

Trustees Present: Mary Cafmeyer, Kate DeRosier, Rebecca Fedewa, Nancy Lewis, Doug Sargent,
Don Thompson

Members Absent: Holly Naylor

Staff Present: Mallorie DeVilbiss, Barbara Berlin; virtually - Glenn Fisher, Marta Jackson

I. President Lewis called the meeting to order at 7:01 p.m. in the Community Room of the Cromaine Village Library.

II. **Approval of agenda**

Agenda Approval

President Lewis requested that the 9/10/2020 Planning Committee Minutes be moved from the Consent Agenda to Discussion Item 6.E. and Decision Item 7.B. Secretary Cafmeyer requested adding “Trustee Ballot” as Discussion Item 6.F. Vice President DeRosier moved to approve the agenda as amended, seconded by Trustee Thompson. Passed unanimously.

III. **Approval of Consent Agenda**

Consent Calendar Approval

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

- A. Approval of regular meeting minutes, 8/20/2020.
- B. Acknowledge receipt of the August Financial Reports and payment of August invoices totaling \$42,630.16 and payroll obligations totaling \$85,808.34.
- C. Director’s Report
- D. Committee Reports
 - Community Relations September 1
 - Personnel September 3
 - Planning September 10 (removed for discussion)
 - Finance September 10

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

Call to the Public

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 construction crew at the site of the former Crossroads branch unbolted and moved the drop box over the weekend, which means we will not be able to wait until mid-October to move it as planned. When Scott gets back from vacation next week, he will go pick it up.
- Last Friday (9/11) was our staff in-service morning. We focused on managing stress. 2 smaller groups switched between a session with a mental health counselor and yoga on the lawn with Debbie.
- Last Sunday (9/13) was our first Sunday of curbside service. It was a pretty slow day, as far as curbside pickup and phone calls go. Staff appreciated the time to catch up on tasks.

Questions/Comments from the Board:

Treasurer Sargent inquired about the “State of the Township” report that has not been held yet through the Chamber. *The Library will have 5 minutes within the overall “State of the Community” report that will be a virtual presentation in October.*

In response to the moving of the Crossroads book drop earlier than expected, Trustee Thompson asked about having one at another business in the area. Vice President DeRosier suggested that it might be beneficial to install a second book drop at the Hartland Senior Center, Brighton Township Hall, or one of the Hartland Parks to reach other places in our service area.

Summer Reading Wrap-Up & Fall Preview presentation by Marta Jackson, Youth & Teen Manager

This summer the librarians tried out a variety of new programs and services in an effort to find new ways to connect with patrons. These included live, pre-recorded, and blended virtual programs, such as Harry Potter Camp Online, Tail Waggin' Tutors, Trivia, meetings with authors, and more. Take-Home Kits were introduced with great success and are continuing through the fall. The new Teen Blog has given teen volunteers an opportunity to create and share content from book reviews to how-to videos, providing them even more ownership in their volunteer experience. The librarians have put a great deal of creativity and effort into developing these new patron experiences which continue to evolve and grow.

Trustee reaction: *Very nice presentation, fantastic creativity with so many creative programs during such a crazy time, good job, well done, Bravo!*

VI.	Discussion	Strategic Plan 2018-2022
	A. Strategic Plan 2018-2022 No comments from the Board. All is okay.	
	B. Review Board By-laws (all-Board activity) No changes needed.	Review Board By-laws
	C. Review Mission (all-Board activity) Item tabled until October. Barb will send out a copy of the current mission statement to the Board.	Review Mission
	D. Community Relations Policy Review <ul style="list-style-type: none">• 2010 – Use of Library Services• 2020 – Privacy of Library Records• 2030 – Public conduct in the Library• 3020 – Internet <p>All policies were reformatted to be uniform. President Lewis noted a redundancy in Policy 2020 under “What Information Is Collected?” Birth year and gender are repeated as items that are collected when someone signs up for a library card. The second reference will be removed.</p>	Community Relations Policies

E. 9/10/2020 Planning Committee Minutes

9/10/2020
Planning
Committee
Minutes Review

Referring to the segment of the minutes stating, “We will be partnering with league of women voters for introducing candidates for the coming election”, President Lewis doesn’t feel that the library should be involved in anything political. It is the patron’s responsibility to seek information, if they choose; there already are plenty of sources. This is a non-partisan board; we have no business in politics. She doesn’t think it’s right. She referred to page 64 of the Library of Michigan Trustee Handbook stating that the library staff or Board cannot be involved in politics. It’s not our business.

