

Cromaine District Library

Regular Board Meeting
 Thursday November 21, 2024

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

Trustee Absent: None

Staff Present : Sarah Neidert, Darlene Randolph

Public Present : Laura Moore, Elizabeth Gauthier, Kim Armstrong, Laurie Germane, Ailie Tomlinson

I.	President Naylor called the meeting to order at 7:00 p.m. She noted that the Board will be welcoming two new Trustees in January, and thanked Secretary Cafmeyer and Treasurer Fedewa for all they have done for the library.	
II.	<p>Approval of Agenda</p> <p>President Naylor requested to strike Item VI. B. Landscaping Project off the agenda. The presenter could not make this meeting. Treasurer Fedewa added Item VI F. Furniture Vendor. Vice President Nancy Rosso moved to approve the amended agenda, seconded by Treasurer Fedewa</p> <p>Ayes: All Nays: None Motion passed.</p>	Agenda Approval
III.	<p>Approval of Consent Agenda</p> <p>Treasurer Fedewa moved to approve the Amended Consent Agenda, seconded by Trustee Gogoleski.</p> <p>Ayes: All Nays: None Motion passed.</p> <p>A. Approval of Regular Meeting Minutes 10/17/24. B. Acknowledge receipt of the September Financial Reports and payment of September invoices totaling <u>\$112,413.66</u> and payroll obligations totaling <u>\$94,919.30</u>. C. Director’s Report D. Committee Reports Personnel Committee Nov. 01</p>	Consent Agenda Approval

	<p>Program for the time-being. He asked each Partner to add to this basket. Cromaine Library will be adding some swag.</p> <p>Director Neidert attended a professional conference put on by ALA's <i>Core: Leadership, Infrastructure, Futures</i> subgroup in Minneapolis last week. She met with a few architectural firms regarding space plans. It was very informative.</p> <p>The Friends of the Cromaine are still in need of baked pies for their pie sale happening on Wednesday, November 27th. Tickets are now available for this year's Messiah, December 14th. They can be purchased online or up at the circulation counter.</p> <p>The Livingston Women's Club set up the Dove Giving Tree on the first floor in the library.</p> <p>Questions/Comments from the Board:</p> <p>Trustee Gogoleski assured the Messiah tickets will be going fast. President Naylor liked the Monthly Activity Report. She questioned the Room Use being up over 500%. Director Neidert responded that it was due to the new website being able to track room use more accurately through the Calendar function. Darlene Randolph said that we now count how many times the Study Rooms are used for the month.</p> <p>Trustee Gogoleski thanked the library for all the donations of books given to Farms Intermediate.</p> <p>Nancy Rosso suggested the Proclamation of October as Library Appreciation Month be celebrated each year and have something for the appreciation of the staff.</p>	
<p>VI .</p>	<p>Discussion</p> <p>A. Audit Presentation</p> <p>Ailee Tomlinson of Maner Costerisan presented the 2023-24 Audit Report to the board. She thanked Sarah and Darlene for a clean audit. She explained the audit packet that was distributed to the board. She went through the purpose and procedures of an audit while going through certain pages and detailing the findings. Expenditures were very comparable to the previous fiscal year. Trustee Smith asked if it was common to have such a high dollar amount of unassigned capital? Ailee answered that it depends, you can always take a portion of that and assign it to a project or something acceptable. The monies would need to be discussed and assigned along with a motion from the board. President Naylor commented that it will greatly decrease as we navigate through the Strategic Plan. She said that the board has mentioned moving funds to be</p>	<p>Audit Presentation</p>

