

APPROVED

Cromaine District Library
Regular Board Meeting
Thursday May 16, 2024

Trustees Present: Holly Naylor, Nancy Rosso, Rebecca Fedewa, Mary Cafmeyer, Dawn Smith, Becky Basley, Jeannine Gogoleski

Staff Present: Sarah Neidert, Darlene Randolf

Public Present: Kelly Haynes, Suzanne Burchill, Shirley Percy, Richard Percy, Madison Armstrong, Allison Ranusch, Kate DeRosier, Donald Thompson, Glenn Gogoleski, Nicole Matthews Creech, Terrence Armstrong, Julianna Bellanti, Wes Nakagiri, Rene Deachin, Len Pietila, Sandy Durkin

I.	President Naylor called the meeting to order a 7:00 pm.	
II.	Approval of Agenda Treasurer Fedewa moved to approve the Agenda, seconded by Trustee Smith. Ayes: All Nays: None motion approved	Approval of Agenda
III.	Approval of Consent Agenda President Naylor recommended adding Personnel Minutes to Discussion, Item I. Vice President Rosso moved to approve the amended Consent Agenda, seconded by Treasurer Fedewa. Ayes: All Nays: None motion approved A. Approval of Regular Meeting Minutes 04/18/24 B. Acknowledge receipt of the March Financial Reports and payment of March invoices totaling <u>\$54,004.06</u> and payroll obligations totaling <u>\$101,984.00.</u> C. Directors Report	Approval of Consent Agenda

	<p>Some members of the public are saying books with sexual themes are not age appropriate for the youth department. This was discussed and decided on in the fall, when we added a line to policy #3010 stating that those types of things, if found, would be moved to adult. The policy is to bring specific items to the attention of the Library Director, so that she may carry out this policy. Director Neidert is not sure which items the public is referring to when they say “sexual content.”</p> <p>There was good PR for the Music Hall fundraiser and it was such a success thanks to the generous gift from Don Thompson and many, many others. Special thanks to Carl Davis and the Messiah Chorus for the idea and support for the event. It was a fun night. We are halfway to next year’s goal.</p> <p>The Community Council is getting ready for the 2024 Memorial Day parade. Anyone interested in walking with us is welcomed.</p> <p>On the first floor, the Friends of the Library Book Nook has moved to the wall by the elevators. We are working on signage. The display case is now by the stairs, and is full of memorabilia about the Memorial Day Parade. Barbara Kreuger created this display, and we thank her for her time and effort.</p> <p>On May 18th we will have the flagpole installed by Lincoln Keilen, a senior at Hartland High School, as his Eagle Scout project.</p> <p>The Strategic Plan is coming together. Every meeting moving forward will have reports and work to do toward the space needs assessments.</p>	
<p>VI.</p>	<p>Discussion</p> <p>A. Budgets presented for discussion</p> <p>This is our first round at looking at the budget. Our main concern in the Operating Budget is staff salaries. There is a significant decrease in the line item for salaries due to removing the IT position. We have posted the position twice, but did not have any luck with filling it. Director Neidert is proposing a service contract for Technology Support. This cost could be moved into a Professional Service line where the accountant can monitor it to keep track.</p> <p>Cost of living adjustment is 3.4%. After the Finance Meeting this month, it was recommended to add 1.6% on top of COLA for a 5% across the board salary increase for staff. This can be accomplished with savings from the IT position benefits and salary line.</p>	<p>Budgets</p>

