

Trustees Present: DeRosier, Lewis, Naylor, Oemke, Sargent, Thompson

Trustees Absent: Cafmeyer

Staff Present: Marta-Kate Jackson, Ceci Marlow, Barbara Rentola

Public Present: Dan Bradbury, Jobeth Bradbury, Donna Bullock, Brian Elkins, Mike Kruzman  
(WHMI), Mary Lynn Thomson (Friends of Cromaine)

I. President Lewis called the meeting to order at 7:00 p.m. in the Conference Room of the Hartland Township Hall.

II. **Approval of agenda**

Agenda Approval

Treasurer Sargent requested that the Finance Committee minutes be pulled from the Consent Agenda and added as Discussion Item C. and as Decision Item A. Vice President DeRosier moved to approve the agenda as amended, seconded by Trustee Naylor. Passed unanimously.

III. **Approval of Consent Agenda**

Consent Calendar Approval

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

- A. Approval of regular meeting minutes, 7/25/2019
- B. Acknowledge receipt of the July Financial Reports and payment of July invoices totaling \$107,108.50 and payroll obligations totaling \$88,137.58.
- C. Director's Report
- D. Committee Reports
  - Community Relations August 8 (distributed at the meeting)
  - Personnel August 15 (distributed at the meeting)
  - Planning August 14 (distributed at the meeting)
  - Finance August 12 (distributed at the meeting)

IV. **Call to the Public:**

Call to the Public

Brian Elkins introduced himself and volunteered to help with the Director Search Committee. He is a resident and a **Library Technician (not librarian)** for Oakland Community College and a substitute librarian for Milford Township Library. Mary Lynn Thomson, Secretary of the Friends of Cromaine and resident, volunteered to help with the Director Search Committee as well. President Lewis thanked them for their interest and for volunteering.

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

Director's Update

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

The Heartland Foundation decided to use some of its fund balance to give \$500 to each of the next four Hartland SOUP winners. The Foundation once had sufficient proceeds from the holdings to accept and award grants from the community, but it has been several years since that has been possible. Because

SOUP is doing a terrific job at bettering the community through its work, the Foundation believes that announcing a promise of \$500 in advance of each SOUP will spur more proposals to be sent. The Hartland Area Community Council is also reviewing a way to regularly support SOUP going forward. Both organizations see the value in having the community identify needs, initiate worthy projects, and choose which projects to fund as a community initiative. As discussed at the Foundation meeting, this is definitely in keeping with the purpose and intent of the Hartland Area Project and its founder, J. Robert Crouse.

On August 3 in the morning, fortunately before the Summer Reading Finale, a piece of the fascia and trim on the west side of the garden entrance on the 1927 part of the building, fell to the ground. It was about two feet long and had dry rotted off. We've known that there would be some wood replacement needed. We expect that the ceramic paint will prevent that for the next couple of decades. No one was hurt in this incident, but it shows how important continual maintenance is in public buildings.

The carpet laying portion of the project was completed ahead of schedule, in part because the Director was able to stay for the carpet layers extended daily schedule (working until 11 pm or later). The painters are also working longer schedules than their norm, again to ensure completion on time.

August 16 the annual fire system test will be conducted. The Hartland Deerfield Fire Authority has agreed, again, to "top off" our fire retention tank on the southeast of the building, again at no cost. The loss is minimal, but must be replaced for the system to be fully operational and ready to meet need.

The movers completed the return of shelving to its new and prior locations. The space plan is much more open, particularly on the second floor Youth Room. The painters are touching up and have one more restroom to paint. They are expected to be completed on time, if not early. The parking lot lighting, added south lawn electrical, and added lighting in the adult collection area has been completed. The exterior paint project began at last with power washing of the Library building today. The Music Hall was power washed yesterday. The front door concrete replacement is due to be completed Monday, August 19. Overall, the project is on time, if not a little early, and under budget still.

