

APPROVED

Cromaine District Library  
 Regular Board Meeting  
 Thursday April 18, 2024

Trustees Present: Holly Naylor, Mary Cafmeyer, Nancy Rosso, Rebecca Fedewa, Dawn Smith  
 Members Absent: Jeannine Gogoleski, Rebecca Basley  
 Staff Present : Sarah Neidert, Darlene Randolph  
 Public Present : None

<b>I.</b>	President Naylor called the meeting to order a 7:00 pm.	
<b>II.</b>	<p><b>Approval of Agenda</b></p> <p>Vice President Rosso moved to approve the Agenda, seconded by Treasurer Fedewa.          Ayes: All          Nays: None</p>	Approval of Agenda
<b>III.</b>	<p><b>Approval of Consent Agenda</b></p> <p>Vice President Rosso moved to approve the Consent Agenda, seconded by Treasurer Fedewa.          Ayes: All          Nays: None</p> <p>A. Approval of Regular Meeting Minutes 03/21/24          B. Acknowledge receipt of the February Financial Reports and payment of February invoices totaling <u>\$73,406.09</u> and payroll obligations totaling <u>\$125,355.85</u>.          C. Directors Report          D. Committee Reports              Community Relations and Strategic Planning April 10              Personnel Committee April 05              Finance Committee April 11</p>	Approval of Consent Agenda

<p><b>IV.</b></p>	<p><b>Call to the Public</b></p> <p>None</p>	
<p><b>V.</b></p>	<p><b>Directors Report</b></p> <p>Director Neidert explained to the board what PPT means regarding property taxes. This is tax money that comes from businesses in the area. It reimburses entities with millages for revenue lost as a repeal of the Business PPT of 2012.</p> <p>Hartland Township turned down the proposed Great Start Story Walk at Settler Park. They thought it would be smaller than what we presented. Director Neidert says that once our grounds are repaired within our Strategic Plan, we may think of having the Story Walk on the library grounds.</p> <p>The Memorial Day Parade is approaching. Any board member wanting to walk in the parade should let Sarah know by May. A ride in the parade will be available. Trustee Gogoleski is offering her Jeep, which will be decorated to go with the summer reading theme “Adventure Begins at Your Library.”</p> <p>The Friends of Cromaine have donated \$300.00 for the Eagle Scout toward his project – installing a flagpole and landscaping around it. It should be completed by Memorial Day. At that time there will be some kind of dedication.</p> <p>Our new calendar launches next week, with our new website following in mid-summer.</p> <p>Friday, April 19<sup>th</sup> the library will be closed for Staff-in-Service. We will be focusing on the outreach portion of the Strategic Plan as a group. She explained how this will follow through to steps that will include the board and committee groups. The Community Relations Committee will be the committee to start this.</p> <p>Director Neidert will be meeting with a representative of the Disability Network of Washtenaw, Monroe and Livingston about building and grounds accessibility.</p> <p>Rachel Stock will be leaving Cromaine Library at the end of April. She was offered a position as a full-time archivist at the Sloan Museum in Flint. We are happy for her and she will be missed.</p> <p>The staff appreciation gifts from the Friends of Cromaine to staff have arrived. In addition to lunch in February for our impromptu staff day, the Friends paid for</p>	<p>Directors Report</p>

	<p>each staff member to have a piece of logoed clothing from the Spirit of Livingston.</p> <p>We will be changing from gift cards to using a credit card when purchasing items for programs which will make it easier to track expenses.</p> <p>Director Neidert mentioned the quarterly statistics. She noticed the self-check-out stats dropped. That is due to the times they are out of service. Also, these machines</p> <p>are six years old, which will be part of the replacement cycle. The Comics and Consumers Report database was added this month to the report.</p> <p>Director Neidert added the monthly newsletters to the board packet. Staff worked hard to create more visual space with shorter descriptions of the programs.</p>	
<p><b>VI.</b></p>	<p><b>Discussion</b></p> <p><b>A. Strategic Plan Review</b></p> <p>This was discussed in the Director’s Report</p> <p><b>B. Update on Music Hall, Organ Fundraiser</b></p> <p>This was rescheduled for May 3<sup>rd</sup>, due to inclement weather. Tickets are still being sold. The event has developed good connections with the community.</p> <p><b>C. FOIA Update/Adopting Policy</b></p> <p>Director Neidert needs to have some minor corrections made to the policy. She will present a clean copy at the next board meeting. Vice President Rosso asked for an example of a situation where a FOIA request can be denied. Director Neidert said we cannot give out patron record information, nor can we provide information we do not have. Depending on what type of form they are requesting, we may not have it. Best advice from counsel is to have the policy and procedure published on our website, and to check with her for clarification before answering any requests.</p>	<p>Strategic Plan Review</p> <p>Update on Music Hall, Organ Fundraiser</p> <p>FOIA update</p>

