I. President Lewis called the meeting to order at 7:00 p.m. in the Youth Program Room of the Cromaine Village Library.

II. Approval of agenda
Vice President DeRosier moved to approve the agenda, seconded by Secretary Cafmeyer. Passed unanimously.

III. Approval of Consent Agenda
Vice President DeRosier moved to approve the consent agenda, seconded by Secretary Cafmeyer. Passed unanimously.

   A. Approval of regular meeting minutes, 8/15/2019
   B. Acknowledge receipt of the August Financial Reports and payment of August invoices totaling $57,907.20 and payroll obligations totaling $77,192.67.
   C. Director’s Report
   D. Committee Reports
       Community Relations September 9
       Personnel September 3
       Planning September 12
       Finance September 11

IV. Call to the Public: Josh Schu said "hello."

V. Director’s Report – Update and Comments from the Community
The Director’s printed report was updated verbally with the following:

Hartland Area Community Council took action to support Hartland SOUP. The Council will provide Stefanie Furge as Hartland SOUP Coordinator, $300 to use as a “food bank” for last-minute purchases when more show for the SOUP than had RSVP’d. If more money is needed, she is to let the Council know, as they are prepared to donate at least $600 for the year.

The staff have available to them a day (prorated in hours for part-timers) to use for civic engagement. These are volunteer activities, not paid by the organization, that benefit the Hartland area community in a variety of organizations, including schools, service organizations like the Lions, and others, but not faith-based organizations or the Library itself. It is not a benefit that is heavily used, but in September, Beth Schrader took a civic engagement day to assist in the Hartland Area Chamber of Commerce golf outing. The outing generates funds, like the Polo Classic, that the Chamber uses for community givebacks and scholarships. Other staff have used civic engagement...
time to be a Lunch Buddy for Mentor Livingston, to walk in the Walk for Warmth supporting OLSHA, or to chaperone and assist with Hartland High School choral events.

October 4, Glenn Fischer will attend the TLN Technology Forum. This is an annual event which TLN offers to update all library staff, but especially the technology specialists, on new technologies that may serve libraries especially well. Glenn has been part of the planning for this event.

One of the staff work performance goals was the creation of a reading challenge especially for first graders. The First Grade Library Stars Reading Challenge has been launched by Heather Draft and Loni Wetherell. A bingo like board, book lists, and tips on how parents and caregivers can “grow” readers will be distributed to first graders in the classes being visited by Youth staff during September. They have until March to complete the activities, and as they complete them, they are rewarded with dips into the treasure chest and, more important, the encouragement of Youth staff. See the package in the blue folder.

The Livingston County Spelling Bee was a fun and successful event. The Director was the enunciator for the bee; one of the Howell library staff, Brandi Tambasco was one of the judges. Six centers and homes participated. There were 19 rounds of increasingly more difficult words and the winner of the bee was one of the Hartland contestants, who is also a regular at Cromaine.

The Italian Dinner at the Hartland Senior Activity Center on September 17 was a success. The Library sponsored the musician performer for the evening, Mario Messina; Caretel provided the great menu; and 70 tickets were sold for this fundraiser. Reaching and sustaining relationships with our senior community is a critical effort on the part of the Library, especially considering that 25% of the population in Michigan by 2030 will be 60 and up.

As a result of the Active Shooter/Intruder Training, we will add some safety equipment, including trauma kit upgrades for some of our first aid kits; window punches; and a rope ladder. These were recommended by the trainer from the Livingston County Sheriff Department.

As of today, the exterior painting of the 1927 and 1980 portions of Cromaine is complete. The crew has moved on to the Hartland Music Hall which they anticipate will be completed by the end of September.

In conversation at the Partners in Progress most recent meeting, I have been assured by James Wickman, Hartland Township Manager, that the Township will not put anything on the August 2020 ballot.

Please correct the spelling of Volunteer Gerri Burress’ last name. It has no g in it.

