

Cromaine District Library
Regular Board Meeting
Thursday, July 27, 2017

APPROVED

Members Present: Black, Cafmeyer, DeRosier, Lewis, Oemke, Sargent, Thompson
Members Absent: None
Staff Present: Director Marlow, Barb Rentola

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 Oemke moved to approve the agenda, seconded by Member DeRosier. Passed unanimously.

III. **Approval of Consent Calendar** Consent Calendar Approval
Member Thompson moved to approve the agenda, including the Finance Committee minutes distributed at the meeting, seconded by Member Cafmeyer. Passed unanimously.

- A. Approval of minutes, 6/15/17
- B. Acknowledge receipt of the June Financial Report and payment of June invoices totaling \$63,800.97 and payroll obligations totaling \$63,741.99 (Financial reports unable to be reviewed by Finance Committee until July 24.)
- C. Director's Report
- D. Committee Reports
 - Community Relations July 14
 - Finance July 24 (minutes at the meeting)
 - Personnel No meeting
 - Planning July 12

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

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

Director's Update

The Director's Report **was updated verbally** with the following:

Volunteers gave 851.75 hours in the last six weeks. Of these hours, 245 were given by adults, including three new adult volunteers who have joined this special “staff” and 606.75 hours for teens. Volunteers, other than those pulling requested books and the teens when in programs, are primarily working on the first floor in the new Administration/Adult area. Volunteers from the Hartland Area Community Council are assisting with the summer concert series and we are grateful for their help with door and parking.

Decisions made at the June meeting are all pertinent to the closing of the FY 2016-2017 and setting the budget for 2017-2018. These have been communicated to the managers who have day-to-day responsibilities for executing the budget. The next fiscal year's budgets have been sent to Jellison CPA to prepare for reporting.

TLN has completed negotiations with TLC/CARL and a 7-year contract has been signed with no annual increases. Implementation is expected spring 2018. As with our joining the TLN Shared Catalog, the migration of data will have a great deal of complexity to work through. Training for staff is expected to be offered in spring 2018. At this time, as with the migration we had to Symphony, there will likely be a three-day loss of the circulation services. At this time, that is projected to be scheduled over Good Friday, Saturday, and Easter Sunday—March 30, 31, and April 1 2018.

The needed switches to upgrade our wireless and implement our new phone system were installed and the wireless access points have been installed. There is definitely an improvement in wireless access throughout the building, including the study and meeting rooms. Telephones will be installed beginning Friday July 28.

The third study room is available for use. The meeting rooms on the second floor will follow shortly. The doors are dragging on the new carpet, which will be fixed. New furnishings, funded by gifts, were ordered for the larger meeting room, as there were insufficient furnishings to spread across all of the rooms.

Partners in Progress met Thursday, July 27. Topics of discussion included setting October 12 at 6:30 pm for the four boards' meeting; a date to further discuss that meeting's agenda with the facilitator (to be procured by the Library Director); a continued discussion about joint branding for the area and, in particular, facilitating a broader social media platform as well as revitalizing the hartlandliving.com web site. The four organizations' social media specialists were part of the meeting. It was agreed that the social media specialists will meet separately to recommend a direction to take on increasing the effectiveness of the shared communications.

Email discussion with the Hartland Home and Garden finds them still working on a solution to the wildflower hill to eventually turn it over to the library. Meantime, quotes are being obtained to remove the three trees marked on the west before further interior flooding happens. HH&G will try to remove any plants worth saving, as the equipment will crush anything left when the trees are

cut.

In addition to the communications plan for the library's new open hours shared in the written Director's Report, a magnet has been ordered which is also a due date receipt holder and will arrive mid-August for distribution. The new hours begin September 5.

A conversation with the Arts Midwest contact regarding why the Cromaïne Big Read grant application for True Grit was not ~~received~~ granted was held Thursday, July 27. The administrator noted the strengths of the grant application, including the diverse and inclusive programming, the strong point of why the book fits this community, the girl empowerment themes, and a well-detailed budget. The weaknesses were the typography of the grant application itself, and the lesser amount of the "deeper thematic" related events, compared to the "fun and attractive" events. More information on partnerships was also desired. Glenn Fischer and the Director welcomed all of the comments and will take them into consideration with the next application. It is likely that Cromaïne will proceed with an "Un-Big Read" of True Grit in January and February 2018, likely pursuing the "fun and attractive" events as well as the "deeper thematic" related events.

