

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

Members Absent: None

Staff Present: Stefanie Furge, Ceci Marlow, Barb Rentola, Janice Yaklin

Guests Present: Barbara Krueger, Richard Krueger

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

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

III. **Approval of Consent Calendar**

Consent Calendar
Approval

Secretary Oemke moved to approve the consent agenda, seconded by Treasurer Sargent. Passed unanimously.

A. Approval of minutes, 6/21/2018

B. Acknowledge receipt of the June Financial Report and payment of June invoices totaling \$116,046.02 and payroll obligations totaling \$76,146.46.

C. Director's Report

D. Committee Reports

Community Relations July 6

Finance July 23

Personnel July 5

Planning July 11

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

Call to the Public

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

Director's Update

The Director shared the following verbally:

Volunteers gave 473.5 hours this month; 126.5 by adults and 347 by teens. We are very grateful for the teen volunteers during a very full summer of programming for youth. Their participation in carrying out a variety of programs—everything from the summer concert popcorn-making to the Harry Potter wand-waving—makes a big difference. This week and next we send good and well wishes to Lisa Banister. She garnered a record \$89.85 in popcorn money the night of July 18 and then needed to take the last two weeks off for cardiac treatment. Her comment, "I really miss this when I cannot be here."

Last night's concert with The George Brothers had an audience of over 200—very good for a hot but beautiful night and no Ranger's 4-H. Thank you to one of our concert series sponsors who stepped up and provided a starter batch of pizzas and to the Village Market who gave us discounted prices on the other ten pizzas. Concert attendees could donate a "substantial" gift of school

supplies for the LESA Backpack Project or a \$1.00 for a slice of pizza, limit two. Over \$178 was raised in cash donations and at least twice the amount of school supplies as what were collected up to the concert were brought in. And, attendees promised to bring more school supplies next week, the last of the summer concert series.

The south lawn manholes which were holding up final release of the construction project have been completed. Hartland Township was notified, but added steps were required. We now have the final review letter from Hubbell, Roth, Clark, an email from Troy Langer which we believe resolves the project, and clearance from the county on removing the silt fencing. Nearly one year after the project was supposedly complete; it has been signed off on by Livingston County and Hartland Township. Copies of the letters and emails are in the blue packet for your reading.

The Marketeer has continued the ad for the summer concert series, pro bono, thanks to local resident Kathy Smolinski. We are grateful.

According to Google, in June 11,041 people found us on Google. 777 visited our web site, up 57% from the prior month. 100 people called us, also up from the prior month.

The tactic development portion of the strategic plan will be worked on by the library's management team with facilitator Nick Dimassis in a three-hour session the morning of August 23.

Earlier this summer, a snake came to visit the library, making it all the way to the grandfather clock. Today, although probably last night when the garden entrance door was open, a bat came to visit. He or she hung out on the second floor ceiling between the restrooms and was very tenacious in the hanging. The teen volunteers working the Harry Potter camp this week believe that we got the word out to even the local wildlife.

Senior Power Day, Disco-themed, is Friday, August 3 at the Brighton High School. Livingston Libraries will be there, with Janice Yaklin and Diana Dart (from Brighton) at the table. A full day with vendors and workshops and other special activities is planned. Let the Director know if you are able to attend.

The full-time Youth Services Librarian position as posted statewide with a request that applications be submitted by August 6. A second, more personal, plea went out from Marta Jackson July 26.

The letter of agreement for the schools, relative to the Engagement Specialist position filled by Stefanie Furge, is on its way to Chuck Hughes, along with an invoice for the first quarter of wages and benefits. Stefanie's proposal for computing equipment to support the collaboration will go to Hartland Township shortly. The Chamber's collaboration includes support for Stefanie to attend events, plus the help of specific Chamber members on parts of the project such as the web site.

Questions and Comments from the Trustees:

Trustee DeRosier appreciated that the Director's report included the legislative agenda items from the Michigan Library Association weekly email and that the Livingston County's master plan and avenue for commenting were noted in the report. Trustee Cafmeyer shared a story about her mother, who lives in Rochester, not knowing that Emagine offered a deal. Mary has heard from two others that the deal is not exactly as described, including that the "free" popcorn actually costs \$1.

