

Members Present: Black, Cafmeyer, DeRosier, Lewis, Oemke, Sargent, Thompson  
Members Absent: None  
Staff Present: Director Marlow, Barbara Rentola, Janice Yaklin  
Guests: Donna Bulloch, Connor Cummins (for government class), Stewart Oldford,  
Glenn Wilkinson

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

II. **Approval of agenda** Agenda Approval  
Member Thompson moved to approve the agenda, Member DeRosier seconded. Passed unanimously.

III. **Approval of Consent Agenda** Consent Agenda Approval  
Member Oemke moved to approve the consent agenda, seconded by Member Thompson. Passed unanimously.

- A. Approval of 4/20/17 regular meeting minutes.
- B. Acknowledge receipt of the April Financial Reports and payment of April invoices totaling \$219,691.21 and payroll obligations totaling \$65,518.28.
- C. Director's Report
- D. Committee Reports
  - Community Relations May 8
  - Personnel Committee May 4
  - Planning Committee May 3
  - Finance Committee May 11

IV. **Call to the Public:** Call to the Public  
Stewart Oldford: Stewart explained that he is a retired contractor and loves to watch projects. He's been watching this one over the years and has had several conversations with the Director over the model and the large project originally planned. It was unfortunate it did not pass. He asked if this current project was a design/build or if we have an architect. President Lewis stated that Daniels Zermack is the architect. The construction manager is Frank Rewold & Son. Stewart knows FRS and stated that they have a very good reputation. Stewart would like to review the plans and specs, but I wasn't in the day he asked. The Director invited him to meet with her for those. He asked if soil borings had been done and where? President Lewis replied that many had been done and all over the area of the addition. He asked if there was an issue with groundwater. President Lewis replied that the issue was a torrential downpour at the end of September which resulted in dewatering the site and a 3 week delay for that. He asked if this was an open bid project and how well the bids were doing for the budget. President Lewis replied that it was an open bid, run by the construction

manager, and at this time, the project is under budget. Stewart asked if furnishings are included in the budget--he sees lots of desks in the work areas. President Lewis replied that the furnishings are not included. As much as possible, the existing furnishings from the Village and from Crossroads are being re-used. The Director noted that the architect included furnishings on the plan to be sure there was sufficient space, but not because they exist. Member Thompson suggested to Stewart that if he made a substantial donation we could get some very nice furnishings. Stewart said that he has given generously in the past. Stewart asked the expected date of completion. President Lewis responded June 30, barring any complications. Stewart asked if we had considered connecting to the Township's water. The Director replied that in the original project (2010) we had considered running a water line from Dunham Road (the nearest connection) but that bond failed. When we revisited the water supply for this project, the Township told us that everyone along the line (so, all of the Village properties) would be required to connect to the line. As we did not want to impose that cost on any property owner, and because the fire retention tank is acceptable by code at local and county levels, we opted for that route. Stewart considered the Township's response "very odd." Stewart asked if the renovations we see on the first floor are the complete renovations for the 1980 and 1927 portions. President Lewis replied that the first floor is complete. Member Oemke added that the Teen area, the lower level of the 1927 portion, is yet to be completed. Stewart asked how many full-time staff and part-time staff are here saying it looks like a lot of people. The Director replied that Cromaine has 21 full-time equivalent staff--11 full-time and 19 part-time, authorized at 10 to 30 hours per week. Stewart said you must need that many to cover the open hours. The Director replied not only for the open hours but also to cover the off-site outreach visits and for all of the programs and events. Stewart asked how much has been spent on the project to date. The Director replied \$1,374,373.41 as of May 11, 2017 of the \$2.3 million estimated total project budget.

Glenn Wilkinson: Glenn asked where these funds are coming from. President Lewis replied that Cromaine has saved for several years through a lot of cost-cutting and belt-tightening to have these funds. Glenn noted that a few years ago there wasn't enough money for an addition and the Library had to ask the public for money. Why is there enough money now? The Director replied that in 2010, the request was for \$23.5 million to create a 45,000 square foot addition and renovation. In 2014 (and the same in May 2015), the request was for \$12 million to create a smaller, but still 30,000 square foot addition. This addition is 3,800 square feet (the size of the now-closed Crossroads) and is a \$2.3 million project, including full fire suppression for all three parts of the building. The Director noted that full fire suppression was not required in 1927 and when the 1980 portion was built by the schools, schools are not required to have full fire suppression. At the time the decision for this was made, the Flint water crisis was in full media blow-up and the library trustees did not want to pursue "cheap" at the risk of public safety. Glenn asked what the Library receives in millage each year. The Director replied approximately \$1.5 million. Glenn asked where he could look at the library's budgets and financials. The Director replied that the library's audits each year, the latest being 2015, are available online at the Michigan Department of Treasury site under Local Unit Audits.