	<p><b>D. Annual Board Calendar (Policies #8000 monthly distribution)</b></p> <p>These policies will be evenly dispersed for discussion throughout the calendar year.</p> <p><b>E. Policy #6020, Purchasing (Finance)</b></p> <p>Director Neidert presented a clean copy to understand it better. She explained the changes in red print and pointed out the different dollar amounts of purchasing big items.</p> <p><b>F. Policy #3010, Material Selection (Community Relations)</b></p> <p>Secretary Cafmeyer said there were no changes to this policy. President Naylor said that this has been brought up since December. She suggests the lawyer comes to a full board meeting and everyone can speak and ask questions at that time, while we are all present.</p> <p>Trustee Smith said that there is no law. The memo from the lawyer did not say that we could not put labels on children's books, but if we do, we would have to be very careful how we do it. She thinks there has to be some compromise so that everybody feels comfortable and not alienated.</p> <p>President Naylor does not like the idea of labeling books.</p> <p>Director Neidert suggested doing a study and to think about it. Do we want a label on every book and not just certain books? This would create work for staff. The community has to trust us. She does not think labeling these books is the solution.</p> <p>Secretary Cafmeyer wondered which books would get labels. Everyone's definition is different and it could be offensive. There would be a big cost for the staff. This all falls on the Director's professional judgment, and she is trying to do what's right, but will not be able to please everyone.</p> <p>Trustee Smith does not want to see any books go away, but to have certain labels on them.</p> <p>Treasurer Fedewa asked Director Neidert for a list of labels. President Naylor said that we are getting ahead of ourselves. Treasurer Fedewa apologized for that, and suggested to writing up a revised policy with the committee and</p>	<p>Policies #8000 distributions</p> <p>Policy #6020, Purchasing</p> <p>Policy #3010 Material Distribution</p>
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	<p>bringing it up to the board. She commented that a parent could very quickly and easily take away a book from a toddler, put it back, and provide another appropriate book.</p> <p>President Naylor stated that what we have in place currently, through policy, is what we can enforce. She went through the results of the survey, and there is no consensus for this course of action. She does not believe the library should be parenting kids. It's the job of each child's parent or guardian.</p> <p>Director Neidert says she is following the guidelines in Policy #3010. Vice President Rosso believes that we do have a policy in place and have guidelines for procedures of challenging books and that there is protocol.</p> <p>Vice President Rosso stated that we should tread ever so carefully with this and it looks like the lawyer suggests not to go forward with this labeling.</p> <p>President Naylor suggested that the committee come up with a proposed document that we can present. She is not interested in having the same conversation at every meeting.</p> <p><b>G. Policy #4010, Public Relations and Public Information (Community Relations)</b> Reviewed - no changes</p> <p><b>H. Policy #4020, Library Meeting Room Use (Community Relations)</b> Changed the amount required to rent the North Meeting Room to \$15.00 per hour, instead of \$30.00 per hour for profit organizations. If a person or organization books our rooms, the name and contact of the person or organizer will be available online.</p> <p><b>I. Policy #4030, Non-Library Postings, displays, and solicitations (Community Relations)</b> Reviewed - no changes</p> <p><b>J. Policy #4040, Library Blog and Social Media Sites Guidelines (Community Relations)</b> Reviewed - no changes</p>	<p>Policy #4010, Public Relations and Public Information</p> <p>Policy #4020, Library Meeting Room Use</p> <p>Policy #4030, Non-Library Postings, displays and solicitation</p> <p>Policy #4040, Library Blog and Social Media Sites Guidelines</p>
