

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

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

The agenda had two items pulled from the consent agenda and added to the agenda. Members DeRosier and Cafmeyer asked that the Community Relations minutes were made Item VI. E. and added to Decisions for final approval. Member DeRosier asked that the Board minutes were made item VI. F. and added to Decisions for final approval. Member DeRosier moved to approve the agenda as amended, seconded by Member Cafmeyer. Passed unanimously.

III. **Approval of Consent Calendar**

Consent Calendar Approval

The consent agenda was approved minus the two items noted above. Member Black moved to approve the agenda as amended, seconded by Member Thompson. Passed unanimously.

- A. Approval of minutes, 7/27/17
- B. Acknowledge receipt of the July Financial Report and payment of July invoices totaling \$298,602.14 and payroll obligations totaling \$52,011.22
- C. Director's Report
- D. Committee Reports
 - Community Relations August 8
 - Finance August 8
 - Personnel August 3
 - Planning August 1

IV. **Call to the Public:**

Call to the Public

Janice Yaklin said, "Hello everyone."

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 1,200 hours from teens and 284.75 hours from adults in the last four weeks.

There were no decisions made at the July meeting.

This month's comments section includes responses (when recorded) from the Director and management team to patrons' questions and comments received in writing on comment cards or by email. It does increase the length of this document and to keep the number of pages lower, some typography has been used to break up long sections of text. If it is still too challenging to read, please tell the Director and more typography will be used. Many more questions and comments are received every day verbally, mostly positive or reference questions, and there just isn't space or time to record them all. It is hoped that seeing library responses to these will inform the trustees in their own interactions with the community.

Emily Dobbs, Adult Services Librarian, will represent Michigan at the National Book Festival in Washington, DC. The Michigan Center for the Book, of which Crounse is a member, as well as Emily's other employing library, Plymouth, sends at least two individuals each year to be at Michigan's table. Thousands of people come to this event and each state "touts" one of the books from or about their state. Emily will attend through Plymouth at the Michigan Center for the Book's cost. It's a great opportunity to "hobnob" with writers, publishers, and folks who love books!

If you love books and all things reading, please consider attending Michigan's premier book event, the Kerrytown Bookfest. This will be the Sunday after Labor Day, September 10, in Ann Arbor in the Kerrytown Farm Market plaza. There are seven panels of authors and another four single-author events—42 authors in all will appear as speakers, panelists, or moderators. This includes D. E. Johnson who is Sallie's Author for 2017 and Desiree Cooper who came as Sallie's Author in 2016. At least 70 exhibitors of collectible books, writers groups, editors, agents, book artists and illustrators, as well as all kinds of printing arts and book arts vendors. Lots of hands-on activities and demonstrations for all ages, too. The Michigan Center for the Book and the Michigan Humanities Council, Crounse partners, will be exhibitors as well. Events begin at 10:30 am.

Following up on the drop in penal fines for the Livingston County libraries:

Cindy Mack from Brighton's email sent to fellow Livingston County Directors:

We called the County yesterday as well. They stated it was regarding a case that went to the Appeals Court affecting misdemeanor fees the Courts can collect (People vs. Cunningham), and it led to this reduction. I know that libraries in other counties did not receive such drops in penal fine revenue as we did. I am concerned that the County might be taking more from penal fine revenue to offset their total revenue loss as penal fines are just a portion of the total fines they receive. I have always considered penal fine distribution to be somewhat

complicated though because the District Court judges have discretion on its distribution. My concern is solely based on speculation.

Kathleen Zaenger's response to Cindy: I had passed this information along to Dave Morse a couple of months ago. He read the case and didn't think it should have a drastic effect on our library penal fines especially because a good portion of Livingston County's penal fines come from the truck weigh station on I-96. We'll keep pursuing this to see if there is another reason. This fall may be the time to get together with the judges to hear what they know and for them to hear the consequences of this reduction. Working together can bring about positive results for all.

Holly Hentz from Hamburg Township also weighed in: Her auditor noted the drop, asked why, and when Holly explained the lack of information, that auditor committed to following up as well.

With all these great minds working on it, the director expects an answer soon. The answer may still warrant a meeting of the Directors so that there are better projections for the future.

The remaining tree on the west side was taken down August 11. Because of the likelihood that one of the trees will be a problem in just a few years, and because DTE had already changed the shape of the tree, it will be lopped off below the wires, but below that level remains standing. Five stumps were ground—3 from this project and 2 from earlier tree cutting.

As summer reading nears its end, it is an absolute thrill to walk through the library from Administration to the Staff Lounge and back and be stopped by parents furiously writing their child's name on drawing slips, because they have read that many minutes. Or to have an Adult Services Librarian call out a patron to me as having read and met two 30-book challenges. The number of medal winners so far is amazing and the desire of participants to read, beyond what prize they might or might not get, is exciting. As of August 16, 1,321 readers have signed up to record reading, a 22% increase over last summer. This year a separate staff-only program has offered with 14 of our staff actively reading. Among the Youth, Tween, and Teen readers over 15, 200 hours have been spent reading this summer. There will be a mad rush to record by Saturday, but as of today, 2017 has been a great success even before the Finale Saturday.