	<p>We have added \$1,000.00 more to the budget on Music Hall PR. It will be useful. Our biggest increase amount is in Technology. We will be looking at purchasing a new copier and printer.</p> <p>The Improvement Budget is based on our Strategic Plan. Half of that is planned on what needs to happen and half of that is for future needs identified after a space assessment. Included in the overall space assessment is disability access. We are collecting quotes for reverse osmosis.</p> <p>Trustee Gogoleski questioned the printed survey for the Music Hall organ fundraiser. Near the bottom of the survey was a note that said that this survey was funded by Bill Gates Foundation. She asked if this was in the budget or did we support this. Director Neidert said she has not seen the survey, but can ask and report back. There are no grants currently in the budget. Perhaps it is a legacy document from a previous year?</p> <p>President Naylor asked if there are companies that do space assessments? Director Neidert replied yes- the plan is to draft an RFP and then send it to the 3-4 firms that she knows of that do this type of assessment. Once a firm is selected, the board will work with them to create a plan. We will lean on the survey results from the strategic plan, and the process most likely will involve more community group meetings.</p> <p>Treasurer Fedewa commented on the good job that Director Neidert has done on getting this budget prepared and bringing this plan to the board.</p> <p>B. Calling an Operating Fund Budget hearing for June meeting (resolution)</p> <p>Will be on June 20, 2024 at 6:30 pm.- before the 7:00 pm regular Board of Trustees meeting.</p> <p>C. Memorial Day Parade</p> <p>Trustee Gogoleski offered a Jeep to drive in the parade. The summer reading theme this year is “Adventure Begins at Your Library.” There are booklets on the parade available to pick up at the library. On Sunday, May 26th, there will be a cemetery walk at 6:30 pm. People will be reading about the veterans that are buried in the cemetery.</p>	<p>Operating Fund Budget hearing</p> <p>Memorial Day Parade</p>
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<p>D. Strategic Plan Review There will be a recap of this starting next month with a preview of the new software that will start July 1st.</p> <p>E. FOIA Clean Copy Vice President Rosso commented that this is great and we have been talking about this for some time. She asked if we plan to put this up on our website. Director Neidert replied that we will be putting it up on our current website as a PDF. Once we launch our new website, it will go on there and be easier to find.</p> <p>F. Policy #3010 At last month’s board meeting, Secretary Cafmeyer requested the Community Relations committee to come to their meeting with verbiage. Trustee Smith added an additional sentence at the end of Part V. Section B: “In order to facilitate this, books for children shall be labeled with non-prejudicial, viewpoint-neutral labels.”</p> <p>She used ALA’s guidelines adding one sentence that the committee could agree on. She asked if a system could be used where people can find what books they want, allowing parents to figure out the books they want for their children. Treasurer Fedewas suggests changing the one word in the sentence to “may”, instead of “shall”.</p> <p>President Naylor is opposed to the beginning of the sentence, “In order to facilitate this.” This wording indicates that we are doing part of a parent's process. It is the job of the parent, if they so choose, to select or limit what a child reads. Our staff should not choose what children should read. We would be pre-assessing a book.</p> <p>Director Neidert said removal of labels is a trend in libraries, specifically for the reasons we’re hearing today. Some view them as warning labels. Will adding a LGBTQ label to a book accomplish the goals of everyone here?</p> <p>Trustee Gogoleski asked if we can clarify the ages we are discussing. Such as ten and under. Director Neidert pointed out that in her written report she noted the sections in the youth collection. There are Board Books, Picture Books, Easy Readers, the Literacy Collection, Juvenile Fiction and Juvenile Non-Fiction. We are talking thousands of books. This will be a process.</p>	<p>Strategic Plan Review</p> <p>Clean Copy of FOIA</p> <p>Policy #3010, Material Selection</p>
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Trustee Basley said that we should focus on the policy.

Secretary Cafmeyer suggests to take out “In order to facilitate”, and change “may” from “shall”.

Director Neidert read to the board and the audience on what was agreed on last year:

“V. General Principles, Part C. The Library Director is responsible for overseeing where the books are shelved and cataloged. However, the Library Board recommends that any materials that are appropriate for adults or older teens but may be considered harmful to minors, as defined by the Library Privacy Act, are shelved within the adult collection.”

Secretary Cafmeyer said that this has always been a concern. She had her children visit the library and she chose their books. “It is not the library’s job to choose your children’s books, it is each parent’s responsibility.”

President Naylor also read part of policy 3010 to the board and audience. She is fine with the language of “Juvenile material may be labeled with non-prejudicial, viewpoint-neutral labels.”

Trustee Gogoleski questioned the minutes from the last meeting quoting “We are tired of talking about this.” President Naylor replied that the discussion last month was that we have plenty of work to do as a board. We have been talking about this since September 2023, and have not made any progress on this in the last few months. We do not want to continue using board and staff time on an endless discussion when there is so much other work to do.

Trustee Basley thanked Sarah for the label directions that she shared. She said there are so many more good things and collaboration and work coming up. She agreed that we already have policy guidelines and procedures in place on this subject. She said that labels are tools. The interpretation of labels can be a thousand different things. The library would be taking on a big project and manpower to make this happen.