Correction Noted
BRentola

The audit of the FY 2016-2017 will be conducted Thursday, August 3 and Friday, August 4. The firm with which Cromaïne is engaged for this purpose, Abraham & Gaffney, has undergone a restructuring and separation. The new firm of Stevens, Kirinick & Tucker will continue in our agreement. There is no change in the personnel, cost, or terms of our auditing agreement. The tax-focused office of the former A&G split away from the auditing group. The Director encouraged trustees to drop in on Thursday August 3 as the auditors like to ask questions of the trustees on a face-to-face basis.

Distributed at tonight's meeting is the library's report to the Heartland Foundation, the meeting for which was rescheduled to August 9. This report is the most up-to-date summary of the library's 2016-2017 fiscal year.

Comments and Questions from the Trustees and the Community:

Member Sargent commented that it was good to see an increase in Michigan state aid for libraries still in the state's budget under development. The Director noted that the IMLS, NEA, and NEH are still funded as well in the federal. Member DeRosier commented that's for now.

Member Sargent asked if a certificate of occupancy has been issued yet. The Director replied that the inspections are scheduled for the week of July 31.

Member Thompson asked if the Director had contacted the firm he gave for tree cutting. She said yes, and we have a quote, as well as an okay from the Hartland Home & Garden Club to sacrifice the flowers under the trees. We need to verify the firm has insurance coverage.

Member DeRosier shared photos of the gazebo discussed in the Community Relations Committee minutes which could be moved to the Library's South Lawn. She gave further details on the gazebo, noted that it would take a large crew to move it, but that the association would be glad to give it to the Library free with a hold harmless statement from the Library. President Lewis noted that

to date all of the exterior furnishings have been vandalized to the point of having to be removed. She does not think that the gazebo will last. The Director asked that the Board set up a longer-term plan for the use of the South Lawn as there have been requests from the community to use that space. The gazebo suggestion originally came from one of the Hartland Township trustees. Others have asked that some of the lawn be used for a Gleaners vegetable garden. The Director also noted that there is neither electricity nor water at the south end of the south lawn and that any structure added to this property will need to have a site plan and be approved by the Hartland Township Planning Commission. It was agreed that the Board or Planning Committee will revisit this when the current project is completed. Member DeRosier noted that the gazebo may not still be available at that point.

President Lewis asked for a report from the Friends meeting held July 16, 2017, which Member DeRosier attended. Member DeRosier reported that she felt the meeting went well. The attendance was small, but it was a well-run meeting. The dates for the 2018 book and bake sales and quarterly meetings were set. For the first time, the first day (Thursday) will run from 9:00 am to 9:00 pm, giving more sales and volunteer opportunities. (The Director noted that this September's hours will remain the same as advertised and she will open the library early on Friday and Saturday and hold it open the additional hour on Friday.) Discussion of fundraisers was held. The return on the Deneweth Garden Center fundraiser was around \$154. As the Hartland Home & Garden return was substantially more, if this is repeated in 2018, the Friends will request Memorial Day weekend. Another fundraiser was discussed for Mackle's Table & Taps. The Director followed up noting that the Mackle's Table & Taps fundraiser has been confirmed. It will be Monday, September 25 (one of two Mondays offered by the owners) and they will give 10% of all sales, including liquor, all day. Guests need to say "I'm here with the Friends of Cromaine." Four-ups will be available to promote the event and distributed at the September 14, 15, 16 Book and Bake Sale. Baked goods are welcomed for the sale and should be brought Wednesday, September 13 at noon, to the Administration/Adult area. Member Oemke thanked Member DeRosier for attending the meeting in her place.

VI. Discussion

A. Review of Year-end Statistics

Year-end
Statistics

The trustees were pleased to see the better stats for this year-end, despite the closure of Crossroads.

