

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

Members Absent: None

Staff Present : Sarah Neidert, Darlene Randolf

Public Present : Ailie Weaver, (Maner Costerisan)

Virtual attendees: Val Gogoleski

**I.** President Naylor called the meeting to order at 7:00 pm.

**II. Approval of Agenda**

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

Ayes: All

Nayes: None

Agenda  
Approval

**III. Approval of Consent Agenda**

President Naylor added Item E. Approval of Strategic Plan Retreat Minutes of Oct. 26, 2023.

Treasurer Fedewa moved to add Item E., Approval of Strategic Plan Retreat Minutes of Oct. 26, 2023 to the Consent Agenda, seconded by Secretary Cafmeyer.

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

Ayes: All

Nayes: None

A. Approval of Regular Meeting Minutes 10/16/23

B. Acknowledge receipt of the September Financial Reports and payment of September invoices totaling \$65,167.10 and payroll obligations totaling \$109,805.68.

Consent  
Agenda  
Approval

- C. Director’s Report
- D. Committee Reports
  - Personnel Committee Nov. 02
  - Community Relations Nov. 02
  - Finance Committee Nov. 09
- E. Strategic Plan Retreat Minutes Oct. 26, 2023

**IV. Call to the Public**

Call to the Public

None

**V. Director’s Report -update**

Directors Report

Armstrong Floors started the refinishing of the bathroom floors. Tonight, they are working on the bathrooms on the main floor. They are hoping to have those done by the end of the weekend.

The Adult Service Desk has been moved to a more central location giving patrons better eye contact to the service desk for information. Director Neidert met with a Library Design company earlier in the week. They suggested filling in the Adult Service space with an L-Shape desk.

Director Neidert has gotten three quotes for a new generator. The one that will be decided on is not the cheapest, but offers the best specs for the building. The new generator would run the sump pump, emergency lights and a few other items, (not the well). Each company remarked that the electrical panels will be an issue and would have to be updated according to new electrical codes. The county will be changing the electrical codes in the near future. We would hope to have this fixed before the new changed codes go into effect.

**Questions/Comments from the Board:**

President Naylor asked when would these electrical codes change. Director Neidert said sometime in the next six months. Trustee Basley asked if we would be able to have new electrical panels put in before that time. Director Neidert said that Rolls Mechanical is ready and parts are available.

Trustee Gogoleski announced the tickets for Messiah for December 9, 2023 at the Music Hall is currently on sale and selling quickly. She also said that Brian Crouse will be present to give some history on the Music Hall and Hartland area.

President Naylor was able to pet a dog at the Tail Waggin’ Tutors on Wednesday evening at the library.

President Naylor reminded the board to have their Director Evaluations turned in to her by December 01.

Audit  
Presentation

**VI . Discussion**

**A. Audit Presentation**

Ailie Weaver of Maner Costerisan presented to the board the audit ending June 2023. Ailie thanked Director Neidert and Darlene Randolph for the work they did to make it smooth and consistent. She highlighted pertinent financial statements throughout the audit report. Everything had its checks and balances and the library is in a good financial position.

Director Neidert thanked Ailie for her thorough presentation.

**B. Strategic Plan Update**

Director Neidert is waiting on the draft wording from the Oct. 26<sup>th</sup> Strategic Planning Retreat. She is hoping to receive it by the end of the month. Once she receives it, the draft will be shared with the managers. Director Neidert will then present it to the board committees and a plan will be adopted. She said that all-in-all the retreat went well.

Vice President Rosso commented that there were many creative ideas.

Strategic Plan  
Update

**C. Presentation of Annual Report**

Director Neidert presented the 2022-23 Annual Report, along with a copy of a postcard that will be sent out to the community. This postcard will be sent out in January. On this postcard, there is a QR code that can be scanned and this will take you to our website which will have the full Annual Report.