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<p><b>K. Amending Improvement Fund FY 2023-24</b>  Director Neidert stated that we will be moving from the “building improvement” line to accomplish short term technology projects. No additional money, just moving money from one fund to another fund.</p> <p><b>L. Amending Operating Fund FY 2023-24</b>  Director Neidert again stated that we will be moving \$5,000.00 from one fund to another for technology projects.</p> <p><b>M. Coffee with Trustees</b>  This will be moved to the May Agenda when Rebecca Basley should be present.</p> <p><b>Questions/Comments from the Board:</b>  President Naylor said that Oceola Twp. offers the Story walk posts and it looks very nice.  Vice President Rosso asked what the reason was that the Story walk was turned down by Hartland Township? Director Neidert received an answer that there were too many posts.  Treasurer Fedewa said that the new monthly newsletter is very visual and likes how it is done.  Secretary Cafmeyer likes the monthly newsletter vs. the quarterly newsletter.  Vice President Rosso complimented the new website process saying that, “It is robust and well worth the money.”  Director Neidert says that her goal for the budget planning is to be able to present it by May 9<sup>th</sup> at the finance meeting, then to the full board at the May 16<sup>th</sup> meeting.  President Naylor asked the board to let her know, if they can, by May, their summer vacation plans. This way there will be plenty of time to plan around the board meetings.</p>	<p>Amending Improvement Fund FY 2023-24</p> <p>Amending Operating Fund FY 2023-24</p> <p>Coffee with Trustees</p>
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<p><b>VII</b></p>	<p><b>Decisions</b></p> <p><b>A. FOIA, To Approve Resolution #2024-08, to Adopt FOIA Procedures and Guidelines Policy</b></p> <p>_____ moved to Approve Resolution #2024-08, to Adopt FOIA Procedure and Guideline Policy. Seconded by _____.</p> <p><b>NO VOTE - MOVED TO MAY</b></p> <p>Ayes:</p> <p>Nayes:</p> <p><b>B. Annual Board Calendar, (Motion needed)</b></p> <p>Secretary Cafmeyer moved to approve the Annual Board Meeting Calendar. Seconded by Treasurer Fedewa. A roll call was taken.</p> <p>Ayes: Dawn Smith, Rebecca Fedewa, Nancy Rosso, Holly Naylor, Mary Cafmeyer</p> <p>Nayes: None          Motion passed</p> <p><b>C. Policy #6020, Purchasing (Finance)</b></p> <p>Secretary Cafmeyer moved to approve Resolution #2024-09, Policy #6020, Purchasing. Seconded by Treasurer Fedewa. A roll call was taken.</p> <p>Ayes: Dawn Smith, Rebecca Fedewa, Nancy Rosso, Holly Naylor, Mary Cafmeyer</p> <p>Nayes: None          Resolution passed.</p> <p><b>D. Policy #4010, Public Relations and Public Information (Community Relations (if needed))</b></p> <p>None needed</p>	<p>Resolution #2024-08, Adopt Policy</p> <p>Annual Board Calendar</p> <p>Resolution #2024-09, Policy 6020, Purchasing</p>