#### **Update from Marta-Kate Jackson, Youth & Teen Manager**

Marta-Kate Jackson, Youth & Teen Services Manager, gave an excellent recap of summer reading events, statistics, and, thanks to the Friends of Cromaine, great prizes. The power point will be shared on social media shortly.

### **VII. Discussion**

#### **A. Strategic Plan 2018-2022**

Trustee Oemke said it is great to see "Accomplished and on-going."

#### **B. Director Search**

Bradbury Miller gave an outline of the search process. First, a thank you for engaging the firm in this search. Both explained their experience in the library

Strategic Plan  
2018-2022

field and in executive recruitment. The firm completes 18 to 20 searches per year, mostly for public libraries. Jobeth has family in the Detroit area, and they have done several searches in Michigan.

The calendar for the search was reviewed with the Search/Personnel Committee earlier today and set. The calendar will go to the staff as adopted. The firm met with the library's managers at 3 pm today and will meet with the Director Friday at 10 am and with the staff at 11 am. The firm thanked the trustees (and staff) for completing their surveys.

The first draft of the announcement will go to the Search Committee by August 19. The launch of the announcement/advertisement will be August 23. The posting will close October 20. Initially, it is sent to 350 to 400 colleagues, selected based on the size and location of the library. They expect to get 20 to 25 qualified candidates, 60 to 75% of whom are likely to be from the region. Each candidate provides a cover letter, resume, answers a questionnaire, has a phone conversation with one of the firm's team, is subject to an electronic search. Once the posting closes, all of these documents are uploaded for review by the Search Committee - a total of 75 or more documents. Bradbury Miller prepares a spreadsheet based on the library's qualifications so that it is easy to compare.

Director search

October 30 the Search Committee and Karen Miller will meet via Skype to choose the semifinalists. November 6 and 7, the Search Committee will meet with the Bradbury Miller team on site to interview the 7 to 8 semifinalists by Skype. Skype is used (or Zoom or some other online, web-based meeting software) because asking a semifinalist to come for a one-hour interview is a lot at this point. Even internal candidates, if any, are interviewed by Skype. Trustee Naylor asked if in the pre-screening the recruitment firm talks to each candidate. The list of candidates is divided among the recruitment team members but each one receives a phone conversation. The list of candidates that is provided to the Search Committee includes all of the candidates, including the ones that are not qualified as well as those who are, in the event, someone on the street says "so and so applied."

November 20 the full Library Board of Trustees meets with Bradbury Miller and the finalists to have on-site interviews. This is at the end of a day where the finalists will go through a round robin of meetings with managers, meetings with staff, meetings with the community and partner stakeholders, plus a tour of the building and a tour of the community. At these meetings, as much as the candidates are "selling" themselves, the managers and staff are also selling themselves and Cromaine. At each of these meetings, a simple electronic feedback survey is given to participants. That feedback is summarized by the Bradbury Miller team who is not on-site. After the Board conducts the final interviews and has a first round of selection discussion, the feedback is shared to help narrow the selection even more. Bradbury Miller prepares draft questions, but the board will make them their own. Treasurer Sargent clarified that when made their own, they still must be the same for each candidate. Bradbury Miller agreed.

Bradbury Miller will make the offer, contingent on a successful background check. If the offer is accepted, the background check is conducted and may take 3 to 5 days to complete. No announcement is made until after a successful background check. Bradbury Miller conducts the negotiations with an expectation that they will be completed by December 1, and a start date determined. Because candidates are likely to need to give notice and may need time to relocate, it is expected that the start date will be in January.

This can be a sad time with a lot of anxiety. Bradbury Miller will do regular updates about every 10 days. These are to be shared with the trustees and with the staff. The Director asked if they can also be shared with the community on social media, and they agreed this would be effective. Bradbury Miller also stays in touch with the candidates throughout the process.