Annual Report

Vice President Rosso commented that the statistics on this report are something to be proud of. There should be somewhere on this report inviting the community to visit the library.

Trustee Gogoleski asked about updates to our website. Director Neidert agrees that an overhaul needs to be done and money has been budgeted this fiscal year in the Other Professional Services line for this update. An RFP (Request For Proposal) will be issued in the next week or so for this project, which may take anywhere from about six to eight months to complete. In addition to posting the RFP on the library website, the TLN bids page, and in the lobby and townships, she has identified three different website firms to send the RFP directly to.

The one that will be chosen will not necessarily be the lowest price, but what best fits our needs. Trustee Basley questioned if the library will need a position- such as a webmaster to handle this project? Director Neidert said that the RFP specifies a content management system (such as Wordpress) that will allow for staff, after training, to edit the site- and that those tasks will be disbursed amongst each department. Trustee Basley asked if we could use unrestricted funds for this project. Director Neidert replied that we should start making a plan for those funds. Trustee Smith agreed that there needs to be a plan started. Trustee Gogoleski said that it is good to have these funds for emergency situations as well. Vice President Rosso suggested waiting for the Strategic Plan and then assign the funds. Director Neidert commented that we need to be doing things that the community will notice.

**D. Revised Closing Calendar**

The revised closing calendar show the Saturday of Easter to be closed

Revised  
Closing  
Calendar

**E. Policy #8004, Conduct of Library Board Meetings**

An editing change in some words to this policy. On page two, under procedures for addressing the board, the word “requested” is changed to “required”. The last sentence, in the same paragraph, the word “shall” is changed to “may”.

Policy #8004

**F. Policy #2030, Public Conduct in the Library (Community Relations)**  
Secretary Cafmeyer said that there are still more changes yet to come. This may not be complete until after the holidays.

Policy #2030

**VII. Decisions**

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

Policy #2030

No decision. Referred back to committee.

**B. Policy 8004– Conduct of Library Board Meetings/New Form-Call to the Public, (resolution needed)**

Policy #8004

Secretary Cafmeyer moves to approved Resolution #2023-21, Policy #8004, Conduct of Library Board Meetings. Seconded by Trustee Basley. A roll call was taken.

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

Nayes: None Resolution passed

**C. Annual Closing Calendar for 2024, motion needed**

Annual Closing Calendar 2024

Treasurer Fedewa moves to approve the Library Closing Calendar for 2024 as presented. Seconded by Trustee Gogoleski. A roll call was taken.

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

Nayes: None Resolution passed

**VIII. Upcoming meeting dates**

Dec. 06	Community Relations & Strategic Planning Committee, 12:30 pm, virtual
Dec. 01	Personnel Committee, 11:00 am virtual
Dec. 07	Finance Committee, 2:00 pm virtual
Dec. 14	Board of Trustees meeting, 7 pm

**IX. Agenda Items for Next Meeting:**

Items for next meeting

- Strategic Plan Review
- Director Evaluation
- Resolution Regarding Health Care
- Policy 2030, Public Conduct in the Library (Community Relations)
- Policies to Review: #6005, Investment of Library Funds (Finance)  
#6007, Investment Charter (Finance)  
#6015, Budget (Finance)

**X. Adjournment**

Adjournment

Motion by Trustee Gogoleski, seconded by Vice President Rosso. Adjourned at 8:06 pm.

Ayes: All

Nayes: None motion carried

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 Oct.19, 2023
- Minutes of Strategic Plan Retreat, Oct. 26, 2023
- October 2023 Directors Report
- September 2023 Financial Reports
- Personnel Committee Minutes – 11/02/23
- Community Relation Minutes – 11/02/23
- Finance Minutes – 11/09/23
- FY 2022-23 Audit Report
- FY 2022-23 Annual Report
- 2024 Closing Calendar
- Policy #8004, Conduct of Library Board Meetings
- Resolution 2023-21, Policy #8004
- Motion for 2024 Closing Calendar