Everything is there.

V. **Director's Report—Update, Comments & Questions from the Community**

Director's Update

The Library Director updated the printed report with the following:

Volunteers gave 185.75 hours since last month, including 31.75 hours for teens. The Teen Volunteer Recognition event was well-attended (45) with mostly teens present, but also some parents, staff, and Member Oemke, Trustee. At the June 15 Board meeting, we'll get a chance to look at some of the photos shared at the event at the beginning of the meeting before the budget hearing. (President Lewis asked trustees to come a little early.)

At the April meeting, Policy 4020 – Library Meeting Room Reservation and Use Policy was revised to reflect the two new small meeting rooms and to distinguish these from the study rooms. Copies of the revised policy were distributed to all of the managers and are included in the board's packet. The revised policy has been posted on the web site in the Reserve a Room section.

As has been shared via email, the resignations of Jennifer Roth, Youth Services Manager, and Emma Olmstead-Rumsey, Adult Services Librarian have been received and accepted. Jennifer has given Croumaine a month's notice, with her last day being June 17, the day of Summer Reading kick-off. She moves on to become Manager of Adult Services at Westland's Public Library. Emma's last day, fortunately, will not be until July 20, allowing us even more time to reassign her programs and responsibilities through that day. Emma is moving out of state with her spouse. Croumaine has been fortunate to have both their sets of skills and great ideas to benefit this community. This was Jennifer's first full-time library manager position and for Emma, this was her first position requiring her Masters in Library Science degree.

One of the subcontractors is finding it difficult to complete the work and may no longer be on the job, pending replacement contractors. It has been learned that the contractor has, again, stopped paying workers and union dues. The interior project continues, however, and the completion of the installation of full fire suppression has been stepped up in speed. This is so that a certificate of occupancy can be issued as soon as possible.

Meantime, movers will arrive between May 23 and May 30, to move the furnishings and files and functions now in the staff lounge and staff work area, into the addition. In addition, the furnishings of the Director's office and the northwest staff work area will also be moved, along with the desk from the server room. No staff access will be permitted once furnishings are there. Interim locations have been identified for nearly all staff and the cabinets and files that are required for the next two months. Boxes of items that may be needed before July 31 are being stored on the third floor. The current Director's office will become the temporary staff lounge. The Director will take over the windowless study room, temporarily removing it from public use. Staff has been and continues to be flexible—no easy task with a very full summer calendar about to begin.

It certainly helped that staff was able to visit the two stories of the new addition during the staff in-service May 12. They saw paint, cabinetry, and began to envision how they will fit into the space and how it will work. One of the most repeated questions was “where will the lockers go?” Scott Wren and the Director had the same answers, which is always good, as we split the group up to allow a little more room and for safety.

At the Construction Committee meeting May 17, the team decided to take a closer look at the 1927 foundation walls. There has been some repairs and replastering done over the years and there was a concern that a more substantial repair is needed to assure no moisture seeping through the plaster, or plaster crumbling, or salt coming through the plaster. A chunk of the plaster has been removed next to the staff lounge table showing the moisture. A quote for this work is coming.

The Director met with James Wickman, Hartland Township Manager, on May 18 regarding the Township’s pursuit of establishing a Commercial Rehabilitation District. As shared in the Finance Committee, the Director had already obtained an opinion from the Library of Michigan’s Library Law Specialist. Since that meeting, an opinion was also obtained from the Michigan Department of Treasury, Property Tax Exemption. James shared the breakdown of the abatement impact for Cromaine, which has been shared with trustees at this meeting. The first public hearing is May 23. The only property to be included in the CRD is the 7.5 acre parcel RAMCO has for Emagine. The primary rationale for establishing the CRD is that Emagine will stimulate further development of those now long-vacant parcels.

As of Friday, May 19, provided the pick-up of the last piece of furnishing goes as planned, all of Cromaine’s equipment will have been removed from the Crossroads Branch. After clearing with the landlord, the keys will be turned over to Ziege Games. Their unit’s next tenant, Hartland Barber Shop, is eager to get into that unit by May 31.

The AED equipment, provided by a donation, has been installed on the first floor at the entry on the right. The location has been noted by the Hartland Deerfield Fire Authority with a Facebook posting (and on their 911 map). The staff had a brief introduction from Kim Wasdyke, Security Monitor, at the Staff In-service May 12, and due to the positive reaction to its foolproof operation, we will look at installing a second unit at the west entrance of the 1927 building. The director was stopped by a patron who had seen the Fire Department's post about the new AED and shared how excited she is to have this equipment here.