Trustee Smith says it would be worthwhile to assess this. Books would be easier to find with labels on them.

Treasurer Fedewa shared about when she moved here 10 years ago, and took her young son to the library quite often. The staff is phenomenal. The librarian working at that time would ask her son many questions to help find the book he

<p>was interested in. “It is not my place to decide what type of books should have labels on them.”</p> <p>Vice President Rosso said the issue is very complex. Personally she believes it should not be the work of the staff to decide. The committee was so puzzled about this that Sarah was asked to bring in the expertise of a lawyer. Vice President Rosso then read the lawyer's response on why not to label certain books. Vice President Rosso said that this is a home for all patrons. A place for all people to find resources that make them feel comfortable.</p> <p>Secretary Cafmeyer said that we all think differently. She feels horrible that a new community member feels not welcomed here . We should leave this in our director’s hands and feel confident in the procedures and guidelines that staff create.</p> <p>President Naylor believes that it is important to hear different viewpoints and there are many. She read, out loud, the Board Ethics policy. She mentioned the 70 pages of the library's survey results from the Strategic Plan. About 11% of comments opposed books with LGBTQ content in the children’s section, more than double that asked for more diversity or to not label books. However, the majority of people did not comment on this issue at all, indicating it is not a major concern either way for them. It appears that most people are fine with how it is here in terms of how books are currently labeled.</p> <p>If there is a book that you don’t like, there are guidelines and procedures. First thing is to contact the director and go from there. We can ask Sarah to have staff do an assessment for labeling, only when she has time. She can then report this to us. President Naylor would like a clean copy of the policy before voting on it.</p> <p>Vice President Rosso brought up the legal issue of this. A primary concern is the financial aspects of this. If we start labeling content that some community members don’t like this could open up a lawsuit. For years board members have made responsible decisions financially and have kept this library financially fit. Legal fees to defend against a potential lawsuit could use up the fund balance that past board members and directors worked so hard to create.</p> <p>Policy 8008-Ethics Statement (Personnel) Reviewed, no change</p> <p>Policy 8009-Board Policy Development (Personnel) Reviewed, no change</p>	<p>Policy #8008, Ethics Statement</p> <p>Policy #8009, Board Policy Development</p>
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	<p>Policy 8011-Board Compensation and Expenses (Personnel) Reviewed, no change</p> <p>G. Music Hall, Organ Fundraiser</p> <p>The Music Hall Fundraiser was a success. We had good press coverage before and after the event.</p> <p>H. Coffee with Trustees</p> <p>Trustee Basley recommended this to coincide with other events and having it at the beginning of a planned event. She said that we can match the beverage with the event. Director Neidert said that story time events would make most sense.</p> <p>I. Personnel Minutes</p> <p>Director Neidert introduced the two packages from Applied Innovation. She was impressed with the services they offer. She explained the difference between the two quotes as far as what they offer and the services they provide. Sarah is excited with this, knowing that there will be someone available to call for troubleshooting our IT concerns. This contract would be a four- year contract.</p> <p>Vice President Rosso asked if other libraries have their own tech staff. Director Neidert said yes, some full and some part time. Vice President Rosso said that this would be a big commitment for four years.</p> <p>Trustee Gogoleski asked if they would consider a two-year contract? Director Neidert will pursue with more questions to Applied Innovation.</p> <p>Questions/Comments from the Board:</p> <p>Vice President Rosso asked Director Neidert if she had met with the Disability Accessibility Network? Director Neidert said she will be meeting with them on Monday, May 20th. This meeting will, quoting from the proposal, “assess the building and grounds and they will issue a report about the assessment of areas of ADA compliance, areas of overall accessibility improvement, support for project prioritization in the context of strategic planning and long-term build environment and program accessibility.”</p> <p>Trustee Gogoleski gave a shout out to Carl Davis of Messiah for all his support on the Music Hall Fundraiser.</p>	<p>Policy #8011, Board Compensation and Expenses</p> <p>Music Hall Organ Fundraiser</p> <p>Coffee with Trustees</p>
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	<p>Treasurer Fedewa asked if we have a specific person who is servicing this organ. Director Neidert says we do.</p>	
<p>VII.</p>	<p>Decisions</p> <p>A. Operating Fund Budget Hearing for June meeting 2024 Secretary Cafmeyer moved to Approve Resolution #2024-13, Budget Hearing FY2024-25. Seconded by Vice President Rosso. A roll call was taken.</p> <p>Ayes: Jeannine Gogoleski, Becky Basley, Dawn Smith, Rebecca Fedewa, Nancy Rosso, Holly Naylor, Mary Cafmeyer</p> <p>Nays: None Resolution Passed</p> <p>B. FOIA, Resolution 2024-08 – Adopt FOIA Procedures & Guidelines Policy Trustee Gogoleski moved to adopt Resolution 2024-08, FOIA Procedures & Guidelines Policy. Seconded by Trustee Smith. A roll call was taken.</p> <p>Ayes: Jeannine Gogoleski, Becky Basley, Dawn Smith, Rebecca Fedewa, Nancy Rosso, Holly Naylor, Mary Cafmeyer</p> <p>Nays: None Resolution Passed</p> <p>C. Resolution 2024-14, Policy 3010, Material Selection _____ moved to approve Resolution #2024-14, Policy 3010, Material Selection. Seconded by_____.</p> <p>Bring back with clean copy to be voted on next month</p> <p>C. Policy #8008, Ethics Statement (no resolution needed)</p> <p>No resolution needed</p>	<p>Resolution #2024-13 Budget Hearing 2024-25</p> <p>Resolution 2024-08, Adopt FOIA Procedures & Guidelines</p> <p>Resolution 2024-14, Policy 3010 Material Selection</p>

