Cromaine District Library APPROVED
Regular Board Meeting
Thursday November 17, 2022

Trustees Present: Holly Naylor, Rebecca Fedewa, Nancy Lewis, Nancy Rosso, Doug Sargent, Mary Cafmeyer-virtual, Don Thompson-virtual

Members Absent: None

Staff Present : Sarah Neidert, Darlene Randolf, Pam Holtz

Public Present : Nicole Matthews Creech, Dawn Smith, Jennine Gogoleski, Becky Basley

I. President Naylor called the meeting to order at 7:01 p.m.

II. **Approval of Agenda** Agenda Approval

Trustee Rosso moved to approve the agenda, seconded by Vice President Fedewa.

Ayes: All

Nayes: None Motion passed

III. **Approval of Consent Agenda** Consent Agenda Approval

Trustee Lewis moved to approve the Consent Agendas, seconded by Trustee Rosso.

Ayes: All

Nayes: None Motion passed

A. Approval of regular meeting minutes, 11/17/22
B. Acknowledge receipt of the Oct. Financial Reports and payment of October invoices totaling $60,347.93 and payroll obligations totaling $85,081.42.
C. Director's Report
D. Committee Reports

Personnel Committee	Nov. 03
Community Relations Committee	Nov. 09
Finance Committee	Nov. 10

IV. **Call to the Public:** Call to the Public

None

V. **Directors Report**
Director - Neidert

Directors Report

Updates:

In addition to the written report, Director Neidert mentioned a few highlights from the Youth Department submitted by Marta Jackson.

Homeschool Discovery Club - This fall we added a monthly Homeschool Discovery Club and attendance has quickly grown from 10 to 16 participants per month. October's theme was the Science of Slime, which included some very fun and educational slime making. We now offer two dedicated Homeschool programs per month (the other being Homeschool Book Club which has been around for years).

Babygarten & Baby Playtime - Attendance at baby programming has finally picked back up following the pandemic and in October we reached attendance numbers we haven't seen since before the pandemic (15-16 babies per week). This is encouraging as once families enter our baby programs, they're typically around for years to come and grow up through our toddler and preschool programs as well.

Under patron comments, Director Neidert added:
We received at least two compliments on our 2nd floor Voting display, which included a variety of children and tween books about the voting process and its history, as well as another commending the timeliness of our collections and displays.

An additional comment was sent through the website from a patron: This message is for the Board. My parents live locally and we recently voted for the new Library Board members on Election Day. We had a very difficult time finding any information at all about the candidates, and this meant that I spent time combing through past meeting minutes to try to find information on the individuals on the ballot. Would it be possible for the Board to publish on the website, in future years, basic information about each candidate and why they wish to be on the Library Board? It would go a long way to make elections more transparent. Thank you! Director Neidert replied via email that all candidates are invited to respond to the vote411.org coordinated by the League of Women Voters.

Director Neidert questioned the functionality of the main front doors. Multiple staff members have noted how the doors are very hard to close without slamming them shut, and that sometimes the locking mechanism doesn’t work.

Questions/Comments from the Board:

Treasurer Sargent agreed that the doors do not close properly. Director Neidert will explore the price to repair or replace.

Vice President Fedewa asked if there are any historic regulations we have to adhere to about replacing these doors. Director Neidert replied that the doors are part of the 1980 addition, but she will check.

Trustee Lewis suggested the website be updated with new staff pictures and Board of Trustee pictures. Director Neidert agreed that the library website needs a lot of updating.

Secretary Cafmeyer commented on the patron's note of concern regarding information on Board candidates. She said that every candidate on every slate has the opportunity to answer questions so the people would know what the candidates stand for (referring to vote411.org).

Director Neidert asked the board when the directors review will be, since she started end of October and it usually occurs in November. Treasurer Sargent replied that it will probably be pushed back about six months for a midyear review.

VI. Discussion

A. Strategic Plan Review

Strategic Plan Review

None available

B. By-Law questioned reviewed, Can we have a vote by a board member virtually?

President Naylor investigated this question. No, votes cannot be done virtually by a board member.

By-Law questioned reviewed

B. November Election

President Naylor welcomed the three board members elect: Dawn Smith, Jeannine Gogoleski, and Becky Basley. President Naylor then thanked current board members: Doug Sargent, Nancy Lewis, and Don Thompson for their

decades of time, hard work and energy that has helped form Cromaine Library into how it is today.

November election

Secretary Cafmeyer echoed President Naylors thanks to Treasurer Sargent, Trustee Lewis, and Trustee Thompson. She welcomed the new members.

C. **Livingston County Trustees and Directors meeting**

Director Neidert, President Naylor, Vice President Fedewa and Secretary Cafmeyer attended the Livingston County Trustees and Directors meeting at the Pinckney Library on November 9, 2022.

Trustees and Directors meeting

Secretary Cafmeyer said that it was an excellent session with a lot of good information that reminded her about what we as trustees should be doing.
President Naylor said that it showed the best practices for books and material challenges. Also, it showed the best practices for library boards at looking closely at the library policies.
Vice President Fedewa said it was a good session with good handouts.

President Naylor went over two of the Board Operating Procedures.

- Policy #8003 regarding the agenda format, noting that having two separate calls to the public seems confusing. She proposes to have one call to the public.
- Policy #8004, regarding the procedure to addressing the board, noting that the 15 minute time limit is a short amount of time. She asked if the time limit should be extended or eliminated.

Vice President Fedewa thinks extension of the time limit should be up to the discretion of the Board President.

