

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

Members Absent: Mary Cafmeyer

Staff Present : Sarah Neidert, Darlene Randolph, Carolyn McCullough

Public Present: Todd Basley, Mary Beth Connolly, Cindy Alesso, Kate DeRosier, Denise Edmund, Wes Nakagiri; Virtual – Katy Michaski

I. President Naylor called the meeting to order at 7:00 p.m.

II. **Approval of Agenda**

Agenda
Approval

President Naylor made a motion to add Item G. to Discussion, Music Hall.

Treasurer Fedewa moved to approve the motion, seconded by Vice President Rosso.

Ayes: All

Nayes: None motion passed

Vice President Rosso moved to approve the amended agenda, seconded by Trustee Gogoleski.

Ayes: All

Nayes: None motion passed

III. **Approval of Consent Agenda**

Consent
Agenda
Approval

Treasurer Fedewa made a motion to remove Item C., July Financials, seconded by Trustee Basley.

Ayes: All

Nayes: None motion passed

Trustee Gogoleski moved to approve the Amended Consent Agenda, seconded by Vice President Rosso

Ayes: All

Nayes: None motion passed

- A. Approval of regular meeting minutes, 06/22/23
- B. Acknowledge receipt of the June Financial Reports and payment of June invoices totaling \$103,502.13 and payroll obligations totaling \$93,588.49.
- C. Director’s Report
- D. Committee Reports

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|-------------------------------|-----------------|
| Personnel Committee | July 7/Aug .04 |
| Community Relations Committee | July 12 |
| Finance Committee | July 20/Aug. 10 |
| Ad Hoc/Music Hall Committee | July 06/TBA |

IV. **Call to the Public:**

Call to the Public

Kate DeRosier, Hartland resident commented

Cindy Alesso commented

Mary Beth Connolly commented

V. **Directors Report – Update**

Directors Report

Carolyn McCullough, Youth Librarian who started at Cromaine 13 years ago as Teen Librarian, presented an exciting powerpoint to the board regarding the impact that the Harry Potter Camp has on participants. She expressed how this, and all other camp and activities that the library offers, encourage children to read and enjoy the library. The library becomes a comfortable place for them through relationships with others at the camp. Carolyn explained the value of these camps when compared to other camps that parents have to pay money for. The Harry Potter Camp is free. Meanwhile, when sending their children to camp, it shows parents everything the library offers. Carolyn explained the teen volunteer program and how they are involved with Harry Potter Camp, from beginning to end, and the prep work that takes place with the teen volunteers through the summer. She also commented on the advantages these teens have for their future. Carolyn pointed out a few of our employees who, at one time, were teen volunteers.

SARAH NEIDERT – DIRECTOR

Director Neidert thanked Carolyn for the good work on her presentation. She said the August Directors report will be presented at the September board meeting. Focus is on the July Directors Report.

- **Board Education- Collection Development**

Cromaine District Library's materials are broken down into over 30 collections, each of which has a librarian assigned to its selection and maintenance. We work diligently year-round to make sure our collections are up-to-date, well-balanced, and meet the varied needs of our community, while operating within the boundaries of our budget and physical space. In the 2022-2023 fiscal year, we ordered over 7,600 physical items for Cromaine's collections (6,358 from Brodart, our book supplier, and 1,293 from Midwest Tapes, who supply our DVD's, Blu-Ray, and Books on CD), an average of 638 items per month.

To select for a collection, a librarian is typically looking several months ahead at upcoming titles that will fall into their collection area, either through one of our suppliers' online ordering systems, (which offer aggregated professional reviews and/or curated lists of recommended titles), or in library and other reputable review publications, such as *Library Journal* and *Booklist*, though specific title requests from patrons are also considered. We evaluate titles based on criteria such as the recommendation of those reviews, community interest, demand, currency, authority of the author, factual basis, cost, and availability. In addition, we consider an item in context of the collection as a whole- for instance: Do we have other information on the topic? Does the material contribute another point of view to the subject area? Is it a new entry in a series that circulates well? We thoughtfully curate a cart of titles which are then ordered, shipped to the library, processed, and ultimately placed on the shelf.

