Cromaine District Library
Regular Board Meeting
Thursday, July 25, 2019

Trustees Present: Cafmeyer, DeRosier, Lewis, Naylor, Oemke, Sargent, Thompson
Staff Present: Director Marlow, Glenn Fischer, Barbara Rentola
Public Present: None.

6:30 pm Virtual Reality demonstration was done by Glenn Fischer, Technology Manager

I. President Lewis called the meeting to order at 7:04 p.m. in the Community Room of the Cromaine Library.

II. Approval of agenda
Secretary Cafmeyer asked that the Community Relations Committee Meeting Minutes be removed from the Consent Agenda and added under Discussion as Item VII. F. With that amendment, Vice President DeRosier moved to approve the agenda, seconded by Trustee Oemke. Passed unanimously.

III. Approval of Consent Agenda
Vice President DeRosier moved to approve the revised consent agenda, seconded by Secretary Cafmeyer. Passed unanimously.

A. Approval of regular meeting minutes, 6/20/2019
B. Acknowledge receipt of the June Financial Reports and payment of June invoices totaling $78,468.30 and payroll obligations totaling $77,180.19.
C. Director’s Report
D. Committee Reports
   Personnel: July 11
   Planning: July 10
   Finance: July 20

IV. Call to the Public: No response. The Trustees thanked Glenn Fischer for his demonstration of Virtual Reality equipment and experiences.

V. Director’s Report – Update and Comments from the Community
The Director’s printed report was updated verbally with the following:

Volunteers gave 760.5 hours this last month: 564 teen hours (including Harry Potter camp prep and first day) and 196.5 adult hours. The adult hours including one of our Pages who also volunteers completing a giant ball of “plarn” – the plastic bag “yarn” to be used to make sleeping mats for homeless veterans.

Six resolutions to amend the FY 2018-2019 budgets and to adopt the FY 2019-2020 budgets were affirmed. The FY 2019-2020 budgets have now been shared with the management team for use. The motion to award the Director search has been implemented and Bradbury Miller responded affirmatively. The motion to change the August 15 regular board meeting location to the Hartland Township Hall due to the library building closure is being communicated through...
customary channels and the as part of the closure communications.

As part of the Great Michigan Read of “What the Eyes Don’t See” about the Flint water crisis, an exhibit of photographs of Iraqi immigrants in day-to-day life in Detroit has been awarded to Cromaine for part of September and October. The tie-in to the book is that the author Mona Hanna Attisha is the daughter of Iraqi immigrants, whose stories and family history are a theme in the book.

As part of the UN-Big Read of Lab Girl, Cromaine has also won an exhibit, Ever Green, from the Herb Block Foundation, Herb Block or Herblock as he was known, was a cartoonist who won three Pulitzer Prizes and shared a fourth. He also was the only living cartoonist to win the Presidential Medal of Freedom. The exhibit will be here in April, 2020.

The Summer Reading Challenge ends Saturday August 3. Over 1,000 preschoolers, children, tweens, teens, and adults are participating in this reading program this summer. This week’s Harry Potter Camp Year One offered three sessions, all of which filled and had waiting lists. A new program, Ale Together Now, had its first session Wednesday night. This is a “beer appreciation” program with experts from local breweries talking about the brewing process and sharing tastings of specific brews—in Wednesday’s case, Shandys were discussed. The Disney Princess Party was, of course, very well-attended with nearly a full house of 150. It was a sight to see in the Library that evening with children, teens, and adults dressed for the princess role.

The Friends very generously committed funds for the Second Sunday Concert series and for the Great Foodini to continue January through May 2020. Because of their generosity, we have been able to go ahead and confirm the Second Sunday Concerts plus tie-ins with Renee’s program through spring 2020.

One more Summer Concert – The Byron Cancelmo Legacy Show – is July 30. This is also a fundraiser for the LESA Backpack Project. Thanks to the donation of pizzas from the Hartland Community Chapel, any substantial donation of school supplies receives a piece of pizza; cash is also welcome. We hope for one concert where the food and the music work out as planned.

