

APPROVED

Cromaine District Library  
 Regular Board Meeting  
 Thursday Sept. 19th, 2024

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

Trustees Absent: None

Staff Present : Sarah Neidert, Darlene Randolph, Donna Janke

Public Present : Glen Gogoleski, Trisha Fessler, Julie Bellanti, Kim Armstrong, Don Thompson, Elizabeth Naylor

<b>I.</b>	President Naylor called the meeting to order at 7:02 pm.	
<b>II.</b>	<p><b>Approval of Agenda</b></p> <p>Trustee Gogoleski requested adding Item F. to Discussion – HSA, Personnel Committee . Treasurer Fedewa requested adding Item G. to Discussion – Corrected Financial Disbursement for July, 2024. Secretary Cafmeyer requested adding Item H. to Discussion – Board Website.</p> <p>Trustee Gogoleski moved to approve the Amended Agenda, seconded by Trustee Basley.</p> <p>Ayes: All          Nays: None Motion passed.</p>	Approval of Agenda
<b>III.</b>	<p><b>Approval of Consent Agenda</b></p> <p>Treasurer Fedewa moved to approve the Consent Agenda, seconded by Vice President Rosso.</p> <p>Ayes: All          Nays: None Motion passed.</p> <p>A. Approval of Regular Meeting Minutes 08/15/24          B. Acknowledge receipt of the July Financial Reports and payment of July invoices totaling \$ <u>97,046.51</u> and payroll obligations totaling <u>\$124,734.23.</u>          C. Directors Report          D. Committee Reports</p>	Approval of Consent Agenda



	<p>would be happy to invite these companies for a special meeting with the board. Secretary Cafmeyer thinks the full board should hear the proposals. Trustee Basley agreed, saying it should be available for the public to also hear. Treasurer Fedewa had recommended one of the companies and will abstain from a final vote.</p> <p>The audit is nearly complete. It is on the auditor’s partners desk waiting for final approval before presenting it. The board would like to have it presented at the October board meeting. Our auditor is unavailable at that time. Director Neidert will request for another representative to attend the meeting for presentation.</p> <p>Vice President Rosso mentioned a specific paragraph in the audit letter to the board regarding discrepancies in the audit. Director Neidert said that it was a new requirement to be included on all board communication letters beginning this year.</p> <p>Director Neidert attended a webinar giving an overview of Michigan Paid Leave and Minimum Wage changes hosted by the Library of Michigan and presented by Michael Blum of Foster Swift Collins and Smith, PC earlier this week. Just today, September 19<sup>th</sup>, the Michigan Supreme Court issued an order clarifying details relating to the reinstated Wage Act. The new minimum wage most likely will be \$12.48, going into effect in February 2025. Director Neidert will need to assess the wage scale to budget these benefit changes.</p> <p>Vice President Rosso asked about the PTO portion of the meeting. Director Neidert has sent our current policy to our counsel for review, it will result in part time staff PTO increasing , as well as all staff earning PTO. Currently only staff authorized to work over 20 hours/week earn PTO.</p> <p>A motion was called for a special meeting with the Landscaping Companies. Trustee Smith moved to call a special meeting with the Landscaping Companies. Seconded by Trustee Gogoleski.</p> <p>Ayes: All Nayes: None    Motion passed.</p>	
<p><b>VI.</b></p>	<p><b>Discussion</b></p> <p><b>A.     Review Board By-Laws</b></p> <p>President Naylor said that this was reviewed recently and asked for any questions.</p> <p>Secretary Cafmeyer questioned the grammar in Section II, and requested a correction.</p> <p>Director Neidert requested the Annual Report be changed to within two months of completion of the audit. President Naylor agreed.</p>	<p>Board By-Laws Review</p>