Questions &
Comments from
the Trustees

(The Director will follow up, but we are awaiting approval of our promotion plan by Emagine.) Trustee Cafmeyer also asked about the Google Mail letter distributed to the board members. The Director explained that this is a library-only email for trustees to use when communicating library business with one another. Each named email also has an alias that is specific to the trustee's position on the board and that email, e.g., board-president@cromaine.org, can be passed along to the next board president when there are changes in personnel.

President Lewis invited Trustee Cafmeyer to report on her attendance at the **Friends of Cromaine quarterly meeting July 16, 2018**. Mary reported that the Friends are purchasing new sandwich board or similar signs. The Deneweth's fundraiser brought in \$58. The Friends were disappointed, but there wasn't a clear understanding on why it was so low (compared to the Hartland Home & Garden's return for Memorial Day 2017 that was much more.) The Friends adopted the Thanksgiving Pie Sale to be led by Barbara Rentola and Lisa Banister. Pies are to be homemade, brought in Tuesday night or at opening on Wednesday morning. Buyers can select from what's available; there's no order-taking. Pumpkin pies will be \$10.00 and cream, nut, and fruit pies will be \$15.00. Mary Lynn Thomson volunteered to ask Gordon Food Service for a donation of pie boxes. The next Book and Bake Sale is September 13, 14, and 15 with a Bake Sale on Thursday and Friday, "while supplies last." Mary volunteered to help Lisa Moses with the publicity for the sales. At the October 16 quarterly Friends meeting, the dates for the sales and meetings in 2019 will be set. The meeting was well-attended; going forward, a bigger room may be needed. One tidbit Mary was not aware of is that the Friends scan all incoming donations and if a book "pings" it is sent to a dealer who pays more than what they would get at a sale for it. Over the past several years, this has brought in a lot of cash for the Friends. Secretary Oemke thanked Mary for attending the meeting.

VI. Discussion

A. Review of Year-end Statistics

Secretary Oemke liked that the physical visits are up. Treasurer Sargent asked if the CARL migration is complete, as regards statistics collection. The Director replied that there has not been an email of a new portion of statistics being implemented, so she believes that aspect of CARL migration has been completed. President Lewis asked why teen attendance is so much more this year. The Director replied that this year, a different teen open house night was used to promote library services to Cromaine and that resulted in a much higher number of connections.

Review of Year-end Statistics

B. Strategic Plan 2018-2022

The final draft of the plan is included in this meeting's agenda. Trustee DeRosier stated that she likes the final draft. It is "crisp, clean, with active language." Treasurer Sargent asked how the Goal 3, strategy 2 "Continue to work with the local homeschool community to provide needed resources and services" will be implemented. The Director replied that tactics and measures are the next step for the Library's management team to develop. Vice President Thompson stated that he is very comfortable with this plan and considers it very doable. The process

Strategic Plan
2018-2022

of engaging the community brought the best turnout of the community so far. President Lewis asked about Goal 2, strategy 1: "Rework the media wall to open up the first floor" and strategy 2: "Enrich the physical environment throughout the Library with refreshed furnishings, designated nursing spaces, re-energized teen and children's space, and other attractive amenities." She expressed dismay that these are here so soon after the building was updated and the addition was completed. Trustee DeRosier explained that the comments came from the community and those large areas, e.g., the first floor Adult shelving area and the second floor Youth shelving area were not touched. The Director noted that the plan has been that when carpet is replaced and a new paint job is needed in these spaces, that will be the ideal time to address some of the arrangement challenges currently faced. Also, she noted, that with the installation of two new self-checks replacing the three currently being used, there will be no self-check in the space on the media wall as there is now which will allow for investigation of how that can be opened up and still meet accessibility and safety standards. Trustee DeRosier commented that the self-check there is much faster than the one by the holds shelf and if there would be three, she'd ask that one be kept and used. The Director noted that the three existing self-checks are all being offered to libraries in the state to recover some of the funds from their purchase. There will only be two self-checks, one on each floor.

