

Members Present: Cafmeyer, DeRosier, Lewis, Naylor, Oemke, Sargent
Members Absent: Thompson
Staff Present: Stefanie Furge, Marta Jackson (for part), Ceci Marlow, Barbara Rentola,
Josh Schu (for part)
Guests Present: None

- I. President Lewis called the meeting to order at 6:58 p.m. in the Community Room of the Cromaine Village Library.
- II. **Approval of agenda** Agenda Approval
Member Cafmeyer moved to approve the agenda, seconded by Member DeRosier. Passed unanimously.
- III. **Approval of Consent Calendar** Consent Calendar Approval
Secretary Oemke moved to approve the consent agenda, seconded by Member Cafmeyer. Passed unanimously.
A. Approval of minutes, 8/16/2018
B. Acknowledge receipt of the August Financial Report and payment of August invoices totaling \$73,088.15 and payroll obligations totaling \$72,213.97.
C. Director's Report
D. Committee Reports
Community Relations September 4
Finance September 13
Personnel September 6
Planning September 12
- IV. **Call to the Public** Marta Jackson responded with "happy to be here!" Call to the Public
- V. **Director's Report Update – Update, Comments & Questions from the Community** Director's Update
The Director's verbal update was turned over to Marta Jackson and Josh Schu who gave a power point **recap of Summer Reading 2018**. [Staff, if you were absent and wish to see this, or want to relive the experience, let me know and we'll make it available.]
- Questions and Comments from the Trustees:** very impressive. President Lewis also asked if any of the trustees had noticed that on checkout receipts at the bottom, it states how much you saved today by using your library. Director Marlow noted that is only on receipts coming directly from CARL and is a CARL feature, and is not available on self-check receipts. President Lewis really likes this. Questions & Comments from the Trustees

VI. Discussion

A. Review Board Bylaws

Trustee DeRosier asked that we somehow spell out that remote attendance which has been added to Article V, Section 1, that there is some restriction as to how often and/or how many trustees at one time; else we could have a table of seven trustees on the phone or Skype. Director Marlow suggested an addition of "in exceptional circumstances" to the sentence about remote attendance. Trustees agreed and added that comment.

Review of
Board Bylaws

B. Review of Library Mission

As this was just approved as part of the strategic plan adopted at the June 2018 meeting, no review was deemed necessary.

Review of
Library
Mission

C. FY 2017-2018 Audit

Treasurer Sargent noted that he wants to thank Director Marlow and her staff, particularly Barb Rentola, for the preparation of this audit. Preparation has gotten better and better, but this year the audit was really "smooth." President Lewis commended the very satisfactory audit results.

Audit

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

The trustees reviewed the marketing materials attached to the Planning Committee minutes. Trustee DeRosier wants the cross-hatching removed as it makes pages 3 and 4 difficult to read. Trustee Cafmeyer and President Lewis concurred. Director Marlow will retrieve the editable files from Library Strategies as of this day; their work was completed and paid for. (There will be a follow on the plan, mid-point, but marketing is not part of that.) Director Marlow noted that one of the documents attached to the Planning Committee minutes is for the board to look at the progress of the plan each month. President Lewis also called attention again to Goal 2, Strategy 3 about making the Youth Program Room in particular more available to the public. Director Marlow and Trustee DeRosier concurred that this room must be saved for library programming and not available to be booked by the public. More library programs can be offered there, but often the room is set up for Youth programming and, while it might look empty, it is part of the program's booking time to preserve that space so that it can be an even richer experience. President Lewis stated that she does not like to see this space unused. Director Marlow stated that it is used heavily, but once the space is included for public booking, we lose the ability to offer and to host on the spur of the moment opportunities like Author Steve Hamilton, particularly since we currently allow private bookings far earlier than 90 days.

Strategic Plan
2018-2022

E. Board Introductions

The trustees went around the table and introduced themselves to each other noting when they joined the Board and how and their relationship to libraries and Cromaine specifically. President Lewis read aloud Vice President's bio from the 2014 election.

Board
Introductions

F. Community Relations Committee Policy Review

The trustees reviewed the policies and had no additional revisions. Trustee DeRosier appreciated the addition of the Wi-Fi hot spots to the lending equipment section.

Community Relations Committee Policy Review

G. Annual Report FY 2017-2018

Treasurer Sargent noted that it was very good to read. President Lewis agreed. Director Marlow noted that since this does not include a compilation of all the comments which are now reported monthly, she did state in the cover letter to the townships', schools, and Chamber that she will be happy to send a compilation of them upon request.