The Director was very pleased to learn that one of our trustees had first-hand experience of how responsive we can be to patron requests, when there's a desire for a downloadable book not in one of Croumaine's several resources. Josh Menter told me that a verbal request was made, and with the patron standing there the item was ordered and available to the trustee within 24 hours. When concern about spending the library's budget for the desired item was expressed, Josh said precisely what I hope all our patrons hear: "This is what the budget is for – meeting requests."

Tyler Bye, Eagle Scout project leader for Croumaine's Little Free Libraries project, will have his Eagle Scout Court of Honor on August 20. This is a terrific wrap-up for Tyler as he goes on to college shortly. Tyler was also the recipient of the Jeanne Smith Teen Library Volunteer Scholarship for 2017.

Stefanie Furge who worked closely with Tyler on the project will attend the Court of Honor on Cromaine's behalf.

The staff are transitioning to a new all-online schedule using google sheets. This is a big transition for many, having created and used a printed excel-based schedule for many years. The advantages, once we get this nailed down, is that we will no longer print 30-35 14-page documents each month; manager/supervisors will be able to see the schedule from anywhere they have internet in real time and make changes when needed to cover absences; and built into the schedule are formulas to let manager/supervisors know when the employee's total hours for a day, week, or pay period are not as authorized. We will still have a printed form to file with our time sheets in the event of liability issues and for auditing.

Day of Caring brought three different job crews to our site: one (who turned out to be Ann Bollin, Brighton Township Clerk) to add Tween labels to those books currently in Teen that are being moved to the new Tween collection; one to touch up painted baseboards; and a team of Howell High School varsity cheerleaders and adult supervisor to mulch the Henry lot planting beds. We are grateful to participate in this community-wide effort as a recipient. The United Way makes a tremendous effort to place all the teams who are volunteering and to keep the recipient work sites well-informed.

Art that had been stored in closets back in 2008 was loaned to the Village Manor Retirement Center and has graced their walls since then. As there are now blank walls in the new meeting rooms, the art—seven watercolor paintings of Hartland area buildings—has returned and will be hung in the next few weeks as part of the finishing up of the renovation. We appreciate their good care. One more piece is still in its off-site location—a World War I bond savings poster hangs at the Hartland Area Chamber of Commerce/Gary Cornillaud office.

Gail Madziar, Executive Director of the Michigan Library Association, will meet with the Partners in Progress principals to discuss facilitation and the agenda for the October 12 meeting of all four boards. She has also agreed to facilitate that conversation pending the outcome of the August 25 meeting. Gail has broad administrative and marketing experience in a variety of fields from banking to realty to corrections and has an MBA.

One correction to the printed Director's Report: The \$40 fee for the limited attendance Kristy Robinett pre-Music Hall event is in addition to the \$5 fee for the Music Hall event. Both must be prepaid.

In the past week, we have held 7 interviews for the open positions. Two more interviews to go and we'll hope to have filled all three of the positions and be at full staff again by September 5.

Several name tags are being ordered. Trustees who need a new name tag are asked to let Barb Rentola know as soon as possible.

Comments and Questions from the Trustees and the Community:

All trustees want to know - how did the final inspection go? Was a Certificate of Occupancy received today? The Director replied that the Livingston County inspector who was here has said he will advocate for a Temporary Certificate of Occupancy with the head County Inspector. There are a few things that need to be addressed, several existing conditions, such as the restroom signs must be all on the left side of the door; nothing (trash can in Staff Lounge, lateral file in Youth Office, display cases) can be within 12" or 18" of a door, based on whether the door opens in or out. These are ADA requirements and easily addressed. There is no estimate on the date when the Library will be informed as to whether it has a Temporary C of O. The Director also updated the trustees on the status of the project: Painting is complete; baseboard and a couple cabinets must be installed and, unfortunately, there is no time in the contractor's schedule to do so, nor is there a substitute crew that can be called in; landscaping is awaiting a quote on extending the retention wall and there are still questions about the height of the water line to the building, if it will be exposed with further grading and result in frozen lines.

VI. Discussion

A. Review of Board By-laws

Review of Board
By-laws

There were no requests or suggested revisions to the board by-laws. President Lewis used this opportunity to refresh how the agenda is amended and how items on the consent agenda can be pulled for further discussion or correction. She stated that if a trustee wants an item added to the agenda, to email the President and copy the Director no later than Monday of the board packet delivery week--earlier if possible. Then, at the meeting, if committee minutes or other items in the consent agenda need correction or further discussion, at the time that the agenda is to be approved, the trustee should request that the item(s) be removed from the consent agenda and then placed on the discussion list. After further discussion, it was clarified that the items removed from the consent agenda must also be placed on the decision list to ensure that the items are then approved with any corrections or revision.