**Questions and Comments from the Board:**
President Lewis asked if anyone had commented that this Harry Potter Camp is a return to Year One—as in duplicating a prior program. The Director said no, that one of the interesting parts of this Camp is that the teen volunteers helping include patrons who were participants in the very first one 8 years ago. And, because the teen volunteers have a part in the planning of the Camp, even though it is Year One again, it is not a duplicate.
Trustee Thompson stated the the Summer Reading Challenge numbers are "off the charts" and great to see.
Treasurer Sargent said that the Summer Reading Challenge is fabulous.
Secretary Cafmeyer commented that the Summer Concert series didn't have this many weather issues when it was on Wednesday...a comment heard from several patrons at the July 23 concert as well.
VI. Update from Glenn Fischer, Technology Manager

Glenn discussed the VR equipment shared tonight. It is in a portable case and several games were loaded using the LSTA grant to serve teens with sensory needs. Four games are being used with that group: Beat Saber, “Richie’s Plank” experience which includes “Hero Academy,” Virry VR - African Safari and Planetarium. Glenn had stories to share about how the teens in the session held so far responded. As anticipated, a parent of siblings who had the equipment commented that it was nice to see the teens come out of their shells and interacting. An autistic teen who used the Hero Academy experienced flying around the city and putting out fires everywhere, being the hero in VR, and was really responsive to that experience. The African Safari experience is a calmer and calming one and part of the VR experience this summer for this group is to assess impact on mood. The Planetarium one is being used in the Harry Potter Camp this week.

The Google Expedition is a very different package. This includes ten goggles for students plus the teacher's goggles and a router. Here, the teacher is the leader in the experience. It can be downloaded and then used offline. Add music and essential oils for smell and you have a much more complete experience. The Google Expedition kit includes a 360 camera so that we can create our own specific Google Expeditions. Glenn plans to capture the Haunted Hartland History tour this fall. There are over 700 google expeditions. Treasurer Sargent asked the cost of the two packages. The Director responded that the PS4 set was grant-funded at $990; the Google Expedition kit was $5,500, including the warranty/maintenance package. It also included an upgrade in the kit while we had it on order at no added cost.

Glenn shared that the closure has been a primary use of time to be sure that staff can be kept connected during closure. Five more hot spots have been ordered; three will be used to replace three of our original group as they have end-of-life issues due to batteries not being able to be replaced. The new ones have consumer replacement on batteries. We are allowed to purchase five each year through Tech Soup. Trustees asked the cost; Glenn replied retail is about $70 but these are at a reduced cost for nonprofits. The unlimited data service for each hot spot is $120 per year, again a considerable savings over what consumers pay due to our nonprofit status. Trustee Oemke asked if they are all Sprint and Glenn affirmed they are. The Director prompted that this year will also include the purchase of Chromebooks which will be available for patrons to check out for use in the building. More challenging to set up, but easier to maintain over the long run, Chromebooks are the computers being used in our schools. Vice President DeRosier asked how a student would connect to homework or use a Chromebook to write a long paper—would it be a thumb/flash drive? Glenn replied that all of the students have google accounts and they’d use that—Chromebook is a google product. The Director noted that on an immediate basis, the first one or two days of closure, Glenn will also do a server room clean-out and update.
VII. Discussion

A. Strategic Plan 2018-2022
President Lewis commented that the Plan continues to move forward. The trustees discussed the possible addition of an operating millage renewal to the August 2020 ballot, which was also discussed in each committee meeting this month. The deadline to place the millage renewal proposal on the ballot for August 2020 is May 12 by 4:00 pm. The Director noted that the millage renewal needs to be at the Headlee rolled back amount which will be determined in May 2020, one hopes before the ballot proposal is due to the Livingston County Clerk. Discussion ensued about joining the May 2020 ballot or the possible impact of another ballot proposal being on the August 2020 ballot, but it was agreed that this is the best date to renew for 12 years, given that the current millage expires June 2022 and if not renewed, would have to run and succeed in August or November 2022 to have funding for FY 2022-2023. The consensus is to pursue an August 2020 ballot proposal, pending future information.