B. Vision 2020 Strategic Plan

The Director reported that she will procure a facilitator for the October 12 multi-board discussion who may be a viable candidate to lead the library's strategic plan. Member DeRosier asked if it were possible to bring in a Harwood-trained leader and also to have the board members all respond to a Harwood values questionnaire prior to the event. The Director replied that one of her possibles has attended two-week training at the Harwood Institute and is known for her facilitation of difficult community conversations. Most of the invitees for this meeting have already participated in the Harwood conversations led by Cromaine over the past year. She expects to provide an RFP for strategic planning consultant to the Planning Committee by their September meeting.

Vision 2020
Strategic Plan

She also noted that the employees' work performance goals will all tie into the strategic plan but will be worked upon as departments, rather than individual goals this year.

There are no **decisions** required at this meeting.

VII. Information

Upcoming meeting dates include:

August 1	Planning Committee, 6:30 pm, Director's Office.
August 3	Personnel Committee, 6:30 pm, Director's Office
August 8	Community Relations Committee, 10 am, Director's Office
August 8	Finance Committee, 3:30 pm, Director's Office
August 18	Board of Trustees meeting, 7 pm, Village Community Room

Upcoming Meeting Dates

VIII. Agenda Items for Next Meeting

- Review Board By-laws (all-Board activity)
- Presentation of employees' work goals completed for prior year & for current year
- VISION 2020 Strategic Plan
- Personnel Committee Reviews Policies
 - 7002 – Personnel Policy & Employee Handbook
 - 7003 – Evaluation of Director & Library Staff
 - 7004 – Staff Recognition Program
 - 7005 – Compensation of Library Employees

Agenda Items for Next Meeting

IX. Call to the Public: No Public

Public Call

While there was no response to the second call to the public, the following items were shared: The Director asked that the Trustees consider their choice of day to attend the **Michigan Library Association Annual Conference** to be held October 18, 19, and 20. Earlybird discount registrations are due by September 8. All three days look good, as Jack Lessenberry will be the closing keynote speaker (although Friday usually only has half-day of content at same full-day price). She also noted that the MLA legislative update will be on Wednesday. President Lewis noted that trustees can look at the MLA web site for further details. Members Cafmeyer and Oemke noted that they will not be able to attend this year.

The Director also recapped upcoming dates that are good to put on trustees' calendars now:

September 14-15-16: Friends Bake and Book Sale

September 18, 6:00 pm: Kristy Robinett Fundraiser at Hartland Music Hall

September 28, 4:30-7:30 pm: Livingston County United Way Volunteer Livingston Thank you for Volunteers event at Howell Opera House

September 29, 7:30-9:00 am: Hartland Area Chamber of Commerce Meet & Greet here

September 29, 9:00 am: Addition ribbon-cutting ceremony.

September 29, 6:30-8:30 pm: 90th Anniversary and Grand Opening Celebration

September 30, 10:00 am-1:00 pm: 90th Anniversary and Grand Opening Celebration, Family Style

- X. Motion by Member Thompson, seconded by Member DeRosier to adjourn at 7:37 pm. Adjournment

KATHLEEN OEMKE, SECRETARY

Barbara Rentola, Recording Secretary
Cromaine District Library Board

Documents distributed to the Board for/at this meeting:

- 6/15/17 Proposed Minutes
- June 2017 Financial Reports & Checks Issued Totals
- June 2017 CDL Investment Performance Report
- Project Expenditures to date
- Director's Report 7/27/17
- CDL Statistics for June 2017 & updated CDL 4-year Circulation Graph
- Patron Comments Received June 2017
- Community Relations Committee Minutes, 7/14/17
- Finance Committee Action/Decision List, 7/24/17
- Planning Committee Minutes, 7/12/17
- Year-end Statistics w/Director's Memo
- Director's Report to the Friends July 2017
- Director's Report to Hartland Chamber of Commerce Directors July 19, 2017
- Director's Report to Heartland Foundation
- Auditor Engagement Letter to the Board
- *Asking for More: Four New Approaches to Community Engagement, Library Hotline, 7/19/17*
- *Board & Administrator, July 2017*