

Cromaine District Library
Regular Board Meeting
Thursday, September 21, 2023

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

Members Absent: None

Staff Present : Sarah Neidert, Darlene Randolph, Lisa Weaver

Public Present : Kate DeRosier

Virtual Attendees: Val Gogoleski, Glen Gogoleski

I. President Naylor called the meeting to order at 7:06 p.m.

II. Approval of Agenda

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

Ayes: All

Nays: None Motion passed

Agenda
Approval

III. Approval of Consent Agenda

Vice President Rosso moved to approve the amended Consent Agenda adding Item H., Finance Committee to Discussion, seconded by Trustee Smith.

Ayes: All

Nays: None Motion passed

A. Approval of Regular Meeting Minutes 08/17/23

B. Acknowledge receipt of the July Financial Reports and payment of July invoices totaling \$ 51,076.14 and payroll obligations totaling \$115,469.45.

Consent
Agenda
Approval

- C. Director’s Report
- D. Committee Reports

Personnel Committee	Sept. 08
Community Relations	Sept. 13
Finance Committee	Sept. 14

- IV. **Call to the Public** Call to the Public
None

- V. **Director’s Report -update** Directors Report
Lisa Weaver-Assistant Manager/Circulation

Director Neidert introduced our Circulation Assistant Manager, Lisa Weaver. She has worked for Cromaine Library 20 years starting as part time, and recently moved to full time. Lisa supervises and monitors the pages of the library. Their position as pages involves handling all items coming back into the library to be put back on our shelves correctly. She says they do wonderful work and are very important to the library.

As Circulation Assistant Manager, Lisa assists the Circulation Manager, Donna Janke. She orders books, processes DVD’s and music CD’s to be available for checkout. Lisa also reviews new library patron applications for new library cards. She thanked the board for their service.

Director Neidert’s – update

Director Neidert explained the shared system delivery procedures of TLN with the board. She announced that the Genesee District Library will be joining the TLN system in October. They will not be a part of the delivery at this time. There will be restrictions as to how many items these patrons will be able to check out. She is interested to see how that will affect our circulation statistics.

Scott Wren, Building Manager, finished the new front doors with “bump outs” that he ordered. Having the new doors, it was suggested by Circulation Clerk, Winnie Tripp, to not cover up the door windows with closing or hour signs. A holder was put on the building next to the doors to display these signs.

We have two quotes so far for an additional generator to run the sump pump and a few peripherals when we lose power. The prices range from \$15,000.00 - \$20,000.00.

An Eagle Scout is proposing his Eagle project consist of donating and landscaping a flagpole. This should be complete by the spring of 2024.

Questions/Comments from the Board:

Secretary Cafmeyer asked Lisa Weaver if the position of a page is mostly for teenagers. Lisa said that the page position is open to any age and that two pages currently employed are adults.

Secretary Cafmeyer asked Director Neidert how the people from Genesee District Library will know of them joining the TLN network. She said that some people north of the Hartland Consolidated School District already come down this way to our library. While we won't promote services to them, we will allow reciprocal borrowing privileges.

Vice President Rosso liked that a certain Adult Reference Librarian suggested certain DVDs to watch.

Vice President Rosso commented that the doors look good.

Treasurer Fedewa asked if the flagpole will be lit all the time. Director Neidert said yes.

VI . Discussion

A. Review Board By-Laws

These were recently reviewed in December 2022.

Vice President Rosso pointed out an error on two different sentences that needed correction. This will be corrected.

Board By-Laws

B. Strategic Plan Update

Director Neidert provided a summary of the focus groups that took place this week- great participation by the community. She is excited to see the outcome.

Strategic Plan Update

C. Individual Board Member – Township Meetings

Board members attended different Township board meetings to address our Strategic Plan and the survey:

Secretary Cafmeyer attended Tyrone Twp. board meeting. Everything went well. Trustee Smith attended Brighton Twp. board meeting. She was the only person in attendance. They were happy to see her.

Treasurer Fedewa attended Oceola Twp. board meeting. She was well received. Trustee Gogoleski attended Hartland Twp. board meeting. It was short and sweet.

Vice President Rosso attended Deerfield Twp. board meeting. It was quiet. They let her know that they will post it on their website.

Trustee Basley attended Genoa Twp. board meeting.

President Naylor thanked the board members for attending these meetings.

Board Members feedback/Twp. meetings

D. Individual Board Member comments to be added to Agendas

Trustee Gogleski suggested adding board member comments to the monthly agendas. This would give the members something to share with the board.

President Naylor suggested we keep to our current agenda in keeping with team building. It was suggested the Directors Report can be closed out by asking if there are any comments from the board.

E. Call to the Public Request Forms

This changed form should make it clear what the comments will be. If there is no comment written on the form, only the person's name will appear in the minutes. President Naylor asked Director Neidert to check on any restrictions for obtaining the name and address of the person wanting to speak to the board at Call to the Public. Vice President Rosso suggested checking to see if that is

written in the Open Meetings Act. Director Neidert will check as far as the legality. Treasurer Fedewa asked if we can accept comments prepared ahead of time, beyond the size of the form. Director Neidert will prepare new language on the form and it will be presented to the board next month.