Annual Report FY 2017-2018

VII. Decision

A. Resolution 2018-15, Revise Board Bylaws

Member DeRosier moved to approve Resolution 2018-15, Revising Board Bylaws with the one change noted in discussion, Member Cafmeyer seconded. A roll call vote was taken for approval of the resolution. Ayes: Cafmeyer, DeRosier, Lewis, Naylor, Oemke, Sargent Nays: None APPROVED

Resolution 2018-15 Revising Board Bylaws

B. Motion to Accept FY 2017-2018 Audit

Treasurer Sargent moved to approve the FY 2017-2018 audit as presented for approval from the Finance Committee, Member Cafmeyer seconded. APPROVED

Motion to Accept Audit

C. Resolution 2018-16, Revise Policy 2010, Use of Library Services

Member Cafmeyer moved to approve Resolution 2018-16, Revise Policy 2010 - Use of Library Services with the change noted in discussion, Member DeRosier seconded. A roll call vote was taken for approval of the resolution Ayes: Cafmeyer, DeRosier, Lewis, Naylor, Oemke, Sargent Nays: None APPROVED

Resolution 2018-16 Revising Policy 2010

VIII. Information

Upcoming meeting dates include:

October 2	Community Relations Committee, 10 am, Director's Office
October 4	No Personnel Committee meeting due to another. Next Personnel Committee meeting planned for November 1, 6:30 pm, Director's Office (Unable to attend: Kathleen Oemke)
October 4	7:00 pm Joint Partners in Progress Boards' meeting in the Professional Development Center at the Hartland Consolidated Schools Educational Services Support Center (old Hartland high school) on M-59. Refreshments will be available.
October 10	Planning Committee, 1:00 am, Director's Office (Unable to attend: Holly Naylor)
October 10	7:00 pm Livingston County Directors & Trustees Dinner & Education, Fowlerville District Library, 141 S. Grand River Avenue, Fowlerville. (Unable to attend: Mary Cafmeyer, Kate DeRosier, Nancy Lewis, Holly Naylor)

Upcoming Meeting Dates

October 11	Finance Committee, 2:00 pm., Director's Office
October 18	Board of Trustees meeting, 7 pm, Village Community Room

Other dates of note shared by trustees on behalf of the community:

- Wednesday, October 3, 6:30 pm Hartland SOUP at the Hartland United Methodist Church, corner of Washington and Maple/Hibner. (more information here: <https://www.facebook.com/HartSOUP/>)
- Saturday, October 13, 9:00 am-noon - The Livingston County Baby Fair at LESA, 1425 W. Grand River Ave., Howell. An event for new and expectant parents (learn more here: <https://lacasacenter.org/baby-fair/>)
- Thursday, October 18, 6:30-9:00 pm - The chambers of Livingston County and the League of Women Voters for Howell and Brighton sponsor a candidates forum at the Hartland Consolidated Schools Educational Service Support Center on Highland Road. (more information here: <https://thelivingstonpost.com/ask-the-candidates-were-collecting-questions-for-the-upcoming-forum/>)

IX. Agenda Items for Next Meeting

Agenda Items
for Next
Meeting

- A. Review of first-quarter statistics
- B. Library closing calendar for 2019
- C. Strategic Plan 2018-2022
- D. Board education moment
- E. 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 had no response.

Public Call

XI. Motion by Member DeRosier seconded by Treasurer Sargent to adjourn at 8:06 pm.

Adjournment

KATHLEEN OEMKE, SECRETARY

Barbara Rentola, Recording Secretary
Cromaine District Library Board

Documents distributed to the Board for/at this meeting:

- 8/18/18 Proposed Minutes
- August 2018 Financial Reports & Checks Issued Totals
- August 2018 CDL Investment Performance Report
- Director's Report 9/20/18
- CDL Statistics for August 2018 & updated CDL 4-year Circulation Graph

September 20, 2018

- Patron Comments Received August 2018
- Community Relations Committee Minutes, 9/4/18, w/revised copy of Policy 2010 attached
- Finance Committee Action/Decision List, 9/13/18
- Personnel Committee Minutes, 9/6/18, w/revised copy of Board Bylaws attached
- Planning Committee Minutes, 9/12/18, w/strategic plan summary attached
- CDL Implementation Plan Draft 2018-2022 & Progress report form
- Resolution 2018-15, Revise Board Bylaws
- Resolution 2018-16, Revise Policy 2010-Use of Library Services
- CDL FY 2017-2018 Annual Report
- CDL FY 2017-2018 Audit
- August 2018 *Board & Administrator*