In discussion with Mitch Lipon of Ignite about the library’s first month of the new web site and the statistic “Virtual Library Visits,” Mitch reviewed the google analytics for our site. He provided numbers to allow us to compare true sessions going forward with true sessions in 2016. Using Mitch’s number for April 2016, our virtual page visits were 6,128, not 17,295. He will continue to watch this and we will take a closer look at how we count and what we count going forward.

At the Hartland Area Chamber of Commerce luncheon which Cromaine sponsored, the annual-to-date report was shared. Following the meeting, Jeanne Clum of the United Way noted that the value of \$25,200 was too low for the 2,100 hours given by volunteers. Using the 2017 IRS rate, that value should be shown as \$50,694.

Member DeRosier commented that she was very pleased to see that the Cromaine StoryWalk has been installed again at Epley Park and asked who completed the installation. The Director replied that the May Cromaine Cares team did that, in lieu of creating Memorial Day parade banners. Member DeRosier also noted that the Hartland Home & Garden Club will have a Deneweth's fundraiser Friday May 26 and Saturday May 27 and encouraged everyone to take advantage of this.

President Lewis asked which of the trustees want to present the scholarships at the June 7 Senior Honors Night. Discussion concluded that Member Oemke and Member DeRosier will each present one of the scholarship awards. Both winners are students at Hartland High School, but will not be announced until June 7. All applicants have been notified as of 5:00 pm Thursday May 18.

Member Thompson commended the Community Relations Committee for all of the work that they have accomplished in the past several months. He is impressed and thanked the committee. Member DeRosier commended the Director for the lion's share of what has been achieved. President Lewis stated that she thinks it's the best Community Relations Committee so far.

## VI. Discussion

### A. VISION 2020 Strategic Plan:

No work on the new strategic plan until after the budget is approved, and the current plan has been reported on via the project summary.

VISION 2020  
Strategic Plan

### B. Report of Director's Evaluation

President Lewis commented that this is an excellent evaluation. Several trustees commended the director for consistent performance excellence. A few also noted that for the director's performance to be so good given the changes in trustees over the nearly nine years of her employment says a lot about the director's abilities and skills.

Report of  
Director's  
Evaluation

### C. Budgets Presented for Discussion

The Director recapped the major changes in the 2017-2018 budget, including four new positions (teen area monitors, two at 15 hours per week; 30-hour MLS Intern; and 20-hour event administrator) and a change in open public hours. If the budget is approved next month, beginning September 5 the new public hours will be Monday-Thursday 9 am to 9 pm (allowing after-game service, commuters to attend later scheduled programs), Friday and Saturday 10 am to 5 pm (allowing early Friday morning staff meetings and providing a consistent closing time for parents of drop-offs), and Sundays 12 to 5 pm (allowing stops "on the way home from church" which has been requested). The questions asked by President Lewis via email were provided in writing for the board,

Budgets  
Presented for  
Discussion

along with the Director's responses. There were no other questions from the trustees.

**D. Calling an Operating Fund Budget Hearing for June Meeting**

There was no comment from the trustees. The hearing will immediately follow the Teen Volunteer photo presentation.

Calling a Budget Hearing

**E. Memorial Day Parade**

President Lewis noted that the trailer to haul the "buggy" has two broken axles, so she may be pulling a kids' trailer in the parade with the cooler and big bags of candy and airplanes for handing out along the route. Trustees who plan to walk with Cromaine are Paul Black, Mary Cafmeyer, Kate DeRosier, Nancy Lewis, and Don Thompson. Kathleen Oemke is unable to attend. Doug Sargent is out of town. Gather between 10:45 am and Noon in the Ore Creek Middle School parking lot. The Director noted that Cromaine is sponsoring Epley Park entertainment--a trio of inflatables, including bounce house, tropical maze, and dino-slide for children under 100 pounds. The Director will ride in a 1937 Roadster as the Grand Marshal.

Memorial Day Parade

**F. Personnel Review of Policies 8008, Ethics Statement; 8009, Board Policy Development; 8011, Board Compensation & Expenses**

There were no comments.

Personnel Review of Policies

**VII. Decision**

**A. Resolution 2017-5, Calling a Public Hearing on the Proposed Operating Budget of the CDL**

Member DeRosier moved to approve Resolution 17-5, Calling a Public Hearing on the Proposed Operating Budget of the CDL; Member Cafmeyer seconded. A roll call vote was taken for approval of the resolution.