Adding board member comments to Agendas

F. Policy #8006 (Board Operation Procedures)

Will have a resolution at decision

G. Review Policies

#3010 – Collection Development (Community Relations)

Trustee Gogoleski went over what was discussed at the Community Relations meeting with the lawyer. The wording presented from the lawyer are contained in the comment.

Trustee Basley asked Director Neidert if she felt comfortable executing this as it is suggested. She said yes, it is current practice. Trustee Basley thanked the Community Relations Committee for their work on this. Vice President Rosso commented that Director Neidert has recourse if there are challenges. Director Neidert agreed.

Call to the Public Request Forms

#2010 – Use of Library Service (Community Relations)

Reviewed, no changes

#2020 – Privacy of Library Records (Community Relations)

Reviewed, no changes

Policy #8006

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

Director Neidert will investigate further regarding service animals.

#3020 – Internet Use (Community Relations)

Reviewed, no changes

Review Policies

H. Budget-Finance Report

Trustee Gogoleski questioned what NEA (& Federal Grants) meant under the Grants & Related Gifts on the Operating Budget, assuming NEA stood for National Education Association. Director clarified that it stands for “National Endowment for the Arts.” The Chart of Accounts used by the library combines NEA & Federal Grants- which is why the amount listed consists of the ARPA monies received from Hartland Township.

Trustee Gogoleski asked for a clarification of the budget line for Travel. Director Neidert confirmed that those expenses were from three staff members attending a conference, as noted in last month's board packet, which included the total amount for all travel expenses.

A motion was made by Vice President Rosso to approve the Finance Committee Minutes asked by Trustee Gogoleski. Seconded by Trustee Gogoleski.

Ayes: All

Nayes: None Motion passed

VII. Decision

A. Resolution 2023-16, Adding Music Hall Line to Budget

Trustee Gogoleski moved to approve Resolution 2023-16, Adding Music Hall Line #101-790-930.001 to Operating Budget for Music Hall Repair & Maintenance; Building Expense of \$10,000.00. Seconded by Treasurer Fedewa. A roll call was taken:

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

Nayes: None Resolution Passed

Adding Music
Hall Line to
Budget

B. Resolution 2023-17, Adding Periodicals Line to Budget

Secretary Cafmeyer moved to approve Resolution 2023-17, Adding Periodicals Line #101-790-980.004 to Operating Budget for Periodicals expenses of \$6,150.00. Seconded by Treasurer Fedewa. A roll call was taken.

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

Nayes: None Resolution Passed

Adding
Periodicals
Line to Budget

C. Policy #8006 – Board Operating Procedures

Trustee Gogoleski moved to approve Resolution 2023-18, Policy #8006 of the Board Operating Procedures. Adding a paragraph to the Board President's duties. Seconded by Trustee Smith. A roll call was taken.

Board
Operating
Procedures

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

Nayes: None Resolution passed

Collection
Development

D. Policy #3010 – Collection Development

Secretary Cafmeyer moved to approve Policy #2023-12, Collection Development. Seconded by Trustee Gogoleski. A roll call was taken.

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

Nayes: None Resolution Passed

Use of Library
Services

E. Policy #2010 – Use of Library Services, resolution if needed

Reviewed, no changes

F. Policy #2020 – Privacy of Library Records, resolution if needed

Reviewed, no changes

Privacy of
Library
Records

G. Policy #2030 – Public Conduct in the Library, resolution if needed

Sent back to Committee meeting for correct language

Public Conduct

H. Policy # 3020 – Internet Use, resolution if needed

Reviewed, no changes

Internet Use

VIII. Upcoming meeting dates

Oct. 11	Community Relations & Strategic Planning Committee, 12:30 pm, hybrid
Oct. 06	Personnel Committee, 11:00 am virtual
Oct. 12	Finance Committee, 3:00 pm virtual
Oct. 19	Board of Trustees meeting, 7 pm
Nov. 01	Board of Trustees Dinner – Howell Carnegie Library/ time-TBA

IX. Agenda Items for Next Meeting:

Items for next meeting

- Review of First Quarter Statistic
- Policy #2030 – Public Conduct in the Library (Community Relations)
- Call to the Public Request Form
- Audit Presentation
- Library Closing Calendar for the year
- Strategic Plan Review
- Review Policies:
 - #1010 – Corporation with Libraries & Other Organizations (Community Relations)
 - #6001 – Fund Balance Policy
 - #6002 – Revenue Distribution & Fund Accounting (Finance)
 - #6003 – Fixed Assets Capitalization (Finance)
 - #6004 – Gifts to the Library (Finance)

X. Adjournment

Adjournment

Motion by Treasurer Fedewa, seconded by Trustee Basley. Adjourned at 8:04 pm.

Ayes: All

Nays: 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 August 17, 2023
- Sept. 2023 Directors Report
- July 2023 Financial Reports
- Personnel Committee Minutes – 09/08/23
- Community Relation Minutes – 09/13/23
- Finance Committee Minutes – 09/14/23
- Board By-Laws
- Call to the Public Form
- Policy #8006 (Board Operating Procedures
- Policies #3010,#2010, #2020, #2030, #3020
- Resolution 2023-16, Adding Music Hall Line to Budget
- Resolution 2023-17, Adding Periodicals Line to Budget
- Resolution 2023-18, Policy 8006, Board Officers
- Amended Operating Budget
- Wall Street Journal article