Bradbury Miller noted that the process is guaranteed: if the selected director leaves within a year, the search is reactivated at no cost. If during the finalist interviews, a candidate drops out and the remaining ones do not have the chemistry with the board that is desired, then the search will be extended.

Trustee Thompson and Vice President DeRosier both commented that this is a good process.

**C. Finance Committee Meeting Minutes**

Audit: Treasurer Sargent explained that to provide continuity over the change in directors and to get the new director further into the work of the library, the Finance Committee recommends that the agreement with the current auditing firm, Maner Costerisan with lead auditor Aaron Stevens be extended through FY 2020-2021. Vice President DeRosier stated this is a very good move.

Finance  
Committee  
Meeting Minutes

Finance  
Committee  
Minutes: Audit

**VIII. Decision**

**A. Motion to Award Audit Services**

Trustee Thompson moved to award the audit services agreement to Maner Costerisan for the fiscal years ending June 30, 2019, 2020, and 2021, seconded by Trustee Oemke. Passed unanimously.

Motion to Award  
Audit Services

**B. Approval of Finance Committee Minutes**

Trustee Naylor moved to approve the 8/12/19 Finance Committee meeting minutes, seconded by Treasurer Sargent. Passed unanimously.

Approval of  
Finance  
Committee  
Minutes

**IX. Information**

Upcoming meeting dates include:

Sept 5	Personnel Committee, 6:30 pm, Director's Office
Sept 9	Community Relations Committee, 11:00 am, Director's Office
Sept 11	Finance Committee, 2:00 pm, Director's Office
Sept 12	Planning Committee, 9:30 am, Director's Office
Sept 19	Board of Trustees meeting, 7:00 pm, Croumaine Youth Program Room. Trustee Oemke cannot attend.

Upcoming  
Meeting Dates

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| <p><b>X. Agenda Items for Next Meeting</b></p> <ul style="list-style-type: none"> <li>• Strategic Plan 2018-2022</li> <li>• Director Search</li> <li>• Bylaws / Mission Statement Review</li> <li>• Policy Review</li> </ul> <p>2010 – Use of Library Services (Community Relations)</p> <p>2020 – Privacy of Library Records (Community Relations)</p> <p>2030 – Public Conduct in the Library (Community Relations)</p> <p>3020 – Internet Use (Community Relations)</p> <p>7002 – Personnel Policy &amp; Employee Handbook (Personnel)</p> <p>7003 – Evaluation of Director and Library Staff (Personnel)</p> <p>7005 – Compensation of Library Employees (Personnel)</p> | <p>Items for next meeting</p> |
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<p><b>XI. Call to the Public:</b></p> <p>Mary Lynn Thomson stated that this process is very interesting.</p>	<p>Public Call</p>
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<p><b>XII. Adjournment:</b></p> <p>Motion by Trustee Thompson, seconded by Secretary Sargent to adjourn at 8:00 pm.</p>	<p>Adjournment</p>
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MARY CAFMEYER, SECRETARY  
Cromaine District Library Board

Barbara Rentola, Recording Secretary  
Cromaine District Library Board

Documents distributed to the Board for/at this meeting:

- Revised 8/15/19 Meeting Agenda
- 7/25/19 Proposed Regular Meeting Minutes w/adopted 2019-2020 budgets attached
- Revised July 2019 Financial Reports & Checks Issued Totals
- July 2019 CDL Investment Performance Report
- Director’s Report 8/15/19
- CDL Statistics for July 2019 & updated CDL 4-year Circulation Graph
- Comments from the Community July 2019
- Community Relations Committee Meeting Minutes, 8/8/19
- Finance Committee Action/Decision List, 8/12/19
- Personnel Committee Meeting Minutes, 8/15/19
- Planning Committee Meeting Minutes, 8/14/19
- Strategic Plan 2018-2022 Progress Report, 8/15/19
- Some Keys to Reading the Financial Reports as revised
- Revised Approved Search Schedule Timeline for CDL
- *Board & Administrator*, August 2019