

Trustees Present: Holly Naylor, Nancy Rosso, Becky Basley, Dawn Smith, Jeannine Gogoleski, Bill Bolin, Kim Armstrong

Members Absent: None

Staff Present : Sarah Neidert, Liz Welch, Darlene Randolph

Public Present : Donald Thompson, Kate DeRosier, Elizabeth Naylor, Rebecca Fedewa, Garrett Bolin, Clara Bolin, Rene Cafmeyer, Mary Cafmeyer, Colleen Moore, Larry Parsons, Sue Grissim, Anthony McKenna, Julie Bellanti, Suzanne Everett, Breanna Everett

I. Director Neidert called the meeting to order at 7:01 pm.

II. Organizational Matters

A. Oath of Office-Clerk Larry Ciofu

Clerk Larry Ciofu of Hartland Twp., conducted the swearing in of new board member, Bill Bolin and one returning member, Holly Naylor. Kim Armstrong was sworn in earlier.

Election of
Officers

B. Election of Officers

Director Neidert called for nominations for President of the Board of Trustees.

President

Trustee Dawn Smith nominated Bill Bolin for President.

Director Neidert asked if there were any other nominations.

Trustee Nancy Rosso nominated Holly Naylor for President.

Director Neidert asked if there were any other nominations.

Trustee Holly Naylor nominated Trustee Smith for President.

Director Neidert asked if there were any other nominations, hearing none, called for a discussion.

Trustee Naylor objected to the nomination of Bill Bolin for President, as he has the least amount of experience with a public library. She said that he may be qualified elsewhere in a board setting, but not a library board setting. There are different laws governing a library board. Libraries have different rules. She noted that there are other members of this board with more

experience. She believes that choosing a President of the Cromaine Library Board that has served on the board, and is not brand new, shows respect to the institution and the community and what is ultimately best for the staff and patrons.

Bill Bolin responded that he has over 40 years- experience with multiple positions on different boards and types of meetings. Bill Bolin explained his experiences being on different boards. He said he will always show respect for the board and the library and will follow the law. He commented, “We even elected a U.S. President who had no experience and has never been President of the U.S. before, and now is re-elected with experience.”

Trustee Smith said that she would not have nominated Bill if she did not think he had the experience to carry out the role.

Trustee Basley wanted a voice in this matter. She mentioned that as President, Holly Naylor has done a fine job. Trustee Basley recognized Trustee Smith’s capabilities and thinks experience matters. She asked Trustee Smith that since she was also a nominee for President, would she want this position, even though she nominated Bill Bolin.

Trustee Smith responded, “I honestly feel Bill Bolin would do a better job, even though I understand the rules of the library.”

After conclusion of discussion, Director Neidert stated:

A motion was made by Trustee Smith to nominate Bill Bolin for President.

A roll call was taken.

Ayes: Becky Basley, Jeannine Gogoleski, Dawn Smith, Bill Bolin, Kim Armstrong

Nayes: Holly Naylor, Nancy Rosso Motion passed.

Trustee Basley nominated Jeannine Gogoleski for Vice President.

A roll call was taken.

Vice President

Ayes: Nancy Rosso, Becky Basley, Jeannine Gogoleski, Dawn Smith, Bill Bolin, Kim Armstrong

Nayes; Holly Naylor Motion passed.

Trustee Naylor nominated Becky Basley for Treasurer, seconded by Vice President Gogoleski. A roll call was taken.

Treasurer

Ayes: Holly Naylor, Nancy Rosso, Becky Basley, Jeannine Gogoleski, Dawn Smith, Bill Bolin, Kim Armstrong

Nayes: None

Motion passed.

Treasurer Basley nominated Nancy Rosso for Secretary, seconded by President Bolin. A roll call was taken.

Secretary

Ayes: Holly Naylor, Nancy Rosso, Becky Basley, Jeannine Gogoleski, Dawn Smith, Bill Bolin, Kim Armstrong

Nayes: None

Motion passed.

C. Committee Assignments

Committee
Assignments

President Bolin assigned Committees as follows:

Personnel Committee – Chair, President Bolin

Trustee Armstrong

Trustee Smith

Community Relations – Chair, Trustee Smith

Trustee Naylor

Trustee Gogoleski

Finance Committee - President Bolin deferred to Treasurer Basely to select the members of this committee. Treasurer Basely selected Trustee Naylor and Secretary Rosso

Finance Committee -

Chair, Treasurer Basley

Secretary Rosso

Trustee Naylor

III. Approval of Agenda

Vice President Gogoleski moved to approve the Agenda, seconded by Trustee Smith.

Ayes: All

Approval of
Agenda
Approval

IV. Naves: None Motion passed.

Approval of Consent Agenda

Trustee Smith moved to approve the Consent Agenda, seconded by Vice President Gogoleski.

Ayes: All

Naves: None Motion passed.