Volunteers' hours since that period reported in the printed report 190.5 adult volunteer hours, including 76.5 spent on creating plarn—the plastic bag “yarn” used to create sleeping mats for homeless veterans. It also includes 4.75 teen hours, plus 50 hours for new teen volunteer orientation. About 35 teens have
Questions and Comments: Vice President DeRosier asked what the winning word was, but Director Marlow did not remember. She shared a story about the winner not believing it was over. Trustee Thompson asked about where the rope ladder would be used. The Director replied in the Youth staff office which has only one exit and the window is on the second floor. The server room, it was decided, does not need one. The Community Room on the third floor is close to the overhang of the garden entrance. Treasurer Sargent commented that for being closed, August was still a pretty good month in the numbers. Treasurer Sargent asked what television offerings or meaning does it have in the hoopla report distributed at the meeting. The Director replied that hoopla offers television shows, including kid’s shows, cooking classes, etc. Josh added that the number on the chart also reflects the use on televisions--smart televisions are able to stream hoopla.

Josh Schu updated the Board with Adult Services Department activities.

He first thanked them for attending the Chamber Lunch n Learn and for the support the board provides the staff and all that we do here. Both Vice President DeRosier and Treasurer Sargent commended Josh for the Chamber presentation panel. Josh brought up that Damon Zuidema is new in the Adult Services Department and comes with great experience from Capital Area District Library. Save the Fave, Glenn Fischer's 2018-2019 performance goal, is now on the web site's Adult Services page on the right side. Josh's staff is eager to have patrons sign up so that the holds on new items for those best-selling authors can be made for the patrons. Josh recounted the fall and planned winter programs including the "It's Spooky" series, the November Veterans programs, ALIVE for 55+, Ale Together Now at which he has seen trustees, and the craft and book clubs. Vice President DeRosier asked about men's attendance at Ale Together Now, as that is a strategic plan emphasis. Josh replied that the attendance is split 50% women, 50% men, but since many of the library's adult programs only have about 20% men in attendance, it is a definite improvement. Vice President DeRosier commended the department for the great variety of programs and the ability to attract a wide audience.

VII. Discussion

A. Strategic Plan 2018-2022
There were no questions. The Plan is moving along.

B. Director Search
Director Marlow shared this afternoon’s email from Dan Bradbury, stating that there are now six applicants and six nominees. The latter will be contacted by Bradbury Miller shortly to see if they wish to become candidates. This is typical for this timeframe and the firm expects 15-20 candidates at close, October 20.

C. Bylaws / Mission Statement Review
There were no changes suggested. Vice President DeRosier stated that the mission should parallel the strategic plan.
D. Policy Review

2010 – Use of Library Services (Community Relations) the change recommended is to clarify and include the Library of Things in the equipment loans.

2020 – Privacy of Library Records (Community Relations) no changes were recommended.

2030 – Public Conduct in the Library (Community Relations) the section on tobacco use was expanded to include vaping and marijuana, specifically. Trustee Thompson asked if there have been any incidents of drug use or abuse at the Library. Director Marlow recounted a few from the past several years, but it is not hugely significant. Discussion continued on the availability of NARCAN. Director Marlow said that the Library has not received any from the manufacturer that was supposed to be distributed, nor did she pick some up at the free distribution at area pharmacies last Saturday. When we do receive it, the Hartland Deerfield Fire Authority will provide training and the NARCAN will be stored inside the alarmed AED box. Some trustees stated that they did not remember these; the Director replied that the Board President is kept informed of incidents where the police or fire are called.

3020 – Internet Use (Community Relations) the wording at the top of page 2 of 4 was revised to reflect current concerns about credibility of information on the Internet and to encourage computer users at the Library to seek the help of the librarian staff when concerned. "Point of view" was changed to "points of view."

7002 – Personnel Policy & Employee Handbook (Personnel) the committee recommended that the policies (those sections with "policy" in the title) in the Handbook be reviewed every three, not five, years.

7003 – Evaluation of Director and Library Staff (Personnel) no changes were recommended.

7005 – Compensation of Library Employees (Personnel) no changes were recommended.

E. Trustee Coffee Cart and Outreach

A coffee cart has been ordered. It was agreed by the trustees to look at their personal calendars and to share on email those dates that they are able to host a coffee event at the Library in the second half of October.

F. Livingston County Director and Trustee Meeting October 24

All of the trustees present replied that they are able to attend. Vice President DeRosier is pleased with the topic chosen: The Talking Is Teaching Initiative.

