

Members Present: Paul Black, Mary Cafmeyer, Kate DeRosier, Nancy Lewis, Kathleen Oemke,

Doug Sargent

Members Absent: Don Thompson

Staff Present: Director Marlow, Janice Yaklin

Guests: Peter Bruder

I. President Lewis called the meeting to order at 7:04 p.m. in the Community Room of the Cromaine Village Library.

II. **Approval of agenda**

Agenda Approval

Motion to approve by Member DeRosier, seconded by Member Cafmeyer. Passed unanimously.

III. **Approval of Consent Agenda**

Consent Agenda Approval

Member Cafmeyer moved to approve the consent agenda, seconded by Member Black. Passed unanimously.

- A. Approval of 7/28/16 regular meeting minutes.
- B. Acknowledge receipt of the July Financial Report and payment of July invoices totaling \$64,396.74 and payroll obligations totaling \$63,697.43.
- C. Director's Report
- D. Committee Reports
 - Community Relations August 11
 - Personnel Committee August 3
 - Planning Committee August 11
 - Finance Committee August 11

IV. **Call to the Public:**

Call to the Public

Janice Yaklin responded, "Hello."

V. **Director's Report Update** – The Director shared the following verbally:

Director's Update

- At Monday, August 15 about 9:30 am, the AT&T lines which provide phone services for Crossroads and Village as well as Internet for the Village were cut during a "road-widening" project, which we believe to be the Speedway gas station makeover. The loss of Internet services impacted several key functions, including recording the Summer Reading minutes and books, checking in and checking out materials, placing holds, demonstrating downloadable services, and more. Staff and volunteers pitched in to the nth degree. Some went to Crossroads to check in (as if they were at Village), some shelved whatever got checked in and moved back to Village. Others took this time to really clean out cabinets and sort through the accumulation that happens

during a very busy summer reading club. Volunteer Kathy Freeman who customarily checks in at Crossroads on Monday, then Village at Tuesday, checked in delivery bins from both places—ten of them alone on Tuesday. Services were restored Tuesday at 5:00 pm.

- Mary Howard offered and we are pleased that Joshua Menter accepted the position of 20-hour Adult Services Librarian. Josh will begin September 6. He is an avid audiobook user, has experience with 3D printing and makerspaces, and years of terrific customer service experience.
- All incumbent Trustee candidates for the November election have filed on time. Write-in candidates must register with the County Clerk's office by October 28 4:00 pm.
- Site work update: Tree removal is Thursday, August 18 (not Tuesday, August 16). Metal construction fencing will be installed Friday August 26 (not Thursday, August 18). Orange fencing was "rolled up" for Cirque Amongus on Saturday, August 20, but will be put back in place as soon as possible after the event.
- The sign permit for the project sign has been approved. It is expected we will have that sign installed by the groundbreaking and likely sooner. When the banner for summer reading which is hanging above the Village main entrance comes down, the banner for the groundbreaking will go up, inviting all to the event.
- Ignite's videographer was out, along with the Art Director, on Monday August 15 to gather some footage and returned on Wednesday for the same. Comments received from staff and trustees on the web site concepts were delivered to Ignite August 17. The library's web team will meet with Ignite to review further drafts based on comments on August 23.
- Crounse received a \$1,200 grant for programming related to World War I and America—particularly the comparison of then and now—from the Gilder Lehrman Institute. This spring is the most likely time at least two programs and possibly an exhibit will be available at Crounse for discussion groups and education.
- Thursday, August 18, Crounse hosted the TLN board meeting. While this is a small group of 12, their responsibility is to set policy, set budget, supervise Jim Pletz (TLN Director), and monitor TLN's performance serving 75 member libraries in southeastern Michigan. It is the largest of the state's cooperatives in size and funding. None of the trustees had been to Crounse before (they had met at Crossroads some time ago) and all were impressed by how beautiful the building and, particularly, the third floor are.
- The trees on the east of the building came down today. I explained to some of the patrons I saw and to staff I worked with that, although there is no construction going up on the east of the 1927, there is a required fire retention tank going down and no trees can be over that. When one tree came down, stripped of its branches but not cut, the boom and reverberation was felt throughout the building. Scott took many pictures and watched carefully as the workers came near to the rental AC unit. All is well.

- The Crouse Family authorized the printing and paid for the creation of the Hartland Area Project panel (in back on the table). This will hang on the south wall of the first floor and be wonderfully visible from the front door. Thank you Corey Crouse, but all of the family!
- Summer reading is not over yet! However, 150 young people have already recorded 1600 minutes or more and won their Super Reader status along with a “gold” medal. The mad rush to record is likely going to happen Saturday morning, but as of this meeting, 1,129 participants at all age levels from toddler through adult and the adults have read 1,619 books, Teens 239,852 minutes, Tweens 180,527 minutes, and Youth 250,082.
- Former trustee Linda Smith dropped in to visit Thursday, August 18. She is doing well, has lost significant weight and almost to first goal. Om Smith was with her and is also doing well. As always, she was a fun visit.