A. Approval of Regular Meeting Minutes 12/19/24

B. Acknowledge receipt of the November Financial Reports and payment of November invoices totaling \$ 70,898.89 and payroll obligations totaling \$103,642.59.

C. Director's Report

D. Committee Reports

Personnel Committee	Jan.03
Community Relations	Jan. 08
Finance Committee	Jan. 09

V. Call to the Public

Call to the
Public

Anthony McKenna spoke.

Julie Belanti spoke.

VI. Director's Report -update

Directors Report

Director Neidert introduced a member of our Teen Advisory Board, Elizabeth Naylor. Elizabeth noted that there were no new updates happening with the TAB due to the holiday schedules. She wished everyone a Happy New Year.

Liz Welch, Community Engagement Manager introduced herself and did a presentation on introducing her staff and the duties they perform within that department. Liz explained the steps taken by staff in the first and second quarter of this fiscal year to accomplish goals set by the new Strategic Plan. She mentioned the Consulting Firm, Re-Thinking Libraries, which guided the library through steps of setting up the Strategic Plan. Liz listed the different projects and the goals included in the new Strategic Plan. Some projects included new water fountains, new calendar and website, new self-check out machines, charging stations, and signage throughout the library.

Director's update

Director Neidert introduced Sue Grissim from Grissim Metz Andriese Associates. Sue presented a conceptual site design for the outdoor landscaping to the board. She explained the steps it took to come up with this design as well as explaining the design itself.

Sue Grissim's next step in this project would be to refine the concept package and meet again with the board after providing a rough order of magnitude pricing and potential phasing.

Questions/Comments from the Board:

Treasurer Basley complimented Liz Welch, Community Engagement Manager, on a terrific job so far. President Bolin agreed. Vice President Gogoleski said that the new website looks great and is very user friendly.

Treasurer Basley asked if there are accessibility standards for the website. Director Neidert responded, "Yes the new site is fully compliant with the recent federal updates to the ADA requirements for online accessibility."

VII . Discussion

A. Outside Landscaping Plans-Sue Grissim

Landscaping
Project

Sue Grissim presented the conceptual design plans as well as examples of structures, tables and chairs, fences and benches.

Director Neidert assumes this layout will be easier for staff to host their outside programs.

Trustee Naylor said the idea of having a park- like setting is exciting. Eventually she would like to see a possible Elevation View.

Treasurer Basley asked if the firm helps and advises with all the next steps going forward. Sue Grissim said they can help with all phases.

Trustee Smith pointed out that this plan goes well with the architecture of the building.

Vice President Gogoleski likes the idea of the different seating benches around the area.

President Bolin asked what the next step was as far as approving this plan.

Director Neidert answered it is expected that board members will consider the plan, and can vote to approve it on any schedule they prefer. She plans to discuss the rough cost estimates with the finance committee this month. The board may consider formation of an AdHoc committee for this project, as it will take time and planning.

B. Changing Signer on Bank Accounts (Resolution Needed)

Signers will be changed to reflect the new President and Treasurer. Director Neidert will have the forms available.

Changing
Signers on
Bank Accounts

C. Monthly Meeting Calendar Dates

An error for the March 2025 meeting date was noted by Vice President Gogoleski. It needs a change from March 25th to March 20th.

A change was made from April 17th to April 24th.

The December meeting stayed the same.

The July meeting may need changing as the time approaches, but the board chose to keep it as scheduled now.

Monthly
Meeting
Calendar Dates

D. Annual Board Policy Review Calendar (Motion needed)

Director Neidert noted that there are policy reviews just about every month in the year. The last change that was made to this calendar was the scattering of the

Annual Board
Policy Review
Calendar

8000 policies, (Personnel). Otherwise, there were no objections and everything should stay the same.

E. Committee Meeting Dates

Committee
Meeting Dates

These will be decided by the newly formed committee members via email in the next week. The chair of each committee should contact the committee members by e-mail to set up the dates for the committee meetings. Director Neidert noted that she is open to meeting in person, and could meet in the evening to accommodate schedules. Trustee Smith said she appreciates the option to meet via zoom, as did Vice President Gogoleski. Each committee can decide the best day and time, and if the meetings will be held via zoom or in person.

F. Updated Policy Table of Contents 2024

Updated Policy
Table of
Contents

Any policy change or reviews have been updated to reflect 2024.

G. Updated Resolution Table of Contents 2024

Updated
Resolution
Table of
Contents

Any resolutions approved have been updated to reflect through 2024.

H. Review of Second-Quarter Statistics

Second-
quarter
statistics

A comment was made that these are good numbers.

Vice President Gogoleski questioned the 32% drop in library cards, referring to the December Monthly Statistics report included with the Director's report.

Director Neidert said renewals depend on when a person signs up for a card. A non-resident renews their card (from their home library) in our system once a year. A resident renews every three years.

