

Members Present: DeRosier, Lewis, Naylor, Thompson
Members Absent: Cafmeyer, Oemke, Sargent
Staff Present: Ceci Marlow, Barb Rentola, Janice Yaklin
Guests Present: None

I. President Lewis called the meeting to order at 7:02 p.m. in the Community Room of the Cromaine Village Library.

II. **Approval of agenda**

Agenda Approval

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

III. **Approval of Consent Calendar**

Consent Calendar
Approval

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

A. Approval of minutes, 7/26/2018

B. Acknowledge receipt of the July Financial Report and payment of July invoices totaling \$60,291.93 and payroll obligations totaling \$87,889.43.

C. Director's Report

D. Committee Reports

Community Relations August 7

Finance August 15

Personnel August 2

Planning August 8

IV. **Call to the Public** was responded to by Janice Yaklin who greeted everyone.

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 441 hours this month; 361.5 by teens and 79.5 by adults.

Two decisions were made at the July meeting: the adoption of the strategic plan and the appointment of Holly Naylor as Trustee. The strategic plan has been added to the web site and is in the Library Strategies' marketing department now. Holly had her initial orientation with the Library Director and is attending her first meeting tonight.

The warranty checklist from the construction project is nearly complete. Two items are still outstanding: the laminate in the circulation work area and the apron in the Youth Program Room.

According to Google, in July 10,670 people found us on Google, a slight decrease from June. Of those, 789 visited our web site, up 1.5% from the prior month. 384 asked for directions, up 66% from June. 112 people called us, up 12% from June.

For social media in July, all of our follower numbers increased. Facebook: 1,690; Twitter 774; Instagram 189.

Questions &
Comments from
the Trustees

The full-time Youth Services Librarian position received ten applications. Three interviews will be held in the next week.

Six applications for Community Relations Manager have been received so far. This position is open until August 30 or filled.

As of today, Marta-Kate Jackson reports that she believes the summer reading club has at least a 7% growth in participation this year. The final sign-ups and ticket awarding happen this Saturday at the Summer Reading Finale. Prizes for the Summer Create Contest will be awarded to seven students for song or instrumental or song and instrumental compositions as well.

The revised Employee Handbook has been reviewed by the managers and only a couple minor changes in language were made. This will be printed commercially for all of the staff and the trustees. It is hoped it will be ready to distribute at the staff in-service September 21.

Questions and Comments from the Trustees: None

VI. Discussion

A. Presentation of employees' work goals completed for prior year and for current year

Employee Work
Goals

Member DeRosier said that she really appreciated the clarity and attainability of the goals for 2018-2019. Vice-President Thompson agreed and commended the staff for their choices.

B. Strategic Plan 2018-2022: Learn, Discover, Connect

Strategic Plan
2018-2022

As stated, the marketing piece is with Library Strategies. The next step is a three-hour meeting with facilitator Nick Dimassis and the management team to draft the implementation plan. The planning meeting for that is a two-hour phone call tomorrow, Friday, with Nick and the Library Director.

C. Personnel Committee Policy Review

There were no questions or discussion of these policies, nor were any revisions recommended by the committee or the trustees present.

Personnel
Committee
Policy Review

VII. Information

Upcoming meeting dates include:

Sept 4	Community Relations Committee, 10 am, Director's Office
Sept 6	Personnel Committee, 6:30 pm, Director's Office
Sept 12	Planning Committee, 1:00 am, Director's Office
Sept 13	Finance Committee, 5:00 pm., Director's Office
Sept 20	Board of Trustees meeting, 7 pm, Village Community Room

Upcoming
Meeting Dates

Other dates of note:

- Thursday, September 13, 5:30-7:30 pm - Cheers for Volunteers. Please register with Barb or online.
- Wednesday, September 12, beginning at noon - Drop-off of baked goods for Friends of Croomaine sale

- Thursday, September 13 through Saturday, September 15 - Friends Used Book & Bake Sale
- Thursday, October 4, 7:00 pm - Joint meeting of the boards of the Partners in Progress organizations at the Hartland Consolidated Schools, Professional Development Center, in the Educational Support Service Center
- Wednesday, October 10, 7:00 pm - Livingston County Directors and Trustees Dinner and Education at the Fowlerville District Library
- Wednesday, October 17 through Friday, October 19 - Michigan Library Association Annual Conference at the Novi Suburban Showplace (Nancy will send more information. early bird registration by September 3)

VIII. **Agenda Items for Next Meeting**

Agenda Items for
Next Meeting

- Review of Board By-laws
- Review of Library Mission
- Audit Presentation (if ready)
- Strategic Plan 2018-2022: Learn, Discover, Connect
- Board Introductions
- Community Relations Committee Policy Review
 - 2010 – Use of Library Services
 - 2020 – Privacy of Library Records
 - 2030 – Public Conduct in the Library
 - 3020 – Internet Use

- IX. **Call to the Public** was responded to by Janice Yaklin who said thank you for the support for all senior programs and all the kind comments. The senior population is booming in this area and Cromaine can be a beacon. She thanked the Director for the nomination. Welcome Holly Naylor who Janice noted has been very helpful on displays in the past and hopes will continue.

Public Call

Those present also sang Happy Birthday to the Library Director and presented her with a gift card.

- X. Motion by Vice President Thompson seconded by Member DeRosier to adjourn at 7:16 pm.

Adjournment

KATHLEEN OEMKE, SECRETARY

Barbara Rentola, Recording Secretary
Cromaine District Library Board

Documents distributed to the Board for/at this meeting:

- 7/26/18 Proposed Minutes
- July 2018 Financial Reports & Checks Issued Totals
- Revised July 2018 Operating Fund Monthly Financial Report
- Revised July 2018 Gift Fund Monthly Financial Report
- July 2018 CDL Investment Performance Report
- Director's Report 8/16/18
- CDL Statistics for July 2018 & updated CDL 4-year Circulation Graph

August 16, 2018

- Patron Comments Received July 2018
- Community Relations Committee Minutes, 8/7/18
- Finance Committee Action/Decision List, 8/15/18
- Personnel Committee Minutes, 8/2/18
- Planning Committee Minutes, 8/8/18
- Comparison Chart of Hartland's Cromaine Library to Public Libraries Nationally also Serving 25,000-49,999 Reporting to Public Library Data Service for 2017
- Michigan Public Libraries FY 2015 Stats
- Employee Work Goals 2017-18 & separately for 2018-19 w/Director's Memo attached
- CDL Board Standing Committee Assignments August 2018
- CDL Board Directory August 2018
- hoopla CDL Annual Review
- Michigan Public Library Millage Results 2010 to August 2018
- Revised "Keys to Reading the Financial Reports"
- Press Release: Holly Naylor Appointed to Cromaine District Library's Board of Trustees
- July 2018 *Board & Administrator* excerpts: *Tell new board members about the mission and Review the basics to avoid new trustee embarrassment*
- Board of Trustees Operating Procedures
- Reviewed policy stickers for policies 7002, 7003 and 7005
- July 2018 *Board & Administrator*
- *Bridge Magazine's* "Issues and Facts Guide"