C. Board Education Moment: Strategic Planning

A Strategic Planning video from United for Libraries "Trustee Takes" series was shown. Following the video, Treasurer Sargent commented that the process followed in the development of this strategic plan was "textbook."

Board Education
Moment:
Strategic
Planning

D. Recommendation of Candidate for Trustee Appointment

Holly Naylor was chosen of the three candidates who applied for appointment to fill the position vacated by Paul Black when he retired June 21, 2018. President Lewis stated that all three of the applicants were excellent. Secretary Oemke stated that they were all so good, that it was very helpful to talk to each of them. Trustee Cafmeyer noted that the questions were well thought-out. Trustee DeRosier appreciated the committee's work on this. Vice President Thompson was very pleased that we attracted three such well-qualified candidates and he believes that says a lot about Cromaine's reputation, the work of the Director and the library's staff.

Recommendation
of Candidate for
Trustee
Appointment

VII. Decision

A. Strategic Plan Adoption

Vice-President Thompson moved to adopt the 2018-2022 Strategic Plan as recommended, including mission and vision, by the Planning Committee, seconded by Trustee Cafmeyer. Passed unanimously.

Strategic Plan
Adoption

B. Trustee Appointment

Treasurer Sargent moved that Holly Naylor be appointed to fill the vacancy on the Cromaine District Library Board of Trustees, created by the resignation of Paul Black, through December 31, 2018, seconded by Secretary Oemke. Passed unanimously.

Trustee
Appointment

VIII. Information

Upcoming meeting dates include:

August 2	Personnel Committee, 6:30 pm, Director's Office
August 7	Community Relations Committee, 10 am, Director's Office
August 8	Planning Committee, 10:00 am, Director's Office
August 15	Finance Committee, 6:30 pm., Director's Office
August 16	Board of Trustees meeting, 7 pm, Village Community Room

Upcoming
Meeting Dates

Other dates of note:

Wednesday, October 3, joint meeting of the Partners in Progress' boards. Time and location to be determined.

Wednesday, October 10, 7:00 pm: joint meeting of the Livingston County Libraries Directors and Trustees at Fowlerville District Library.

IX. Agenda Items for Next Meeting

Agenda Items for
Next Meeting

- Review of Board By-laws
- Review of Library Mission
- Presentation of employees' work goals completed for prior year and for current year, FY2018-2019
- Strategic Plan 2018-2022
- Board Education Moment
- Personnel Committee Policy Review
 - 7002 – Personnel Policy & Employee Handbook
 - 7003 – Evaluation of Director and Library Staff
 - 7005 – Compensation of Library Employees

X. Call to the Public:

Public Call

Barbara Krueger asked who will notify the appointed trustee and how will that person be notified? President Lewis replied that the Director will continue to communicate with Trustee Naylor and she will be notified as soon as possible.

XI. Motion by Vice-President Thompson, seconded by Treasurer Sargent to adjourn at 7:57 pm.

Adjournment

KATHLEEN OEMKE, SECRETARY

Barbara Rentola, Recording Secretary
Cromaine District Library Board

Documents distributed to the Board for/at this meeting:

- 6/21/18 Proposed Minutes
- June 2018 Financial Reports & Checks Issued Totals
- June 2018 CDL Investment Performance Report
- Director's Report 7/26/18
- CDL Statistics for June 2018 & updated CDL 4-year Circulation Graph
- Patron Comments Received June 2018
- Community Relations Committee Minutes, 7/6/18

July 26, 2018

- Finance Committee Action/Decision List, 7/23/18
- Personnel Committee Minutes, 7/5/18
- Interview Questions for Trustee Candidates, July 2018
- Application for Trustee Opening from Holly Naylor
- Planning Committee Minutes, 7/11/18
- Year-end Statistics w/Director's Memo attached
- Cromaine Library Strategic Plan: Final Draft
- *Short Takes for Trustees: Strategic Planning*, United for Libraries
- Director's Report to the Friends, July 2018
- CDL Organizational Chart, 2018-2019
- Revised Policy 6025, Library Credit Card
- July 2018 *Board & Administrator*