

Cromaine District Library
Regular Board Meeting
Thursday, November 16, 2017

APPROVED

Members Present: Cafmeyer, DeRosier, Lewis, Oemke, Sargent

Members Absent: Black, Thompson

Staff Present: Director Marlow, Barbara Rentola, Janice Yaklin

Guests: Peter Bruder, Sue Welch, Dan Whisler

I. President Lewis called the meeting to order at 7:03 p.m. in the Community Room of the Cromaine Village Library.

II. Approval of agenda

Agenda Approval

The agenda was amended to move the Discussion Item VI. D. to VI. A. in order to excuse Sue Welch and Dan Whisler at the completion of that item. Treasurer Sargent moved to approve the agenda as amended, seconded by Member DeRosier. Passed unanimously.

III. Approval of Consent Calendar

Consent Calendar Approval

Member DeRosier moved to approve the agenda, seconded by Member Oemke. Passed unanimously.

A. Approval of minutes, 10/19/17

B. Acknowledge receipt of the October Financial Report and payment of October invoices totaling \$305,338.42 and payroll obligations totaling \$67,228.12.

C. Director's Report

D. Committee Reports

Community Relations November 3

Finance November 2

Personnel November 8

Planning November 8

IV. Call to the Public:

Call to the Public

The response to the call to the public was a discussion of the new Flex Route on US 23--Dan Whisler giving it two-thumbs up for his drive; Member Cafmeyer being frustrated that it was not open for her drive earlier in the day.

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 193.5 hours with 84.75 from teens and 108.75 hours from adults. As part of event planning, Barb sends out a request each calendar season to adult volunteers to see who is able and available to meet volunteer needs at the various events. This December-January-February she was pleased to have a great response from so many despite the holidays. There are a few needs open still, which she hopes to discuss with our trustees in person tonight.

The decisions made at the October meeting were to adopt the closing calendar of 2018 which was then communicated to TLN; to accept the FY 2016-2017

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audit which is provided to the Michigan Department of Treasury and included in the local unit audits on their web site; to amend the FY 2017-2018 beginning balance to reflect the additional savings shown in the FY 2016-2017 audit; and to accept the minutes of the special Partners in Progress October 12 joint meeting of boards and directors.

The Director will be away from November 21 through November 28, but will be reachable by email and phone throughout this period. Manager staff has been given a brief refresher on mechanical systems, as Scott Wren, the Building Manager, will also be away from November 15 through November 27 and not reachable.

A reminder that the library will close early—at 6:00 pm, not 9:00 pm—on Thanksgiving Eve, November 22. The library is closed on Thanksgiving. It is open the day after Thanksgiving and through the weekend customary hours.

The new non-fiction book club held its first meeting November 9 and was well-received. The participants came from Howell and Brighton, as well as Hartland, and are interested in the upcoming reading list. One attendee told a friend who lives near Atlanta, Georgia, about the new club. The friend was so disappointed that there isn't such an offering in her area that our book club attendee promised to discuss our club's books with her going forward. Cromaine has a wide reach!

Small leftover bits of repair and correction are being completed on the project. At this time, we still need to install the custom manholes on the south side of the building. In addition, Scott has done a great effort in bringing all of the building and grounds up to speed, including new flooring in the elevator, auto-sensor lights in the mechanical room and several closets, and a fence to prevent entry into the mechanical courtyard which will have barbed wire added when he returns. Another compliment was received from a patron today – she said that the building looks really wonderful. And since it is her favorite place in the community, it has made her even happier.

A solicitation letter for the 2018 summer concert series has gone out, including the sponsorship form and the line-up for music in 2018. We already have one commitment and are negotiating another new one. “You are awesome” thank you postcards will go out Friday to all of the 64 teen volunteers. “You are awesome” thank you cards with a pocket calendar and an insert invitation to the Celebration of Giving on December 6 will go out Monday to 130 donors and adult volunteers.

The Friends decorated the first floor of the library for the holidays on Monday, November 13. The Director created holiday decorations for the new public spaces—the Youth Program Room and the Teen Room—and she and Barb hung these plus the holiday wreaths created several years ago by the Director on the second and third floor public spaces. Mary Lynn Thomson created and installed holiday wreaths on the front doors Thursday, November 16. Because the traditional gingerbread house events are held tomorrow, Friday, and Saturday, every effort is made to get in the spirit beforehand.