Member Sargent asked the Director what the follow-up with Livingston Classical Academy was. Director Marlow explained that she contacted the person at Whitmore Lake Schools responsible for the new charter school, who said she would contact the board. Board member Giani Cazan-London, a long-time user of Cromaine, explained that the discussion was more specifically about asking LETS to make the parking lot a stop for LCA students. LETS requires a minimum of ten regular riders to have a stop. The Director directed Giani to contact the landlord who is in charge of the parking lot for permission, if it turns out that LCA does have ten regular riders. The Director also reviewed the corrected information—a library card is not required to enter the library—and that children under age 12 must be accompanied by parent or guardian. Giani said she would be sure the information is shared. However, since it is really the parking lot and that parents would be picking children up, e.g., waiting for LETS to come and picking them up at that point, this should not be a use issue for Crossroads. The Director reminded Giani, too, that Crossroads is not open on Fridays and that Crossroads will close within the year.

VI. Discussion

Strategic Plan
VISION 2020

A. Strategic Plan Vision 2020

The Library Director received the verbal comments from Members DeRosier, Cafmeyer, Lewis, and Oemke. Member Sargent declined to comment. Members Black (and Member Thompson) had already sent their written comments to the Director. In addition to comments on the web site concept, President Lewis asked about two functions she would like to have added: the ability to renew a card online and the ability to put money on a library card via PayPal (for printing). The Director will investigate these options further.

Director Lewis thanked the Community Relations Committee and the staff web team (Jennifer Roth, Stefanie Furge, Marisa Watson, and the Library Director) as well as Ignite for their work on this project to date.

B. Employees’ Work Performance Goals for 2015-2016 and 2016-2017

There was no discussion of the employees’ work performance goals at this time.

Employees’ Work Performance Goals for 2015-2016 and 2016-2017

C. Policy 7002 – Personnel Policy & Employee Handbook; Policy 7003 – Evaluation of Director and Staff; Policy 7004 – Staff Recognition Program; Policy 7005 – Compensation of Library Employees

There were no suggested revisions to the policies at the Personnel Committee meeting or at this meeting.

Personnel Committee Policy Review

VII. Decision – None Necessary

VIII. Information

Upcoming meeting dates include:

Upcoming Meeting Dates

Sept 6	Community Relations Committee, 10:00 am, Crossroads
Sept 14	Finance Committee, 10:00 am, Director’s Office
Sept 15	Board of Trustees meeting, XRDS Meeting Room , 7:00 pm

Other dates of importance:

- Sept 8 Groundbreaking, 9:00 am, South Lawn
- Sept 15, 16, 17 Friends of Croumaine Book and Bake Sale

Prior to close of the meeting discussion of the Ground-breaking was held. Kate DeRosier said she would donate more plastic construction helmets for the ground-breaking participants. Ceci will print logo stickers for them. Nancy Lewis directed all trustees to bring a shovel for a full board photo opportunity. Kathleen Oemke was thanked for the bagpiper suggestion and contact. Ceci reported a volunteer who loves to bake in quantity will bake refreshments. Ceci offered trustees more invitations to use if there are others they wish to invite who are not on the first list.

IX. Agenda Items for Next Meeting

Items for Next Meeting

- Audit Presentation
- Strategic Plan VISION 2020
- Ignite Team Presentation of Latest Web Site Version
- Community Relations Committee Policy Review:
 - 2010 – Use of Library Services
 - 2020 – Privacy of Library Records
 - 2030 – Public Conduct in the Library
 - 3020 – Internet Use

X. Call to the Public:

Public Call

Janice Yaklin responded that she really likes the proposed web design. She thanked the committee and staff who’ve worked on this. She likes the history timeline but, most, is glad that the web site is being changed and that it will

scroll for mobile devices.

XI. Adjournment:

Adjournment

Motion by Member Cafmeyer, seconded by Member Black to adjourn at 7:53 pm.

KATHLEEN OEMKE, SECRETARY
Cromaine District Library Board

Documents distributed to the Board for/at this meeting:

- 7/28/16 Proposed Regular Meeting Minutes
- July 2016 Financial Reports & Checks Issued Totals
- July 2016 CDL Investment Performance Report
- Director's Report 8/18/16
- CDL Statistics for July 2016 & updated CDL 4-year Circulation Graph
- Patron Comments Received July 2016
- Community Relations Committee Minutes, 8/11/16 with Ignite/XDS Draft Project Scope/Timeline and 11x17 draft web site concept for comment, list of possible Big Read books
- Finance Committee Action/Decision List, 8/11/16 with Rewold Recommendations for Award as of August 8, 2016, revised project budget, proposed 4x8 project sign
- Planning Committee Meeting Minutes, 8/11/16 with
- *Board & Administrator*, August 2016
- Groundbreaking Invitation List and two unaddressed invitations per trustee
- Resolution 2016-12 Revise Policy 6025, Library Credit Card