	<p>Secretary Cafmeyer mentioned a period needed after a sentence. President Naylor requested a clean copy for next month with a decision.</p> <p><b>B. Strategic Plan Update</b> The new water fountains have arrived. The one on the first floor is installed. President Naylor asked how the new website is working. Director Naylor said that there is generally positive feedback. The most exciting part for staff is the ability to update items on a regular basis. Plans to demonstrate the new site at the senior center and other community partners are in the works.</p> <p><b>C. Zoom at Board Meetings</b> President Naylor has heard that some in the community wish for Zoom to be re-instituted at board meetings. When we ceased providing zoom links, the board as a whole decided to revisit this periodically. Question- does the new TV cart have improved capability for hybrid meetings? Director Neidert noted that she removed the camera feature from the quote after the board decided not to pursue hybrid meetings, which lowered the price of by \$3,000-\$4,000. President Naylor wondered if it would be worth investing in a quality room for Zoom. Trustee Smith asked how many people attended the meeting by Zoom? Director Neidert answered between one and two and up to five people. If the Trustees choose to provide hybrid meetings again, she would prefer to have a staff member present to run the Zoom portion. Secretary Cafmeyer recommended starting back with Zoom and see how many people attend it and if it's worth it before spending the additional money. Trustee Gogoleski commented that a person should attend a meeting in person if they have something to say. Trustee Basley thought that the concept, execution and investment does not feel right. President Naylor suggested keeping it in mind as we assess the space needs of the building- perhaps this can be part of a future improvement? President Naylor asked if any other board members are aware of any concerns in the community about the lack of Zoom meetings negatively impacting transparency. All other board members said they were unaware of any such concerns.</p>	<p>Strategic Plan Update</p> <p>Zoom at Board Meetings</p>
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<p><b>D. Director Evaluation Time-Line</b>  President Naylor wants to look at a time-line because any changes with any newly elected trustees does not allow enough time to evaluate the director. She suggests each year to move it up a month or two at a time.  Director Neidert suggests moving it up one month every year to get it where it should be. It should be by May in order to be included in the budget.  Treasurer Fedewa added that anything approved should be retroactive to January 1.  President Naylor would like to move it to Feb/March with evaluation going to the board in January and brought back in February for discussion.</p>	<p>Director Evaluation Time-Line</p>
<p><b>E. Review Policies:</b></p> <p><b>#2010 – Use of Library Service (Community Relations)</b>  A suggestion was made to take out the word <i>promptly</i> in sentences.</p> <p>The renewal for minors should keep the current practice for parents to be present.</p> <p>Cardholders should have priority in the sign up of programs. Director Neidert said this can be achieved with the new calendar system.  Trustee Smith commented that the people paying taxes to the library should have priority.  President Naylor would like a clean copy of policy #2010 for October meeting.</p>	<p>Policy #2010</p>
<p><b>#2020 – Privacy of Library Records (Community Relations)</b></p> <p>No changes</p>	<p>Policy #2020</p>
<p><b>#2030 – Public Conduct in the Library (Community Relations)</b></p> <p>No changes</p>	<p>Policy #2030</p>
<p><b>#2031 – Children and Vulnerable Adults in the Library (Community Relations)</b></p> <p>Original copy had a sentence left out (concerning 12 and under need a caregiver present). This has been added for clarity.  Vice President Rosso asked if parents are aware of this policy.</p>	<p>Policy #2031</p>

	<p>Director Neidert said the Youth Department’s goal is to create a big document on the wall with rules of this policy, but make it less legal.</p> <p><b>#2032 – Library Violations and Appeal (Community Relations)</b> No changes.</p> <p><b>#2040 – Covid 19, Patron Expectations</b> No enforcement on this. Director Neidert requests that it be rescinded to not be in effect.</p> <p><b>#3020 – Internet Use (Community Relations)</b> No changes.</p> <p><b>F. Personnel – HSA Change</b> There was a confusion on the date of the BCBS plan year- our understanding was the renewal occurred in January and yet Cromaine’s plan renewed in August. When renewing our plan in August, the deductible increased from \$2000/plan year to \$2,500.00. As some staff had reached their deductible by August, not knowing the deductible was actually increased in August instead of our plan year renewal in January, created some concerns. This made it very stressful to staff and administration. The extra \$500.00 was contributed to employees to the HSA to cover deductibles. Also, a change in HSA companies lead to a confusion in employees’ cards at the same time, which has been resolved. With this contribution, Director Neidert communicated to staff that the board still needs to decide the contribution level to the HSA for 2025.</p> <p>This leads us to consider Human Resource support. Trustee Basley wanted to know if there were any problems with the transfer of monies in the employee’s HSA accounts. Director Neidert said not yet, although it takes some time to complete. Trustee Gogoleski recommended changing Cromaine’s renewal time with the plan’s year time. President Naylor suggested an investigation on what HR support would look like before attempting any changes. This will be added to next month’s Personnel agenda.</p>	<p>Policy #2032</p> <p>Policy #2040</p> <p>Policy #3020</p>
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**G. Finance Correction Disbursement Summary**