Trustee Lewis says that it is good to have time limit guidelines to follow. There were times in the past when board meetings went on for hours, as there were more issues of concern long ago than there are today. That could be the reason we have two calls to the public, and we continued with them.

Treasurer Sargent suggests one call to the public at the beginning of a meeting so that, at that point, the concern can be discussed.

Trustee Thompson said the reason for two calls to the public was so that if there is an issue of concern, this could be discussed before making a decision, go through the rest of the agenda, then discuss the issue again.

Trustee Rosso asked if there is a history of always having two calls to the public. President Naylor commented that it is not standard practice.

President Naylor suggests that the call to the public drop down to one, at the earlier portion of the meeting. The decision can be made at the next board meeting. She will discuss this with Director Neidert. She is okay with leaving the time limit open. Policy #8004 will be left in place for now.

E. Revised Closing Calendar

Revised Closing Calendar

Closing calendar was corrected due to the September 15, 2022 Staff In Service day fell on the same day as the Friends book sale. The Staff In Service day was moved to September 22, 2022.

F. Review Policies:

1010 – Cooperation with Libraries & Other Organizations (CR)

Review Policies

President Naylor questioned page 3, paragraph 2. She asked if the Organizations include county wide or limited to Hartland. Treasurer Sargent said that adding "that benefit library district" would correct it. This will be presented at December 15, 2022 board meeting.

6001 – Fund Balance Policy (Finance)

Some word changes and formatting

6002– Revenue Distribution & Fund Accounting (Finance)

Reviewed, no changes

6003 – Fixed Assets Capitalization (Finance)

Formatting change only

6004 – Gifts to the Library (Finance)

Reviewed, no changes

6025 – Library Credit Card

Trustee Rosso added a clarification of "per billing cycle" after the $20,000.00 limit amount.

VII. **Decision** Bank Signors

A. Adding Sarah Neidert, new Director, as a signer

Vice President Fedewa moved to approve Resolution 2022-19; Designating Officers and Named Persons Authorized to Act for the Library in its Business with its Banks, seconded by Treasurer Sargent. A roll call was taken for the approval of the resolution.

Ayes: Doug Sargent, Nancy Lewis, Rebecca Fedewa, Holly Naylor, Nancy Rosso

Nayes: None Resolution approved

B. Finance Policies: Finance Policies

Policy #1010 – Cooperation with Libraries & Other Organizations (Resolution Needed)

Needed correction. Will have decision at December 15, 2022 meeting.

Policy #6001 – Fund Balance Policy (Resolution needed)

Treasurer Sargent moved to approved Resolution 2022-21; Fund Balance Policy, seconded by Trustee Rosso. A roll call was taken for the approval of the resolution.

Ayes: Doug Sargent, Nancy Lewis, Rebecca Fedewa, Holly Naylor, Nancy Rosso

Nayes: None Resolution approved

C. Policy #6025 – Library Credit Card

Needed correction. Will have decision at December 15, 2022 meeting

VIII. Information: Upcoming Dates

Dec. 14	Community Relations & Strategic Planning Committee, 9am, virtual
Nov. 29	Personnel Committee, 7pm, virtual
Dec. 08	Finance Committee, 2 pm, virtual
Dec. 15	Board of Trustees meeting, 7 pm

IX. **Agenda Items for Next Meeting** Items for next meeting

- Strategic Plan Review
- Resolution regarding Health care
- Review policies:
- 6005 – Investment of Library Funds (Finance)
- 6007 – Investment Charter (Finance)
- 6015 – Budget (Finance)
- 3010 – Collection Development (Community Relations)
- Decision of Policy #8003, Board of Trustee Operating Procedure
- Decision of Policy #1010, Cooperating with Libraries and Other Organizations
- Decision of Policy #6025, Library Credit Card

X. **Call to the Public:** Public Call

Jeannine Gogoleski asked who at the library hold a library credit card, and how are they used? Treasurer Sargent replied that department managers and the director hold a library card. The card is used for library business, repairs, programs, supplies for programs. He said it simplifies transactions verses cutting a check all the time.
Jeannine Gogoleski also asked if the $20,000.00 limit is per month? Treasurer Sargent said it is a $20,000.00 per limit per month for total of all the credit cards.

XI. **Adjournment**: Adjournment

Motion by Trustee Lewis, seconded by Treasurer Sargent.
Ayes: All
Nayes: None Motion passed

Meeting adjourned at 7:44 p.m.

MARY CAFMEYER, SECRETARY
Cromaine District Library Board

Darlene Randolf, Recording Secretary
Cromaine District Library Board

Documents distributed to the Board for/at this meeting:

- 10/20/22 Board Meeting Minutes
- November 2022 Directors Report
- Financial Reports – October 2022
- Finance Committee Minutes 11/10/22
- Personnel Committee Minutes 11/03/22
- Community Relations Minutes 11/09/22
- Board of Trustees Operating Procedure #8003
- Board of Trustees Operating Procedure #8004
- Library Closing Calendar-revised
- Resolution 2022-19/Designating Officers and Named Persons Authorized to Act For the Library in its Business With Its Bank
- Resolution 2022-20/Revise Policy #1010 – Cooperations with Libraries & Other Organizations
- Resolution 2022-21/Revise Policy #6001 – Fund Balance Policy
- Resolution 2022-22/Revise Policy #6025 – Library Credit Card Policy
- Policy #6002 – Reviewed
- Policy #6003 – Reviewed
- Policy #6004 – Reviewed
- November Newsletter