In addition to ordering material, each librarian is continually reviewing the condition and usage statistics of their collection, often replacing items that have been damaged or for which a newer edition is available, and discarding items that are no longer needed, out-of-date, or have not circulated within a specific timeframe. Ordering, discarding, and replacing are continuous processes that happen throughout the year to ensure we are offering the best collections we can to our patrons.

- The Summer Reading Challenge ended August 5. Attendance has come up compared to pre-pandemic attendance. The summer music concerts were well attended.
- There was flooding in the building from last week's rainfall. Kudos to Scott, Building Manager, for coming in at midnight to handle this. He believes that the sump pump could not keep up with the heavy rains.

Scott replaced the sump pump with a higher horse-powered motor. He will speak with the people who installed our generator that is hooked up to the fire suppression system and will ask if the sump pump can be added to it.

- Director Neidert may file a claim with our insurance company for the emergency service provided by Belfor.

Questions/Comments from the Board:

Treasurer Fedewa asked Carolyn how many teen volunteers do you have? Carolyn replied that there are about 50 volunteers with a waiting list. The teens sign up to volunteer. It is on a first come, first serve basis.

Trustee Smith spoke of her concern that the choices of books are biased and one sided and put out from ALA.

Vice President Rosso asked if the size and scope of our collections are similar to those at other libraries. Director Neidert answered that we have a strong budget for collections, and that we will be reviewing that during the strategic plan process.

Trustee Basley asked if there was a loss from the flooding. Director Neidert said that there was no material or equipment loss, but there was potential for mildew smell in the area of the flooding, which is why she called Belfor for dehumidification and fans. She believes it is completely dry now.

Treasurer Fedewa requested for Scott Wren, Building Manager, to speak at one of the board meetings regarding the building. Director Neidert replied that he is scheduled to speak at the October board meeting.

VI. Discussion

A. Strategic Plan Review

Director Neidert said that the PR for the survey and focus groups went out this week, and we are getting good coverage. She went over the schedule of the Strategic Planning. She encourages the board to reach out to people to get involved. Director Neidert went over when Township meetings are so that each board member can attend and address the township board regarding our Strategic Plan Schedule.

Director Neidert asked if there were any additional places we could reach out to

Strategic Plan

let her know. The School Board and County Commission meetings were suggested.

Year-end
Statistics

B. Review of year-end statistics

Circulation is up from 2019 numbers, about 15%.

C. Review Policy 3010; Collection Development

The library lawyer responded with suggested wording shortly before the committee meeting in July, so board members did not have a good chance to read it. The lawyer will attend the next Community Relations meeting via zoom. There will then be a more robust discussion at the September full board meeting.

Review Policy
3010

D. Patron Meeting Attendance

This was discussed at the August Finance Committee meeting. Treasurer Fedewa gave options on how to handle a request from a library patron on meeting with the board. Due to Open Meeting Act restrictions, the whole board should not meet unless the meeting is open to the public. It is suggested that the President of the board assign a board member, depending on what the conversation is about, to meet with the patron. Trustee Gogoleski asked if we have to do a vote on this. President Naylor said we can put them in the Operating Procedures.

Patron Meeting
Attendance

President Naylor made a motion to draft changes in the Board Operating Procedures to request the Board President to assign a board member to handle certain requests by patrons.

Vice President Rosso moved to approve the motion to draft a change in the Board Operating Procedures to request the Board President to assign a board member to handle certain requests by patrons. Seconded by Treasurer Fedewa. A roll call was taken.

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

Nayes: None motion passed

Hybrid
Meetings

E. Effects of Hybrid Meetings

Director Neidert purchased a new meeting owl for better sound quality. The

discrepancies were discussed on how to handle patrons via zoom compared to patrons in person. President Naylor gave three options: we do away with zoom altogether, observation only via zoom, or continue the hybrid meeting but put into place the same procedures as in person.

Trustee Smith says we should still do zoom, but is not sold on comments from the public through zoom.

Vice President Rosso asked if other libraries set up their meetings this way.

Director Neidert replied, "None that she knows of."

Trustee Gogoleski agrees that the Call of the Public should be in person only.

Secretary Cafmeyer (absent) stated her opinion at the Personnel Committee meeting and prefers in person Call to the Public. All agreed on Call to the Public be in person only.