There was a correction on the discrepancy of the payroll amounts and where the report was pulled from. There was nothing that was paid incorrectly. This has been corrected. A motion was made to approve the correct changes to the Disbursement Summary.

**H. Board Website**

As she stated previously, at the June and August meetings, Secretary Cafmeyer reported that the website endorsing candidates for the board with the domain name of [cromainelibraryboard.com](http://cromainelibraryboard.com) is misleading, and is concerned about the copyright statement at the bottom of the webpage. Director Neidert previously shared that a patron who saw the site came into the library asking if the library was endorsing these candidates. The library is legally prohibited from endorsing any candidate or position, and confusion about this issue among patrons could be a legal concern. Director Neidert sent out an email to Julie Bellanti, the only candidate with a listed email address, in August, but has not received a response.

Secretary Cafmeyer contacted her neighbor, Dave Domas, who was listed as endorsing these candidates, who responded to her that he was never asked to have his name listed on the site. Director Neidert noted that she included correspondence with Mr. Domas in the board packet- he came in twice to speak with her and they spoke on the phone for about ½ hour. After her discussion with Dave Domas, Secretary Cafmeyer noticed his name was removed from the site.

President Naylor stated that, “Even if the site is not changed, we will have a record on all that was done to contact someone to request the site eliminate the confusing language.

**Questions/Comments from the Board:**

Treasurer Fedewa commented that the new book drop seems to be quite a hike for staff when bringing the returned books back into the building especially when it is raining. Director Neidert noted that the previous location, while closer, was also outside, so staff know how to handle waiting for weather to improve, etc. Shoveling will be important as the snow begins.

Director Neidert was quite excited about the new book drop, that the patrons have been using it all day.

Secretary Cafmeyer thought the collaboration was interesting between Tandale Barn and Waldenwoods as venues noted in the Community Relations meeting.

	Secretary Cafmeyer liked and agreed with members of the teen volunteers attending board members.	
<b>VII</b>	<p><b>Decisions</b></p> <p><b>A. Zoom meetings, motion if needed</b> No changes. Assess as part of a interior space needs assessment/plan.</p> <p><b>B. Board by-Laws, motion if needed</b> Clean copy for next month with decision</p> <p><b>C. Policy #2010 – Use of Library Service, resolution if needed</b> Clean copy for next month with decision</p> <p><b>D. Policy #2020 - Privacy of Library Records</b> No changes. Reviewed</p> <p><b>E. Policy #2030 – Public Conduct in the Library</b> No changes. Reviewed</p> <p><b>Policy #2031 – Children and Vulnerable Adults in the Library</b> Resolution #2024-24 to Revise Policy #2031, Children and Vulnerable Adults in the library moved by Treasurer Fedewa. Seconded by Trustee Basley. Ayes: Jeannine Gogoleski, Dawn Smith, Becky Basley, Rebecca Fedewa, Nancy Rosso, Holly Naylor, Mary Cafmeyer Nayes: None Resolution Passed.</p>	

**Policy #2032 – Library Violations and Appeal**  
No changes. Reviewed

**Policy #2040 – Covid 19, Patron Expectation, Resolution to Rescind**  
Resolution #2024-21 to Rescind Policy #2040 – Covid 19, Patron Expectation.  
Moved by Trustee Gogoleski. Seconded by Trustee Smith.

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

**Nays:** None      Resolution Passed.

**Policy #3020 – Internet Use, resolution if needed**  
No Changes. Reviewed

**F. Personnel, HSA changes**  
Just Reviewed.

**G. Finance Correction- Disbursement Summary**  
Trustee Gogoleski moved to approve the changes on the July Disbursement  
Summary. Seconded by Vice President Rosso.