Some challenging news was received regarding the summer concert series. The Hartland Music Hall as rain location was given away. The Director and

Michelle Otis are discussing how to address the very real need for an indoor rain location. Working with high-power bands, such as The Ragbirds, means a 20x30 tent will probably not be enough. One solution is to ask the church congregation that needs the Hall this summer to meet at the library in the Community Room instead through the summer. Our meeting room policy does not prohibit this; it has not been requested to date.

Partners in Progress met this morning and the meeting was very productive. The group set up a potential meeting of October 3 or 4, 2018 as a definite next meeting of the entire group, plus the other five townships' officials will also be invited. It was suggested that these meetings have both an education component and food, much like the Livingston Library Directors and Trustees. A meeting may also be called for earlier—in April—if there is definite progress on the shared branding and communication collaboration activities. The Director committed to following through with a draft posting, job description, and some ranges of possible wage/benefit/hours per week for the PIP leaders to review in early December. She also asked that Crounse take the lead on a district-wide print Welcome packet since she wishes to position the library as information provider. A budget request for this activity will be forthcoming and, once a personnel request can be formulated, it, too, will be shared.

After discussion with the Adult Services Manager, it was agreed that the 20-hour Adult Services Librarian position will be posted within the next two weeks. The two part-time Adult Services Librarians have agreed to take on 4-5 hours per week on a temporary basis in the interim.

Hartland's Polar Express Day has reached its final planning. Flyers have been prepared to cover all the activities and sponsors. The new reusable signs and banner supplied by Hartland Insurance Agency (designed by Marisa Watson at Crounse) will be distributed shortly to participating organizations. Facebook shares and posts indicate that there is a lot of community interest, and even beyond this community. One poster said her family was coming from an hour away!

Questions and Comments from the Trustees:

President Lewis asked that if any board member was interested in changing committees, taking on or getting out of chair positions or board officer positions, to please let her know. She'll be away for the December meeting but would like to have the roster ready for the January meeting.

VI. **Discussion**

A. Review of construction project final payment applications

President Lewis invited the Director to review the payment applications and explain the approval process which has been used by the Planning Committee and, if the motion to rescind authority by the Planning Committee is passed, will be the job of the Board as a whole tonight. Treasurer Sargent asked about the repair of the concrete pad on the south lawn. The Director explained that while it was damaged by JCHolly, it was agreed that because it is such a small repair, the library will get one of its local contractors to fix it and Rewold will pay the bill. Rewold will retain a small amount of funds, ca. \$5,000, for other matters that come out during the warranty period. Several board members asked about the retention request for KLM Landscape and why the library will not pay it at this point. The Director, Sue Welch and Dan Whisler explained that the lawn has not grown in as well as was required, but that it is too late in the season to address it now. If the lawn is still not satisfactory this spring, or has damage because it was not as bid (e.g., from rain storms or slope erosion), then holding the retention pay and not initiating the warranty will require the needs be met in order to receive the remaining retention amount of \$2,200. The Director noted that the construction budget of \$1.8 million was completed with a \$93,000 savings. She will look at the Direct Owners Costs portion of the \$2.3 million to see what the total savings are for the entire project.

Review of construction project final payment applications

B. Strategic Plan 2018-2023

As of the date due, only one proposal had been received in response to the Request for Proposal for Strategic Planning Services. Director Marlow contacted the other four organizations that were sent the request for proposal; two have since submitted and a fourth one is expected before the Planning Committee meets to review them on December 6.

Strategic Plan 2018-2023

C. Rescind Planning Committee's authority to approve construction project payment applications

This is a motion to rescind two authorities created for the smooth operation of the construction project finances--the authority of the Library Director to approve expenditures up to \$25,000 and the authority of the Planning Committee to approve project invoices, rather than the Finance Committee.

Rescind Planning Committee's Authority

D. Revise 2018 Closing Calendar (again)

A conflict between the September 2018 Friends Book Sale and the staff in-service was discovered as dates were entered on the library's event calendar. This revision will move the staff in-service from the second Friday of September to the third Friday in 2018.

Revise 2018 Library Closing Calendar

VII. **Decisions**

A. Motion to revise 2018 Library Closing Calendar.

Member DeRosier moved to approve the Library Closing Calendar for 2018 as amended, seconded by Member Cafmeyer. Passed unanimously.