Review
Policies

F. Review Policies:

#7002 – Personnel Policy & Employee Handbook (Personnel)

President Naylor indicated the Board Policies are guides to the Employee Handbook procedures. It is the job of the director to update those procedures. In the final draft there needs to be a change in the first paragraph to change the word policies to procedures.

Vice President Rosso asked when the last update was made. Director Neidert said it was in 2017 and we are in the process of updating now.

#7003 – Evaluation of Director and Library Staff (Personnel)

No changes

#7005 – Compensation of Library Employees (Personnel)

In the General Guidelines 3 (b) added completion of additional higher education.

G. Music Hall

Trustee Gogoleski reported that there will be a "Hug the Hall" sign up to help out around the Music Hall coming up Sept. 9th.

President Naylor suggested to adding another one in the spring. Trustee Gogoleski commented on how nice the wood floors look.

Director Neidert gave an update on the amount of \$9,500 to clean the organ.

The Hartland Consolidated Schools Foundation agreed to pay from the

Foundation fund balance, but would like to try a crowdfunding campaign to offset costs.

Brian Crouse of the Hartland Area Project plans on using ARPA funds to update Project's website.

President Naylor asked when the last time the organ was cleaned. Director Neidert said in the 1990's.

Suggestion to add a Budget Line for the Music Hall allocating \$10,000.00 from the Fund Balance.

VII. **Decision**

A. Policy #7002; Personnel Policy & Employee Handbook; Resolution 2023-14,

Trustee Gogoleski moved to approve, as amended, Resolution 2023-14; Personnel Policy & Employee Handbook., Trustee Basley seconded. A roll call was taken for approval of the resolution.

Policy
7002

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

Nayes: None Resolution passed

B. Policy #7003; Evaluation of Director and Library Staff

Policy 7003

Resolution if needed (none)

C. Policy #7005; Compensation of Library Employees; Resolution 2023-15

Trustee Gogoleski moved to approve Resolution 2023-15; Compensation of Library Employees, Trustee Smith seconded. A roll call was taken for approval of the resolution.

Policy 7005

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

Nayes: None Resolution passed

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| VIII. | Information | |
| | Upcoming meeting dates include virtual committee meetings | |
| | Sept. 13 | Community Relations & Strategic Planning Committee, time TBD |
| | Sept. 08 | Personnel Committee, 11:00 am, virtual |
| | Sept. 14 | Finance Committee, 2 pm, virtual |
| | Sept. 21 | Strategic Planning Session, 5:30 pm |
| | Sept. 21 | Board of Trustees 7:00 pm |
| | Nov. 01 | Board of Trustees Dinner at Howell Carnegie Library/time TBA |

Upcoming Meeting Dates

- IX. **Agenda Items for Next Meeting**
- Review Board By-laws (all-Board Activity)
 - Strategic Plan Review
 - Added to Discussion, Individual Board Member Reports
 - Review Policies:
 - 3010 – Collection Development (Community Relations)
 - 2010 -Use of Library Service (Community Relations)
 - 2020 – Privacy of Library Records (Community Relations)
 - 2030 – Public Conduct in the Library (Community Relations)
 - 3020 – Internet Use (Community Relations)

Items for next meeting

X. **Adjournment:**

Motion by Trustee Gogoleski, seconded by Treasurer Fedewa.
Adjourned at 8:26 pm.

Ayes: All

Nays: None motion passed

Adjournment

MARY CAFMEYER, SECRETARY
Cromaine District Library Board

Darlene Randolph, Recording Secretary
Cromaine District Library Board

Documents distributed to the Board for/at this meeting:

- 6/22/23 Proposed Regular Meeting Minutes
- Director's Report – August 2023
- Financial Reports – June 2023
- Finance Committee Minutes 7/20/23 & 08/ 10 /23
- Personnel Committee Minutes 08/04/23
- Community Relations Minutes
- Ad Hoc/Music Hall Minutes 7/06/23
- Resolution 2023-14, Policy 7002, Personnel & Employee Handbook
- Policy 7003,Evaluation of Director & Library Staff
- Resolution 2023-15, Policy 7005, Compensation of Library Employees
- Newsletter