**Ayes:** All

**Nays:** None      Motion passed.

<b>VIII.</b>	<p><b>Upcoming meeting dates</b></p> <table border="1" data-bbox="240 191 1247 457"> <tr> <td data-bbox="240 191 412 264">Oct. 09</td> <td data-bbox="412 191 1247 264">Community Relations &amp; Strategic Planning Committee, virtual 12:30 pm</td> </tr> <tr> <td data-bbox="240 264 412 321">Oct. 02</td> <td data-bbox="412 264 1247 321">Personnel Committee, time TBD</td> </tr> <tr> <td data-bbox="240 321 412 378">Oct. 07</td> <td data-bbox="412 321 1247 378">Finance Committee, 2:00 pm virtual</td> </tr> <tr> <td data-bbox="240 378 412 457">Oct. 17</td> <td data-bbox="412 378 1247 457">Board of Trustees meeting, 7 pm</td> </tr> </table> <p data-bbox="253 464 1122 569">Sept. 26 Livingston County Trustee Dinner and Training/CDL Community Room 6:00 pm Outdoor Landscaping Planned Proposal -Special Meeting-TBD</p>	Oct. 09	Community Relations & Strategic Planning Committee, virtual 12:30 pm	Oct. 02	Personnel Committee, time TBD	Oct. 07	Finance Committee, 2:00 pm virtual	Oct. 17	Board of Trustees meeting, 7 pm	
Oct. 09	Community Relations & Strategic Planning Committee, virtual 12:30 pm									
Oct. 02	Personnel Committee, time TBD									
Oct. 07	Finance Committee, 2:00 pm virtual									
Oct. 17	Board of Trustees meeting, 7 pm									
<b>IX.</b>	<p><b>Agenda Items for Next Meeting:</b></p> <ul style="list-style-type: none"> <li>• Review of First Quarter Statistics</li> <li>• Presentation of the Annual Report for the prior fiscal year</li> <li>• Audit Presentation</li> <li>• Library Closing Calendar for the year</li> <li>• Strategic Plan Review</li> <li>• Special Outdoor Landscaping Meeting - TBD</li> <li>• Review Policies:</li> </ul> <p data-bbox="240 1115 1260 1184">#1010 – Cooperation with Libraries &amp; Other Organizations (Community Relations)</p> <p data-bbox="240 1205 745 1236">#6001 – Fund Balance Policy (Finance)</p> <p data-bbox="240 1310 1016 1341">#6002 – Revenue Distribution &amp; Fund Accounting (Finance)</p> <p data-bbox="240 1362 831 1394">#6003 – Fixed Assets Capitalization (Finance)</p> <p data-bbox="240 1415 727 1446">#6004 – Gifts to the Library (Finance)</p> <p data-bbox="240 1467 735 1499">Clean copy of By-Laws/ motion added</p> <p data-bbox="240 1520 826 1551">Clean copy of Policy #2010/Resolution added</p> <p data-bbox="240 1572 688 1604">Pledge of Alliance before meetings</p> <p data-bbox="240 1625 423 1656">HR discussion</p>	<p data-bbox="1308 695 1490 764">Items for next meeting</p> <p data-bbox="1292 1352 1507 1421">Cont'd Items for next meeting</p>								

<b>X.</b>	<p><b>Adjournment</b>  Motion by Secretary Cafmeyer, seconded by Trustee Fedewa. Adjourned at 8:22 pm.</p> <p>Ayes: All</p> <p>Nayes: None Motion passed.</p>	Adjournment

MARY CAFMEYER, SECRETARY  
Cromaine District Library Board

Darlene Randolf, Recording Secretary  
Cromaine District Library Board

Documents distributed to the Board for/at this meeting:

- Agenda for Board Meeting Sept., 2024
- Minutes of Regular Meeting August 15, 2024
- September 2024 Directors Report
- July 2024 Financial Reports
- Personnel Committee Minutes – 09/06/24
- Community Relations Minutes – 09/11/24
- Finance Meeting - 09/12/24
- Board by-Laws
- Outdoor Landscape Planning Proposal
- Resolution #2024-24 Revise Policy #2031
- Resolution #2024-21, Rescind Policy #2040