	<p>Policy #8009, Board Policy Development (no resolution needed)</p> <p>No resolution needed</p> <p>Policy #8011, Board Compensation & Expenses (no resolution needed)</p> <p>No resolution needed</p>	Policies, 8008, 8009, 8011								
VIII.	<p>Upcoming meeting dates</p> <table border="1"> <tr> <td>June 12</td> <td>Community Relations & Strategic Planning Committee, virtual, 12:30 pm</td> </tr> <tr> <td>June 07</td> <td>Personnel Committee, 11:00 am virtual</td> </tr> <tr> <td>June 10</td> <td>Finance Committee, 2:00 pm virtual</td> </tr> <tr> <td>June 20</td> <td>Board of Trustees meeting, 7 pm</td> </tr> </table> <p>June 20th - Budget Hearing 6:30 pm before Board of Trustees meeting at 7:00 pm</p>	June 12	Community Relations & Strategic Planning Committee, virtual, 12:30 pm	June 07	Personnel Committee, 11:00 am virtual	June 10	Finance Committee, 2:00 pm virtual	June 20	Board of Trustees meeting, 7 pm	
June 12	Community Relations & Strategic Planning Committee, virtual, 12:30 pm									
June 07	Personnel Committee, 11:00 am virtual									
June 10	Finance Committee, 2:00 pm virtual									
June 20	Board of Trustees meeting, 7 pm									
IX.	<p>Agenda Items for Next Meeting:</p> <p>Public Budget Hearing</p> <p>Resolutions for adopting new budgets/amending still-current budgets</p> <p>Strategic Plan Review</p> <p>Clean copy of Policy #3010, discussion & decision</p>	Items for next meeting								
X.	<p>Adjournment</p> <p>Motion by Trustee Gogoleski seconded by Trustee Smith. Adjourned at 8:56 pm.</p> <p>Ayes: All</p> <p>Nays; None Motion passed</p>	Adjournment								

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MARY CAFMEYER, SECRETARY
Cromaine District Library Board

Darlene Randolph, Recording Secretary
Cromaine District Library Board

Documents distributed to the Board for/at this meeting:

Agenda for Board Meeting May, 2024

- Minutes of Regular Meeting April 18, 2024
- May 2024 Directors Report
- March Financial Reports
- Personnel Committee Minutes – 05/03/24
- Community Relations Minutes – 05/08/24
- Finance Minutes - 05/09/24
- FYI 2024-25 Budget Presentation
- Clean Copy FOIA Procedures & Guidelines
- Resolution #2024-08, FOIA Procedures & Guidelines
- Resolution #2024-13, Operating Budget Hearing
- Resolution #2024-14, Policy 3010, Material Selection