Vice President DeRosier disagrees saying that it is not political or biased, it is presenting both sides. The League of Women voters is non-partisan and takes no sides only seeks to inform.

Trustee Thompson says it’s the library’s responsibility to keep the patrons informed. We are just presenting the forum. It’s a good way to promote the vote.

Secretary Cafmeyer agrees and is okay with it. The library is just allowing information to be presented; it’s open to all candidates.

Treasurer Sargent asked exactly how the library is involved, sponsoring it? *No, Glenn is only the “technical advisor”. We are being the conduit for virtually presenting the forum to disseminate information.*

After much discussion, President Lewis directed Director Mallorie to make sure the league of women voters (LWV) post a disclaimer that "statements made by candidates AND the LWV are not supported by Cromaine Library." President Lewis wishes to be alerted when that is done.

F. Trustee Ballot

Trustee Ballot

Secretary Cafmeyer is confused because there are four candidates for the three open Cromaine Library Board positions on the November ballot. This is because newly appointed Trustee Rebecca Fedewa ~~was not able to remove her name from the ballot in time~~ was appointed after the deadline to remove her name from the ballot. Secretary Cafmeyer is bothered by it, calling it very messy and confusing to the voters. There are steps that would have to be taken if Trustee Fedewa should happen to win one of the open seats at the election. Trustee Fedewa stated she is telling people not to vote for her and is willing to do whatever is easiest for the board after the election, to be whole.

VII. Decision

A. Resolution 2020-15, Revising Policy 2020, Privacy of Library Records

Revising
Resolution 2020

Vice President DeRosier moved to approve Resolution 2020-15, Revising Policy 2020, Privacy of Library Records, Treasurer Sargent seconded. A roll call vote was taken for approval of the resolution. Ayes: Cafmeyer, DeRosier, Fedewa, Lewis, Sargent, Thompson Nays: None APPROVED

B. Approval of 9/10/2020 Planning Committee Minutes

Approving
9/10/2020
Planning
Committee
Minutes

Trustee Thompson moved to approve the 9/10/2020 Planning Committee Minutes, seconded by Secretary Cafmeyer. Passed unanimously.

VIII. Information

Upcoming meeting dates include:

Upcoming Meeting Dates

October 7	Personnel Committee, 6:30 pm (note day & date change)
October 8	Planning Committee, 9:30 am
October 8	Finance Committee, 2:00 pm
October 13	Community Relations Committee, 10:00 am
October 15	Board of Trustees meeting, 7:00 pm, Community Room.

IX. Agenda Items for Next Meeting

Items for next meeting

- Strategic Plan 2018-2022
- Audit Presentation
- Review of First Quarter Statistics
- Presentation of Annual Report for Prior Fiscal Year
- Mission Statement Review (tabled from September)
- Director’s six month evaluation
- Library Closing calendar for the following year
- Committee Policy Review
 - 1010 – Cooperation with Libraries & Other Organizations (Planning)
 - 6001 – Fund Balance Policy (Finance)
 - 6002 – Revenue Distribution & Fund Accounting (Finance)
 - 6003 – Fixed Assets Capitalization (Finance)
 - 6004 – Gifts to the Library (Finance)

X. Call to the Public: No Public

Public Call

XI. Adjournment:

Adjournment

Motion by Trustee Thompson, seconded by Vice President DeRosier to adjourn at 8:01pm.

MARY CAFMEYER, SECRETARY
Cromaine District Library Board

Barbara Berlin, Recording Secretary
Cromaine District Library Board

Documents distributed to the Board for/at this meeting:

- 8/17/2020 Proposed Regular Meeting Minutes
- August 2020 Financial Reports & Checks Issued Totals
- August 2020 CDL Investment Performance Report
- Director’s Report 9/17/2020
- CDL Statistics for August 2020 & updated CDL 4-year Circulation Graph

- Patron Comments August 2020
- Community Relations Committee Meeting Minutes, 9/1/2020 w/policies 2010, 2020, 2030, 3020 attached
- Finance Committee Meeting Minutes, 9/10/2020
- Personnel Committee Meeting Minutes, 9/3/2020
- Strategic Plan 2018-2022 Progress Report, August 6 through September 9, 2020
- Board Directory 9/2020
- Board Committees 9/2020
- *Card Up* Flyer
- *Back to School* Postcard
- Replacement Policies: 2010 – Use of Library Services; 2020 – Privacy of Library Records; 2030 – Public conduct in the Library; 3020 – Internet
- *Board & Administrator*, September 2020