Motion to Revise 2018 closing calendar

B. Motion to award Strategic Planning Services proposal, if warranted

Not warranted at this time.

Motion to award strategic planning services proposal, if warranted

C. Motion to rescind Planning Committee’s authority

Secretary Oemke moved that the authority of the Library Director to approve construction project change orders of up to \$25,000 be rescinded, seconded by Treasurer Sargent. She also moved that the authority of the Board of Trustees’ Planning Committee to review and approve construction project invoices be rescinded, also seconded by Treasurer Sargent. Passed unanimously.

Motion to rescind Planning Committee’s authority

D. Award of construction project final payment applications

The following payment applications were approved: Frank Rewold & Son-\$2,000.00; this is a final payment. Superior Excavating-\$1,944.00; this is a final payment. KLM Landscape--\$12,270.50. Albaugh Masonry Stone and Tile--\$17,999.09; this is a final payment. Village Cabinet Shoppe-\$1,028.00; this is a final payment. Tanner Supply-\$2,729.00; this is a final payment. Huron Acoustic Tile-\$1,337.63; this is a final payment. Cohn's Commercial Floor Covering-\$276; this is a final payment. Conti Fire Protection-\$10,419.87; this is a final payment. LJ Rolls Refrigeration-\$1,440.00; this is a final payment.

Award of construction project final payment applications

VIII. Information

Upcoming meeting dates include:

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| Dec 1 | Community Relations Committee, 10:00 am, Director’s Office |
| Dec 6 | Planning Committee, 10:00 am, Director’s Office. |
| Dec 12 | Finance Committee, 10:00 am, Director’s Office |
| Dec 14 | Board of Trustees meeting, 7 pm, Community Room |

Upcoming Meeting Dates

Other meetings of note:

Please note the Wednesday, December 6, 7:00 pm Celebration of Giving event, the Saturday December 9, 10:00 am to 1:00 pm Hartland's Polar Express Day; and the Saturday December 9, 6:30 pm (earlier start time) Messiah concert at the Hartland Music Hall.

IX. Agenda Items for Next Meeting

- Strategic Plan 2018-2023
- Board self-evaluation forms distributed
- Resolution regarding health care
- Finance committee review of policies
 - 6005 – Investment of Library Funds
 - 6007 – Investment Charter
 - 6015 – Budget

Agenda Items for Next Meeting

X. Call to the Public:

Janice Yaklin wished everyone a Happy Thanksgiving.

Public Call

XI. Motion by Member DeRosier, seconded by Member Cafmeyer to adjourn at 7:50 pm.

Adjournment

KATHLEEN OEMKE, SECRETARY

Barbara Rentola, Recording Secretary
Cromaine District Library Board

Documents distributed to the Board for/at this meeting:

- 10/19/17 Proposed Minutes
- October 2017 Financial Reports & Checks Issued Totals
- October 2017 CDL Investment Performance Report
- Director's Report 11/16/17
- CDL Statistics for October 2017 & updated CDL 4-year Circulation Graph
- Patron Comments Received October 2017
- Community Relations Committee Minutes, 11/3/17
- Finance Committee Action/Decision List, 11/8/17
- Personnel Committee Minutes, 11/2/17, with Benefit Survey & Compensation study survey
- Planning Committee Minutes, 11/8/17
- CDL Cost of the Work Report Spreadsheet, 11/14/17
- Request for Payments List w/Rewold Application & Certificate for Payment
- Payment applications from Frank Rewold & Son-\$2,000.00; this is a final payment. Superior Excavating-\$1,944.00; this is a final payment. KLM Landscape--\$12,270.50. Albaugh Masonry Stone and Tile--\$17,999.09; this is a final payment. Village Cabinet Shoppe-\$1,028.00; this is a final payment. Tanner Supply-\$2,729.00; this is a final payment. Huron Acoustic Tile-\$1,337.63; this is a final payment. Cohn's Commercial Floor Covering-\$276; this is a final payment. Conti Fire Protection-\$10,419.87; this is a final payment. LJ Rolls Refrigeration-\$1,440.00; this is a final payment.
- Revised Library Closing Calendar 2018
- Motion to rescind Planning Committee's authority
- *Library's expansion opens new chapter, LCDPA 10/26/17*
- Stickers for reviewed policies 1010, 6002, 6003, & 6004
- Cromaine Music 2018 flyer
- *Board & Administrator, November 2017*

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