I. Strategic Plan Review

Strategic Plan
Review

Liz Welch presented an update in the Directors update

J. Board Evaluation Reminder

Every year the board evaluates itself. Director Neidert will discuss this going forward with President Bolin. Trustee Smith found value in both the full board and the self-evaluation.

K. Review Policies:

#6005, Investment of Library Funds (Finance)

This policy will be ready to review at February's meeting.

#6007, Investment Charter (Finance)

This policy will be ready to review at February's meeting.

#6015, Budget (Finance)

This policy will be ready to review at February's meeting.

#6020, Purchasing (Finance)

There has been a word update. A clarification made to an amount per project, not per item.

#6025, Library Credit Card (Finance)

No change.

#6026, Electronic Financial Transactions (Finance)

No change.

VIII. Decisions

A. Change Signers on Bank Accounts Jan. 2025-Jan. 2026 (Resolution needed)

Change
signers on
bank
accounts
Resolution

Trustee Naylor moved to approve Resolution 2025-1, Designating Officers and Named Persons Authorized to Act for the Library in its Business with Its Banks, seconded by Vice President Gogoleski. A roll call was taken.

Ayes: Holly Naylor, Nancy Rosso, Becky Basley, Jeannine Gogoleski, Dawn Smith, Bill Bolin, Kim Armstrong

Nays: None Resolution passed.

B. Monthly Meeting Board Calendar Dates

Monthly
Meeting
Calendar
Resolution

Trustee Naylor moved to approve as amended Resolution 2025-2, Establishing Regular Meeting Dates of 2025, seconded by Vice President Gogoleski. A roll call was taken.

Ayes: Holly Naylor, Nancy Rosso, Becky Basley, Jeannine Gogoleski, Dawn Smith, Bill Bolin, Kim Armstrong

Nays: None Resolution passed.

C. Annual Board Policy Review Calendar (Motion needed)

Annual Board
Policy Review
Calendar

Trustee Smith moved to approve the Annual Board Policy Review Calendar for 2025, seconded by Trustee Naylor.

Ayes: Holly Naylor, Nancy Rosso, Becky Basley, Jeannine Gogoleski, Dawn Smith, Bill Bolin, Kim Armstrong

Nays: None Resolution passed.

D. Policy #6005, Investment of Library Funds (Finance)

Policy #6005

Moved to February meeting

Policy #6007

Policy #6007, Investment Charter (Finance)

Moved to February meeting.

Policy #6015

Policy #6015, Budget (Finance)

Moved to February meeting.

Policy 6020, Purchasing (Finance)-Resolution #2025-03

Trustee Smith moved to approve Resolution #2025-03, Policy #6020, Purchasing, seconded by Vice President Gogoleski. A roll call was taken.

Policy #6020-
Resolution
#2025-03

Ayes: Holly Naylor, Nancy Rosso, Becky Basley, Jeannine Gogoleski,
Dawn Smith, Bill Bolin, Kim Strong

Nayes: None Resolution Passed.

Policy #6025

Policy #6025, Library Credit Card (Finance)

No resolution needed, reviewed.

Policy #6026

IX.

Policy #6026, Electronic Financial Transactions, (Finance)

No resolution needed, reviewed.

Upcoming meeting dates

TBA	Community Relations & Strategic Planning Committee
TBA	Personnel Committee
TBA	Finance Committee

Feb. 20	Board of Trustees meeting, 7 pm
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X. Agenda Items for Next Meeting:

- Summary of Annual Board Evaluation
- Strategic Plan Review
- Review Policies #8000,8001,8002,8003 – (Personnel)
- Committee Meeting Dates
- Fund Balance

Items for next meeting

XI. Adjournment

Motion by Vice President Gogoleski seconded by Treasurer Basley. Adjourned at 8:24 pm.

Adjournment

Ayes: All

Nayes: None Motion passed.

Nancy Rosso, SECRETARY
Cromaine District Library Board

Darlene Randolph, Recording Secretary
Cromaine District Library Board

Documents distributed to the Board for/at this meeting:

- Minutes of Regular Meeting Dec. 19, 2024
- Special Board Meeting Minutes/Trustee Training 1/7/25
- December 2024 Directors Report
- November Financial Reports
- Personnel Committee Minutes – 01/03/25
- Finance Minutes – 01/09/25

Cromaine District Library – Board Meeting
January 2025

- Community Relations – 1/08/25
- Four-year monthly Circulation Activity
- Motions for Officers, 2025
- Motion for Policy Review Calendar
- Board Meeting Schedule (Draft) with Annual Board Calendar
- Updated Table of Contents, Policies (2024)
- Updated Table of Contents, Resolutions (2024)
- Second-quarter statistics
- Resolution 2025-01, Bank signers
- Resolution 2025-02, Establishing Regular Board Meeting 2025
- Resolution 2025-03, Revise Policy #6020, Purchasing