<p>assigned after three audit reports in a row, and that she hopes we will accomplish that this year. Trustee Smith agreed.</p> <p>Vice President Rosso questioned the letter dated July 9th from the auditors. A portion of a sentence mentioned, “having identified significant risks of material misstatement”. Ailie responded that is a new standard practice in all letters and does not pertain specifically to Cromaine. Vice President Rosso also asked how they calculate the depreciation of assets. She said when all information of assets have been gathered and entered they utilize a certain software to calculate depreciation.</p> <p>Trustee Smith asked with the community increasing in population and housing will that increase the revenue estimates? Ailie responded, “Not necessarily, the market can also take a dive.”</p> <p>Director Neidert found that members of the board are surprised that the audit is mostly virtual. Ailie commented that 60% of her audits are virtual. They may come out once depending on how everything is maintained. Director Neidert noticed that using bill.com helped with the audit.</p> <p>Treasurer Fedewa commented that it was nice to hear we had no management letter sent to us. She asked the auditor if there was any recommendation on doing things differently? The auditor responded by saying that everything was properly supported. The board thanked her for the presentation and thanked Sarah and Darlene for an excellent job.</p> <p>B. — Sue Grissim-Grissim, Meta and Adriese-Outdoor Landscape Presentation</p> <p>Moved to next board meeting-December 2024</p> <p>C. Strategic Plan Update</p> <p>Director Neidert noted that the self -check out machines are installed and being used. The book drop is all set. We have phone charging banks at the Reference Desk. She has surveyed the staff regarding their perception of their wages, benefits and professional development opportunities. She will compare our wage rates with those shared among libraries in the Detroit Suburban Libraries Roundtable, taking into account the size and budget of the libraries, for comparison. There will be more to follow in the coming months.</p> <p>Vice President Rosso commented that there has been a lot of Strategic Planning accomplishments in one year.</p> <p>D. Director Evaluation Timeline</p> <p>President Naylor reported that she will be sending out the link of the Director Evaluation by Nov. 30th. She would like them returned by Dec. 6th so that she can create a report to be presented at the Personnel meeting on Dec. 9th. She will send out a general reminder 2-3 days before they are due.</p>	<p>Outdoor Landscape Presentation</p> <p>Strategic Plan Update</p> <p>Director Evaluation Timeline</p>
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	<p>Treasurer Fedewa is not a fan of this. She and other people would feel compelled to say the Pledge of Allegiance even if she may not want to, and affirmed she is 100% American no matter her position on the Pledge. Treasurer Fedewa stated that we have a diverse community in many ways and that Trustees can't assume others may not feel differently about it.</p> <p>Vice President Rosso asked President Naylor to read the Oath of Trustees out loud to the board, which she did;</p> <p><i>STATE OF MICHIGAN, County of Livingston, I do solemnly swear that I will support the Constitution of the United States and the Constitution of this state, and that I will faithfully discharge the duties of the office of Library Trustee for the Cromaine District Library, County of Livingston, according to the best of my ability.</i></p> <p>F. Staff Office Furniture Vendor</p> <p>Director Neidert explained moving forward going with a vendor which would cost more and cross the threshold of \$50,000.00. She went over the layout of the furnishings. The budgeted amount is \$70,000.00. Trustee Basley asked when the last time this was done. Director Neidert had no date. Most of the furniture was re-used from other places in the building and from the branch.</p> <p>Vice President Rosso asked if the staff had seen the schematics. Director Neidert said yes, a few times, and their feedback led to a few changes that led to the quote growing. Trustee Smith thinks it will be a good thing to do for the staff.</p>	
<p>VII.</p>	<p>Decisions</p> <p>A. Pledge of Allegiance</p> <p>Trustee Gogoleski moved to approve saying the Pledge of Allegiance before the Library Board of Trustees meetings, seconded by Trustee Smith. A roll call was taken.</p> <p>Ayes: Jeannine Gogoleski, Dawn Smith, Becky Basley</p> <p>Nays: Rebecca Fedewa, Nancy Rosso, Holly Naylor, Mary Cafmeyer</p> <p style="text-align: center;">Motion Failed.</p> <p>B. Vendor-Office Furnishings</p> <p>Treasurer Fedewa moved to approve the quote of \$60,000.00 to LDA for the purchase of office furnishings, seconded by Trustee Smith. A roll call was taken.</p>	<p>Pledge of Allegiance</p>

	<p>Ayes: Jeannine Gogoleski, Dawn Smith, Becky Basley, Rebecca Fedewa, Nancy Rosso, Holly Naylor, Mary Cafmeyer</p> <p>Nayes: None Motion Passed.</p>									
VIII.	<p>Upcoming meeting dates</p> <table border="1"> <tr> <td>Dec. 11</td> <td>Community Relations & Strategic Planning Committee, 12:00 pm, virtual</td> </tr> <tr> <td>Dec. 09</td> <td>Personnel Committee, 11:30 am virtual</td> </tr> <tr> <td>Dec. 09</td> <td>Finance Committee, 2:00 pm virtual</td> </tr> <tr> <td>Dec. 19</td> <td>Board of Trustees meeting, 7 pm</td> </tr> </table>	Dec. 11	Community Relations & Strategic Planning Committee, 12:00 pm, virtual	Dec. 09	Personnel Committee, 11:30 am virtual	Dec. 09	Finance Committee, 2:00 pm virtual	Dec. 19	Board of Trustees meeting, 7 pm	
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Dec. 19	Board of Trustees meeting, 7 pm									
IX.	<p>Agenda Items for Next Meeting:</p> <ul style="list-style-type: none"> • Draft Plan for Outdoor Landscaping • HSA Amounts • Resolution Regarding Health Care • Review of Draft Project-Furniture • Policies to Review • #6005 Investment of Library Funds (Finance) • #6007 Investment Charter (Finance) • #6015 Budget (Finance) 	Items for next meeting								
X.	<p>Adjournment Motion by Trustee Gogoleski, seconded by Trustee Smith. Adjourned at 8:27pm.</p> <p>Ayes: All</p> <p>Nayes: None Motion passed.</p>	Adjournment								

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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 October 17th board meeting
- November 2024 Directors Report
- September 2024 Financial Reports
- Monthly Activity Report
- Personnel Committee Minutes –
- Finance Meeting Minutes –
- Finance Minutes –
- Pledge of Allegiance motion
- Office Furniture quotes and schematics