VIII. Decision

A. Resolution 2019-15 Trustee Thompson moved to approve Resolution 2019-15, Revising Policy 7002, Personnel Policy & Employee Handbook, Vice President DeRosier seconded. A roll call vote was taken for approval of the resolution. Ayes: Cafmeyer, DeRosier, Lewis, Naylor, Sargent, Thompson
B. Resolution 2019-16 Vice President DeRosier moved to approve Resolution 2019-16, Revising Policy 2010, Use of Library Services, Secretary Cafmeyer seconded. A roll call vote was taken for approval of the resolution. Ayes: Cafmeyer, DeRosier, Lewis, Naylor, Sargent, Thompson Nays: None APPROVED

C. Resolution 2019-17 Trustee Naylor moved to approve Resolution 2019-17, Revising Policy 2030, Public Conduct in the Library, Trustee Thompson seconded. A roll call vote was taken for approval of the resolution. Ayes: Cafmeyer, DeRosier, Lewis, Naylor, Sargent, Thompson Nays: None APPROVED

D. Resolution 2019-18 Secretary Cafmeyer moved to approve Resolution 2019-18, Revising Policy 3020, Internet Use, Vice President DeRosier seconded. A roll call vote was taken for approval of the resolution. Ayes: Cafmeyer, DeRosier, Lewis, Naylor, Sargent, Thompson Nays: None APPROVED

IX. Information
Upcoming meeting dates include:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Sept 30</td>
<td>Partners in Progress Joint Board Meeting, 6:30 pm</td>
</tr>
<tr>
<td>Oct 1</td>
<td>Community Relations Committee, 10:00 am, Director’s Office</td>
</tr>
<tr>
<td>Oct 3</td>
<td>Personnel Committee, 6:30 pm, Director’s Office</td>
</tr>
<tr>
<td>Oct 10</td>
<td>Planning Committee, 9:30 am, Director’s Office</td>
</tr>
<tr>
<td>Oct 10</td>
<td>Finance Committee, 2:00 pm, Director’s Office</td>
</tr>
<tr>
<td>Oct 17</td>
<td>Board of Trustees meeting, 7:00 pm, Cromaine Community Room.</td>
</tr>
<tr>
<td>Oct 24</td>
<td>Livingston County Directors &amp; Trustees, 6:30 pm</td>
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X. Agenda Items for Next Meeting
- Strategic Plan 2018-2022
- Director Search
- FY2018-2019 Audit
- 2020 Closing Calendar
- Trustee Coffee Cart and Outreach
- First-quarter statistics
- 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)
XI. **Call to the Public:** No Response

Public Call

XII. **Adjournment:**

    Motion by Trustee Thompson, seconded by Secretary Cafmeyer to adjourn at 7:52 pm.

MARY CAFMEYER, SECRETARY
Cromaine District Library Board

Barbara Rentola, Recording Secretary
Cromaine District Library Board

Documents distributed to the Board for/at this meeting:

- 8/15/19 Proposed Regular Meeting Minutes
- August 2019 Financial Reports & Checks Issued Totals
- August 2019 CDL Investment Performance Report
- Director’s Report 9/19/19
- CDL Statistics for August 2019 & updated CDL 4-year Circulation Graph
- Comments from the Community August 2019
- Community Relations Committee Meeting Minutes, 9/9/19, w/Facebook report & revised copies of Policies 2010, 2030, 3020 attached
- Finance Committee Action/Decision List, 9/11/19
- Personnel Committee Meeting Minutes, 9/5/19, w/revised copy of Policy 7002 attached
- Planning Committee Meeting Minutes, 9/12/19
- Strategic Plan 2018-2022 Progress Report, 9/19/19
- Resolution 2019-16, Revising Policy 2010, Use of Library Services
- Resolution 2019-17, Revising Policy 2030, Public Conduct in the Library
- Resolution 2019-18, Revising Policy 3020, Internet Use
- hoopla annual review report
- Livingston County Directors & Trustees Event Invitation
- Friends of Cromaine 2020 Bookmark Calendar
- *Board & Administrator, September 2019*