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<p><b>E. Policy #4020, Library Meeting Room Use (Community Relations)</b></p> <p>Secretary Cafmeyer moved to approve Resolution #2024-10, Policy #4020, Library Meeting Room Use. Seconded by Treasurer Fedewa. A roll call was taken.</p> <p>Ayes: Dawn Smith, Rebecca Fedewa, Nancy Rosso, Holly Naylor, Mary Cafmeyer</p> <p>Nayes: None Resolution passed.</p> <p><b>F. Policy #4030, Non-Library Postings, Displays, and Solicitations (Community Relations) if needed</b></p> <p>None needed</p> <p><b>G. Policy #4040, Library Blog and social Media Sites guidelines (Community Relations) if needed</b></p> <p>None needed</p> <p><b>H. Resolution #2024-11 Amending Improvement Fund FY 2023-24.</b></p> <p>Secretary Cafmeyer moved to approve Resolution #2024-11 to Amend the Improvement Fund FY 2023-24. Seconded by Vice President Rosso. A roll call was taken.</p> <p>Ayes: Dawn Smith, Rebecca Fedewa, Nancy Rosso, Holly Naylor, Mary Cafmeyer</p> <p>Nayes: None Resolution passed.</p>	<p>Resolution #2024-10, 4020 Library Meeting Room Use</p> <p>Amend Improvement Fund FY 2023-24</p>
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	<p><b>I. Resolution #2024-12 Amending Operating Fund FY 2023-24.</b></p> <p>Secretary Cafmeyer moved to approve Resolution #2024-12 to Amend the Operating fund FY 2023-24. Seconded by Vice President Rosso. A roll call was taken.</p> <p>Ayes: Dawn Smith, Rebecca Fedewa, Nancy Rosso, Holly Naylor, Mary Cafmeyer</p> <p>Nayes: None Resolution passed.</p>	Amend Operating Fund FY 2023-24								
<p><b>VIII.</b></p>	<p><b>Upcoming meeting dates</b></p> <table border="1" data-bbox="240 823 1247 1092"> <tr> <td data-bbox="240 823 412 898">May 08</td> <td data-bbox="412 823 1247 898">Community Relations &amp; Strategic Planning Committee, virtual, 12:30 pm</td> </tr> <tr> <td data-bbox="240 898 412 953">May 03</td> <td data-bbox="412 898 1247 953">Personnel Committee, 11:00 am virtual</td> </tr> <tr> <td data-bbox="240 953 412 1016">May 09</td> <td data-bbox="412 953 1247 1016">Finance Committee, 2:00 pm virtual</td> </tr> <tr> <td data-bbox="240 1016 412 1092">May 16</td> <td data-bbox="412 1016 1247 1092">Board of Trustees meeting, 7 pm</td> </tr> </table>	May 08	Community Relations & Strategic Planning Committee, virtual, 12:30 pm	May 03	Personnel Committee, 11:00 am virtual	May 09	Finance Committee, 2:00 pm virtual	May 16	Board of Trustees meeting, 7 pm	
May 08	Community Relations & Strategic Planning Committee, virtual, 12:30 pm									
May 03	Personnel Committee, 11:00 am virtual									
May 09	Finance Committee, 2:00 pm virtual									
May 16	Board of Trustees meeting, 7 pm									
<p><b>IX.</b></p>	<p><b>Agenda Items for Next Meeting:</b></p> <ul style="list-style-type: none"> <li>• Strategic Plan Review</li> <li>• Budgets presented for discussion</li> <li>• Calling on Operating Fund Budget hearing for June meeting (Resolution needed (LCDPA notice)</li> <li>• Memorial Day Parade</li> <li>• FOIA clean copy</li> <li>• Coffee with Trustees</li> <li>• Music Hall , Organ Fundraiser</li> <li>• Policy #3010, Material Selection</li> </ul>	Items for next meeting								

	<ul style="list-style-type: none"> <li>Review Policies: <ul style="list-style-type: none"> <li>8008 – Ethics Statement (Personnel)</li> <li>8009 – Board Policy Development (Personnel)</li> <li>8011 – Board Compensation &amp; Expenses (Personnel)</li> </ul> </li> </ul>	
<b>X.</b>	<p><b>Adjournment</b>  Motion by Treasurer Fedewa seconded by Vice President Rosso. Adjourned at 8:32 pm.</p> <p>Ayes: All</p> <p>Nays: 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 April, 2024
- Minutes of Regular Meeting March 21, 2024
- March 2024 Directors Report
- February Financial Reports
- Personnel Committee Minutes – 04/05/24
- Community Relations Minutes – 04/10/24
- Finance Minutes - 04/11/24
- Quarterly Statistics - 1st qtr
- Annual Board Calendar - Motion
- Resolution #2024-09, Policy #6020, Purchasing
- Resolution #2024-10, Policy #4020, Library Meeting Room Use
- Resolution #2024-11, Amending Improvement Fund FY 2023-24
- Resolution #2024-12, Amending Operating Fund FY 2023-24

