

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

Members Absent: Nancy Rosso

Staff Present : Sarah Neidert, Darlene Randolf

Public Present : Carrie Shrier

Virtual attendees: Glenn Gogoleski, Val Gogoleski

I. President Naylor called the meeting to order at 7:01 p.m.

II. Approval of Agenda

Trustee Basley moved to approve the agenda, seconded by Trustee Smith .

Agenda
Approval

Ayes: All

Nayes: None

III. Approval of Consent Agenda

Treasurer Fedewa requested to add Item H. to correct an amount in the Finance Minutes.

Trustee Basley moved to approve the amended Consent Agenda, seconded by Trustee Gogoleski.

Consent
Agenda
Approval

Ayes: All

Nayes: None

A. Approval of Regular Meeting Minutes 9/21/23 5:30 pm & 7:00 pm

B. Acknowledge receipt of the August Financial Reports and payment of August invoices totaling \$107,080.25 and payroll obligations totaling \$94,595.35.

C. Director's Report

D. Committee Reports

Personnel Committee Oct. 06

Community Relations Oct. 11

Finance Committee Oct. 12

IV. Call to the Public

Call to the
Public

Carrie Shrier, a resident of the Hartland School District, spoke.

V. Director's Report -update

Directors
Report

Director Neidert reported that the audit report will be presented at the next board meeting on November 16, 2023.

The floors in the front door entrance are complete with an epoxy finish. The restrooms will be next to have the new flooring installed.

The quotes for the generator will be presented to the Finance Committee in November. The new generator will run the sump pump and a few other things. It is not for the whole building.

She met with the Friends of Cromaine Library on Wednesday evening. The managers presented a thank you slideshow to demonstrate how and where the money from the Friends of Cromaine had been used in 2023, and to show their gratitude.

The Strategic Plan retreat is being held Oct. 26th. An email will be sent to the board and the staff that will be attending, describing what to expect that day.

Questions/Comments from the Board:

Treasurer Fedewa asked Director Neidert if she could share the information on the slides that were presented to the Friends of Cromaine. She said she will have it at the next board meeting for them to see.

President Naylor went to the hARTWALK closing at Settlers Park. She said it was fantastic. It was a very positive event and that she is glad the library was involved in this event.

VI . Discussion

A. Review of First Quarter Statistics

1st quarter statistics

President Naylor noticed that there seemed to be a drop in program attendance in September. Director Neidert said that is not unusual for that time of year, having summer just ending and children returning to school.

B. Strategic Plan Update

Next week is the Strategic Plan Retreat. Director Neidert will be sending out e-mails to everyone who is registered to attend. Staff and other stakeholders not in attendance will be sent a worksheet to fill out. Director Neidert said that approximately three weeks after this retreat, the library will receive a draft high level 3-5 year strategic plan. The format of this plan will be determined at the strategic retreat. The board will have a chance to adopt this plan. Then sometime in January 2024 a working meeting with the managers will be held on how the goals to this plan will be accomplished.

Strategic Plan Update

Treasurer Basley asked if there is anything we have to bring with us to the retreat. Director Neidert said that there will be a light lunch served, with coffee, water and snacks provided as well.

There were close to 1200 surveys returned. President Naylor said, “That speaks to our community.”

C. Call to the Public Request Form, update

Director Neidert ran the new request form by the library’s lawyer, asking if it is ok to require the public to fill out their name and address on the Public Request Form. The response was it is if it is in a Library Policy. The board looked over policy #8004, in the Board Operating Procedures. What we have in place is fine, but it was recommended by President Naylor that on page three to change a language in a sentence from “request” to “require” a name and address.

Treasurer Fedewa asked if we could start using the updated form. President Naylor said that first this will have to be approved. It will be presented at the November Personnel meeting and brought back to the board at the November board meeting.

Call to the Public Request form, Update

D. Music Hall Update

Trustee Gogleski reported that the September cleanup went well. There are still some issues left for cleanup. A caretaker position is still in the works in researching approximately how many hours weekly would be needed for this position. Director Neidert suggested this go to the Personnel and Finance Committees, who will then be able to set real numbers and a decision to be put in the budget. It will first be presented to the Personnel Committee and then to the Finance Committee to come up with amounts.

Director Neidert noted that the ad hoc committee was interested in creating long term contract agreements for our long-term renters. President Naylor said that this should go to the Personnel Committee first, then to the Community Relations Committee. This may take a couple of months.

