming happening like the mystery book club. Vice President DeRosier is happy to see patrons exhibiting a positive response to the new policy and respecting the staff. We have a great staff! Secretary Cafmeyer asked if there had been any issues and the Director was pleased to report “No”.

VI. Discussion

A. Strategic Plan 2018-2022

It is a great idea for us to attend the Gleaners food giveaway for students at the Middle School and hand out Project Play kits and Summer Reading bags.

Strategic Plan
2018-2022

B. Director’s 360 Evaluation

Vice President DeRosier thought overall the responses were excellent and applauded the transparency, courage, and respect for the whole process. It is an educational and learning experience.

Director’s 360
Evaluation

C. Year-end Statistics

There were questions about e-books and the LAN (Local Area Network) stats. Because of the pandemic, 2020 will not be a comparable year to the next. We could foresee a change in how we count statistics.

Year-end
Statistics

D. Personnel Committee Policy Review

The Committee reviewed policies 7002, 7003, 7005. Treasurer Sargent requested a revision to Policy 7005, compensation of Library Employees, to clarify language of how staff receives their compensation yearly.

-Personnel
Committee Policy
Review

Secretary Cafmeyer asked about resolution of the \$8,000 bill from the state for unemployment. It has been resolved as the state is so far behind in their accounting they have not cashed the check from the 501 Alliance for our unemployment insurance.

VII. Decision

A. Resolution 2020-14, Revising Policy 7005, Compensation of Library Employees

Resolution
2020-14

Trustee Oemke moved to approve Resolution 2020-14, Revising Policy 7005, Compensation of Library Employees, Treasurer Sargent seconded. A roll call vote was taken for approval of the resolution. Ayes: Cafmeyer, DeRosier, Lewis, Oemke, Sargent, Thompson Nays: None APPROVED

VIII. Information

Upcoming meeting dates include:

Upcoming
Meeting Dates

August 4	Community Relations Committee, 10:00 am – Vice President DeRosier cannot attend
August 5	Personnel Committee, 9:00 am, Director’s Office (tentative change)
August 13	Planning Committee, 9:30 am
August 13	Finance Committee, 2:00 pm
August 20	Board of Trustees meeting, 7:00 pm, Community Room. – Secretary Cafmeyer cannot attend

IX. Agenda Items for Next Meeting

Items for next
meeting

- Strategic Plan 2018-2022
- Presentation of employees’ work goals completed for prior year and for current year

X. Call to the Public:

Public Call

Trustee Oemke read the following dated 7/23/2020 into the public record:

“Dear Croumaine District Library Board, I am tendering my resignation as a Board member. We will likely be moving from the District; therefore, I will be unqualified to serve as a Board member. I have enjoyed working with all of you throughout my terms. I know you all are devoted to promoting a vibrant library for the enhancement of the community. I know the Library is in good hands. Thank you for being mindful Board members. Sincerely, Kathleen M. Oemke”

President Lewis accepted Trustee Oemke’s resignation with regret and understanding. She will be missed. It has been a pleasure to have her on the Board. She also noted that the Board has 45 days to make an appointment. The Director will review the application and posting and get them out shortly. Vice President DeRosier was asked if she would fill in on the Personnel and Finance Committees as needed. She replied that she would be happy to, just let her know when.

XI. Adjournment:

Adjournment

Motion by Trustee Thompson, seconded by Secretary Cafmeyer to adjourn at 8:35 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:

- 6/18/2020 Proposed Regular Meeting Minutes
- 7/10/2020 Proposed Special Meeting Minutes
- June 2020 Financial Reports & Checks Issued Totals
- June 2020 CDL Investment Performance Report
- Director's Report 7/23/2020
- CDL Statistics for June 2020 & updated CDL 4-year Circulation Graph
- Patron Comments June/July 2020
- Community Relations Committee Meeting Minutes, 7/7/2020 w/draft Policy 2040 attached
- Finance Committee Action/Decision List, V.2 7/21/2020
- Personnel Committee Meeting Minutes, 7/2/2020 w/draft revised Policy 7005 attached
- Planning Committee Meeting Minutes, 7/9/2020
- Strategic Plan 2018-2022 Progress Report, 4/1/2020 through 7/7/2020
- Director's 360 Evaluation Results
- FY 2019-2020 Year-end Statistics
- Trustee Oemke's Resignation Letter
- Copy of Resolution 2020-14, To Adopt Policy 2040, COVID-19 Patron Expectations w/approved Policy 2040, COVID-19 Patron Expectations
- Revised Policy 8011, Board Member Compensation & Expenses
- Replacement stickers for Policies 8008 & 8009
- *Board & Administrator*, July 2020