Ayes: Black, Cafmeyer, DeRosier, Lewis, Oemke, Sargent, Thompson

Nays: None APPROVED

Resolution 17-5  
Calling a Public Hearing on the Proposed Budget

**B. Resolution 2017-6, Revise Policy 8011 - Board Member Compensation**

Member Cafmeyer moved to approve Resolution 17-5, Revise Policy 8011, Board member Compensation; Member Sargent seconded. A roll call vote was taken for approval of the resolution.

Ayes: Black, Cafmeyer, DeRosier, Lewis, Oemke, Sargent, Thompson

Nays: None APPROVED

Resolution 17-6  
To Revise Policy 8011

**C. Resolution 2017-7, Revise Policy 2010 – Use of Library Services**

Member Thompson moved to approve Resolution 17-5, Revise Policy 2010, Use of Library Services; Member Black seconded. A roll call vote was taken for approval of the resolution.

Ayes: Black, Cafmeyer, DeRosier, Lewis, Oemke, Sargent, Thompson

Nays: None APPROVED

Resolution 17-7  
To Revise Policy 2010

**VIII. Information**

Upcoming meeting dates include:

Upcoming Meeting Dates

June 1	Community Relations Committee Meeting, 10:00 am, Director’s Office
June 1	Personnel Committee Meeting, 6:30 pm, Director’s Office
June 13	Planning Committee Meeting, 6:30 pm, Director’s Office
June 14	Finance Committee, 12:00 pm, Director’s Office
June 15	Public Budget Hearing & Board of Trustees meeting, 7:00 pm, Community Room.

**IX. Agenda Items for Next Meeting**

Items for Next Meeting

- Teen Volunteer Photos Just Before Meeting
- Public Budget Hearing 7:00 pm
- Resolutions for Adopting new 2017-2018 budgets and estimated year-end 2016-2017 budgets
- VISION 2020 Strategic Plan

**X. Call to the Public:**

Public Call

Donna Bulloch asked about the new use of the lower level of the 1927 building and other public spaces. President Lewis explained the moves and rearrangements to give formerly public space back to the public.

Stewart Oldford asked if he could have a copy of the Commercial Rehabilitation District schedule provided by James Wickman to the Director, and with James' permission, to the Trustees. The Director asked that he contact James directly, as she did not have permission to distribute beyond the trustees. Stewart asked when the hearing is. The Director replied that it is Tuesday, May 23 at 7:00 pm.

Janice Yaklin commented that at the staff in-service, having experienced the walking tour of the new area, she cannot say how fulfilling it is to see it all coming to fruition. The Youth Program Room is wonderful and all of it is looking great.

Member Oemke commended the staff for the preparation of the dinner at the Teen event. To have such a meal prepared by all of the staff members really says something wonderful about the staff.

**XI. Adjournment:**

Adjournment

Motion by Member Thompson, seconded by Member Sargent to adjourn at 8:08 pm.

KATHLEEN OEMKE, SECRETARY  
Cromaine District Library Board

Barbara Rentola, Recording Secretary  
Cromaine District Library Board

Documents distributed to the Board for/at this meeting:

- 4/20/17 Proposed Regular Meeting Minutes
- April 2017 Financial Reports & Checks Issued Totals
- April 2017 CDL Investment Performance Report
- Director's Report 4/20/17
- CDL Statistics for April 2017 & updated CDL 4-year Circulation Graph
- Crossroads 2016-17 Operating Profit & Loss Budget Performance Report
- Comments from the Community April 2017
- Community Relations Committee Minutes, 5/8/17 w/draft revised policy 2010
- Finance Committee Action/Decision List, 5/11/17 w/ Project Expenditures to Date (5/11/17)
- Personnel Committee Meeting Minutes, 5/4/17 w/draft revised policy 8011
- Planning Committee Meeting Minutes, 5/3/17
- Owner/Architect/GC #13 Meeting Minutes, 4/19/17 w/2 week look ahead construction schedule dated 5/1/17
- Library Director Performance Evaluation Results
- Estimated Year-end 2016-2017 and Proposed 2017-2018 Operating, Improvement, & Gift Budgets with line item budgets defined
- E-mailed questions from President Lewis Re: Budget
- Emagine – Hartland Township / Commercial Rehabilitation Tax Estimates
- Resolution 2017-5, Calling a Public Hearing on the Proposed Operating Budget of the CDL
- Resolution 2017-6, Revise Policy 8011, Board member Compensation & Expenses w/revise policy attached
- Resolution 2017-7, Revise Policy 2010, Use of Library Services, w/revise policy attached
- Hartland's Cromaine Library List of Accomplishments 2016-2017
- *Activist's Complaint Against Cromaine Library Dismissed by State, 5/17/17 WHMI*
- Revised Policy 4020 & replacement stickers for policies 3010, 4010, 4030
- *Board & Administrator, May 2017*