Music Hall
Update

E. Library Closing Calendar for year 2024

Director Neidert spaced out the two Staff-In-Services from May & September to April & October. She questioned the time off on Easter Friday and Easter Sunday, and wondered how the board felt about Saturday. Trustee Smith said that it would not be horrible to close that Saturday and it would be nice for the staff. Treasurer Fedewa asked if this is just a day to be closed, or would it be a paid holiday? Director Neidert answered that it is just a day to be closed. Trustee Gogoleski wanted to know why the Wednesday before Thanksgiving is open until 6:00 pm and that if it should change to 3:00 pm for staff. Director Neidert said that there will still be patrons coming into the library to pick up material before the holiday and 6:00 pm would give them time to do so.

Closing
Calendar 2024

F. Library Director Evaluations

President Naylor wished Director Neidert “Happy One Year Anniversary” coming up on October 31st. The evaluations will be filled out digitally. President Naylor would like them back in November. The results will be discussed at the December Personnel meeting and presented to the full board at the December Board meeting with a closed session for the decision.

Director
Evaluations

G. Review Policies

#2030 – Public Conduct in the Library (Community Relations)

Secretary Cafmeyer said that this policy will be reviewed at the next Community Relations to give time for the lawyer to review it.

Review
Policies

#1010 – Cooperation with Libraries & Other Organizations

No changes- reviewed

#6001 – Fund Balance Policy (Finance)

No changes at this time- Treasurer Fedewa said that this will be reviewed after Strategic Plan is put in place and after Sarah completes Budgeting Courses.

#6002 – Revenue Distribution & Fund Accounting (Finance)

Combined two items in a paragraph. No substantial changes

#6003 – Fixed Assets Capitalization (Finance)

Made changes that were advised by the auditor. Changed fixed assets to one or more years from two or more years. The auditor requested this be sent to her once it is changed.

#6004 – Gifts to the Library (Finance)

No changes-reviewed

H. Request to amend October Finance Minutes

Treasurer Fedewa amended the August monthly change in value of the UBS account to an increase of \$12,588.69, the number in the minutes is the YTD change in value (\$91,065.97).

VII. Decisions

A. Policy #2030 – Public Conduct in the Library (Community Relations)

Will be decided in November.

Policy
#2030

B. Policy 1010 – Cooperation with Libraries & Other Organizations

No change -reviewed.

Policy
#1010

C. Policy #6001 – Fund Balance Policy (Finance)

No change -reviewed.

D. Policy #6002 – Revenue Distribution & Fund Accounting (Finance)

Policy #6002

Secretary Cafmeyer moved to approve Resolution 2023-19, Policy#6002 – Revenue distribution & Fund Accounting. Seconded by Trustee Smith. A roll call was taken.

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

Nayes: None Resolution passed

E. Policy #6003 – Fixed Assests Capitalization

Policy #6003

Secretary Cafmeyer moved to approve Resolution #2023-20, Policy #6003, Fixed Assets Capitalization. Seconded by Trustee Gogoleski. A roll call was taken.

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

Nayes: None Resolution passed

F. Policy #6004 – Gifts to the Library (Finance)

Policy #6004

No changes – reviewed.

G. Library Closing Calendar (motion)

_____moves to approve the Library Closing Calendar for 2024 as presented. Seconded by _____.

Ayes:

Closing
Calendar

Nayes:

Will be presented at next board meeting for approval

H. Correct Finance Minutes from Oct. Finance meeting

Trustee Basley moved to approve the amended October Finance Minutes.

Seconded by Secretary Cafmeyer. A roll call was taken.

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

Nayes: None Motion passed

VIII. Upcoming meeting dates

Nov. 02	Community Relations & Strategic Planning Committee, 12:30 pm, virtual
Nov. 03	Personnel Committee, 11:00 am virtual TBD
Nov. 09	Finance Committee, 2:00 pm virtual
Nov. 16	Board of Trustees meeting, 7 pm

Oct. 26. Strategic Plan Retreat, Cromaine Library, 9-4:00 pm

Nov. 01 Board of Trustees Dinner – Howell Carnegie Library/ time-TBA

IX. Agenda Items for Next Meeting:

- Strategic Plan Review
- Presentation of the Annual Report
- Audit Presentation
- Policy #8004
- Policy #2030
- Revised Annual Closing Calendar

Items for next meeting

X. Adjournment

Motion by Secretary Cafmeyer, seconded by Treasurer Fedewa. Adjourned at 7:54 pm.

Adjournment

Ayes: All

Nayes: None Motion passed

MARY CAFMEYER, 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 Sept. 21st 5:30 pm, 7:00 pm
- September 2023 Directors Report
- September 2023 Financial Reports
- Personnel Committee Minutes – 10/06/23
- Community Relation Minutes – 10/11/23
- Finance Minutes – 10/12/23
- Policy #1010 – updated tracking – Reviewed no changes
- Policy #6002, 6003 – markups Revised, with Resolutions
- Policy #6604 – updated tracking – Reviewed no changes
- First Qtr. Statistics Motion for Closing Calendar 2024
- Motion for Closing Calendar