B. Presentation of employees' work goals completed for prior year & for current year

Employees' Work
Goals

There was no discussion. President Lewis noted that these will go into effect after the completion of the project and the 90th Anniversary celebration. Another trustee commented that these are ambitious goals.

C. Vision 2020 Strategic Plan

Updated in the Director's Report and verbal update.

Vision 2020
Strategic Plan

D. Personnel Committee Review of Policies

There were no suggested revisions to these policies. Member DeRosier asked if the Director's raise discussed in the Personnel Committee minutes is included in the policy about Employee Compensation. President Lewis said that this is a policy about having employee compensation, not specific employees' compensation.

Personnel
Committee
Review of
Policies

E. Community Relations Meeting Minutes from the Consent Agenda

Member DeRosier wanted a correction in the fourth paragraph referring to the "Love Music" four up: "Kate wants it distributed through the schools. She wants it distributed at every concert in the schools" to read instead "Kate wants it inserted in every schools' concert programs." Member Cafmeyer wanted a correction in the seventh paragraph: Michelle, not Mary, asked if music suggestions were wanted. Michelle suggested Ira Segal. Mary suggested Ron Gosselin.

Community Relations Meeting Minutes from the Consent Agenda

F. Board Minutes from the Consent Agenda

In the Director's Report Verbal Update, Member DeRosier asked for clarification on the ninth paragraph where it said "why the Cromaing Big Read grant application for True Grit was not received." She understood that the application was received, but that the grant was not. A substitution of the word "granted" in place of "received" was suggested and accepted.

Board Minutes from the Consent Agenda

VII. Decisions

A. Approval of the Community Relations Meeting Minutes & Board Minutes

Member Thompson moved to approve the Community Relations Meeting Minutes and the Board Minutes as amended, seconded by Member Cafmeyer. Passed unanimously.

Community Relations Meeting Minutes from the Consent Agenda

VIII. Information

Upcoming meeting dates include:

Sept 6	Planning Committee, 6:30 pm, Director's Office.
Sept 7	Personnel Committee, if warranted. Not warranted at this time.
Sept 11	Community Relations Committee, 12 pm, Director's Office
Sept 12	Finance Committee, 3:30 pm, Director's Office
Sept 21	Board of Trustees meeting, 7 pm, Village Community Room

Upcoming Meeting Dates

The trustees are invited to attend the Sept 8 staff in-service Mental Health First Aid program from 8:45-10:45.

IX. Agenda Items for Next Meeting

- Audit Presentation, if warranted. (Typically the audit is presented to the Finance Committee, who then answer questions at the Board meeting, if there are any. It is planned that the auditor will join the Finance Committee meeting Sept 12 at 3:30 pm.)
- 90th Anniversary Celebration
- Community Relations Committee Reviews Policies
 - 2010 – Use of Library Services
 - 2020 – Privacy of Library Records
 - 2030 – Public Conduct in the Library
 - 3020 – Internet Use

Agenda Items for Next Meeting

X. Call to the Public:

Janice Yaklin responded with thanks for all the well wishes that Trustees

Public Call

communicated throughout the meeting, telling Janice that her retirement was "denied," suggesting that she actually meant 2019, not 2017, and more. President Lewis reminded trustees that the earlybird registration for the Michigan Library Association Annual Conference is September 8 and if not communicated to Barb Rentola by that point, registration will not be completed. Trustee Sargent and Trustee Thompson need to determine if they are able to go; all other trustees are not able to attend this year.

- XI. Motion by Member Thompson, seconded by Member Cafmeyer to adjourn at 7:41 pm. The Director was given a birthday card and gift from the trustees and she and Member Cafmeyer, who shares August 20 as birthday, were well-wished with a great round of song.

Adjournment

KATHLEEN OEMKE, SECRETARY

Barbara Rentola, Recording Secretary
Cromaine District Library Board

Documents distributed to the Board for/at this meeting:

- 7/27/17 Proposed Minutes
- July 2017 Financial Reports & Checks Issued Totals
- July 2017 CDL Investment Performance Report
- Director's Report 8/17/17
- CDL Statistics for July 2017 & updated CDL 4-year Circulation Graph
- Patron Comments Received July 2017
- Community Relations Committee Minutes, 8/8/17
- Finance Committee Action/Decision List, 8/8/17 w/Personnel Expense by Departments spreadsheet
- Personnel Committee Minutes 8/3/17
- Planning Committee Minutes, 8/2/17
- 2016-2017 & 2017-2018 Employee Work Performance Goals w/Director's Memo
- Stickers for reviewed policies 7002, 7003, 7004, 7005
- *Board & Administrator*, August 2017