B. Review of year-end statistics
Trustee Oemke liked Trustee Thompson’s comment in the Planning Committee minutes that it is good to see a 40% of population for cardholders. Vice President DeRosier noted that the population figure of 26,391 is old and that she is confident that the district’s population has increased, since the County’s has increased 3-4%. A population increase means that the 40% is actually a lesser percentage. Trustee Oemke replied that it is important to note that there is an increase in cardholders, in actual number. Vice President DeRosier concurred.

C. Employee Work Goals 2018-2019 and 2019-2020
No comments, other than glad to have the report.

D. Director search update
The Director told trustees that a "Director's Attribute Survey" was sent to all staff on Wednesday, July 24, to be returned directly to Bradbury Miller by August 10. The Director suggested the survey go out a little earlier than planned because of the closure and the number of staff either working off-site or taking unpaid furlough. She shared the questions on the survey and the trustees were pleased and felt the questions covered the bases. Trustees asked if they, too, will have a survey and the Director replied that is the plan.

E. Trustee Outreach Activities (Township meetings)
It was decided to suspend this during the summer months and take it up again for September or October. Vice President DeRosier reported that the Friends meeting which she attended on behalf of Kathleen Oemke went very well. She was pleased that the Friends could again be so generous in their gifts.
F. Community Relations Committee Meeting Minutes
Secretary Casmeyer noted that her attendance at this meeting was not recorded again. She asked that the correction be made.

VIII. Decision – No decision items this month

IX. Information
Upcoming meeting dates include:

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<tr>
<th>Date</th>
<th>Meeting Details</th>
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<tbody>
<tr>
<td>August 15</td>
<td>Personnel Committee, 1:00 pm, Director’s Office with search firm (Policy review delayed to September)</td>
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<tr>
<td>August 8</td>
<td>Community Relations Committee, 10:00 am, Director’s Office</td>
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<td>August 14</td>
<td>Planning Committee, 1:00 pm, Director’s Office</td>
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<td>August 12</td>
<td>Finance Committee, 3:00 pm, Director’s Office with Aaron Stevens, Auditor</td>
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<tr>
<td>August 15</td>
<td>Board of Trustees meeting, 7:00 pm, Hartland Township Hall</td>
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Other meetings of note:

August 8, Noon to 1:30 pm, Hartland Area Chamber of Commerce with Cromaime Library as sponsor, Adult Services Manager Josh Schu presenting, at Black Rock Restaurant.

X. Agenda Items for Next Meeting

- Strategic Plan 2018-2022
- Director Search Update
- Youth & Teen Services Manager Marta-Kate Jackson

XI. Call to the Public: No response.

XII. Adjournment:
Motion by Trustee Thompson, seconded by Secretary Casmeyer to adjourn at 8:01 pm.

MARY CAFMEYER, SECRETARY
Cromaime District Library Board

Barbara Rentola, Recording Secretary
Cromaime District Library Board

Documents distributed to the Board for/at this meeting:

- 7/20/19 Proposed Regular Meeting Minutes
- June 2019 Financial Reports & Checks Issued Totals
- June 2019 CDL Investment Performance Report

Cromaime District Library – Board Meeting
July 25, 2019
• Director’s Report 7/25/19
• CDL Statistics for June 2019 & updated CDL 4-year Circulation Graph
• Comments from the Community June 2019
• Community Relations Committee Meeting Minutes, 7/10/19
• Finance Committee Action/Decision List, 7/20/19
• Personnel Committee Meeting Minutes, 7/11/19
• Planning Committee Meeting Minutes, 7/10/19
• Strategic Plan 2018-2022 Progress Report, 7/25/19
• Email from Joseph Bridgman, Livingston County Elections Coordinator on deadline for August 2020 ballot proposals
• 2018-2019 Year end Statistics w/Director’s Memo
• 2018-2019 and 2019-2020 Employees’ Work Performance Goals w/Director’s Memo
• Director’s Report to the Friends, 7/17/19
• Director’s Report shared at Hartland Consolidated Schools Foundation’s meeting, 7/8/19
• *Board & Administrator*, July 2019