

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

Members Absent: None

Staff Present : Liz Welch, Sarah Neidert, Darlene Randolph

Public Present : Ella Nikitin, Wes Nakagiri, Don Thompson, Kim Burger

Virtual attendees: Julie Ohashi, Stacy Paavola, Kendall Gaval, Val Gogoleski, Donna Janke, Hunter Gogoleski, Graham Naylor, Trisha Fessler, Glenn Gogoleski

I. Director Neidert called the meeting to order at 7:02 pm.

II. **Organizational Matters**

Election of
Officers

A. Election of Officers

Rebecca Fedewa nominated Holly Naylor for President, seconded by Nancy Rosso. Jeannine Gogoleski nominated Dawn Smith for President. Holly Naylor noted that a motion and second was on the table, and discussion and vote by roll call is next.

Committee
Assignments

A roll call was taken.

Ayes: Mary Cafmeyer, Nancy Rosso, Holly Naylor, Rebecca Fedewa

Nayes: Jeannine Gogoleski, Dawn Smith, Rebecca Bailey

Motion passed. Holly Naylor elected President.

Rebecca Fedewa nominated Nancy Rosso for Vice President, seconded by President Naylor. A roll call was taken.

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

Nayes; None

Motion passed. Nancy Rosso elected Vice President

Trustee Basley nominated Rebecca Fedewa for Treasurer, seconded by Vice President Rosso. A roll call was taken.

Ayes: Jeannine Gogoleski, Dawn Smith, Rebecca Basley, Rebecca Fedewa,

Nancy Rosso, Holly Naylor, Mary Cafmeyer.

Nayes: None

Motion passed. Rebecca Fedewa elected Treasurer

Trustee Gogoleski nominated Mary Cafmeyer for Secretary, seconded by Treasurer Fedewa. A roll call was taken.

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

Nayes: None

Motion passed. Mary Cafmeyer elected Secretary

B. Committee Assignments

President Naylor suggested everyone staying with the same committees until next month.

III. Approval of Agenda

Vice President Rosso moved to approve the Agenda, seconded by Trustee Basley.

Ayes: All

Nayes: None

Approval of
Agenda
Approval

IV. Approval of Consent Agenda

Trustee Gogoleski asked to comment about the Personnel minutes. President Naylor added to Discussion J.

Treasurer Fedewa moved to approve the Consent Agenda, seconded by Secretary Cafmeyer.

Ayes: All

Nayes: None

A. Approval of Regular Meeting Minutes 12/14/23

B. Acknowledge receipt of the November Financial Reports and payment of November invoices totaling \$ 81,359.21 and payroll obligations totaling \$97,516.92.

C. Director's Report

D. Committee Reports

Personnel Committee	Jan.05
Community Relations	Jan.10
Finance Committee	Jan.11

V. Call to the Public

Call to the
Public

Ella Nikitin spoke to the board

Don Thompson spoke to the board

VI. Director’s Report -update

Directors
Report

Liz Welch/Community Engagement Manager

I was born and raised in Howell, MI and am a longtime Livingston County resident. I come to Cromaine from the nonprofit space, having held roles in Community Engagement, Outreach, Volunteer, Programs and Project Management from Livingston County organizations like Salvation Army, Gleaners, and most recently, the United Way. Community Relations is a small but mighty team with just two FTE, myself and the Community Engagement Coordinator, Shelby Dinser. Shelby is a gifted writer, editor and content creator with lifelong ties to Cromaine, who just recently went full time and is doing an excellent job. Marisa Watson, our part-time graphics assistant, began at Cromaine over a decade ago as a circulation assistant, and is now the talented graphic designer who creates all of our visual collateral. Our team works to educate the community about the resources Cromaine has to offer, and we invite them to get involved with us through various mechanisms: newsletters, emails, blogs, social media, PR, paid advertising, and the bulk of outreach efforts are under our umbrella. We are also the team that produces the Summer Concert Series, and we coordinate Cromaine rooms and rental spaces available to the public, and just recently added booking the Hartland Music Hall to our workload. My team was very involved in a critical project this year, the surveying portion of the strategic plan, and we are very pleased with the community response! We’ll also be very involved with the impending redesign of the calendar and website, in addition to our regular duties. Tomorrow will be my eight-month Cromaine anniversary; The Hartland Community has been very welcoming, my experiences with the staff and leadership have been excellent across the board, and I am enjoying developing relationships with community collaborators and excited about the contributions I can make to the library and the community.

Director's update

Director Neidert explained the timeline of the history to the additions of the library building from notes that she found and information from our Adult Librarian Rachel Stock. She received an update from Scot Wren, our building manager, who said that this building is in good structural shape.

Director Neidert gave an update on the selection of website companies. There were 20 proposals. They were narrowed down to six and then down to two by Grace Kelch, Liz Welch and Director Neidert. The company that was chosen is Library Market. The goal is to launch the calendar before Summer Reading, and the website launch goal will be early fall. She is excited that this company handles both the calendar and the website.

February 5th-7th, the library will need to close to complete needed electrical work. Director Neidert is happy with the work that Rolls Mechanical had done so far. During those days some staff will be working from home, and attend virtual meetings. Director Neidert hopes to have a day for AED and CPR training. She is working with our benefit coordinator Dempsey to provide a zoom meeting for the full-time staff with any questions related to our insurance benefits. On Tuesday, February 6, staff will gather at the Music Hall during the day for in person meetings, lunch provided by the Friends of Cromaine Library, and professional development in the afternoon.

Questions/Comments from the Board:

President Naylor enjoyed reading the Directors Report and looking at the pictures of the history of the building.

Vice President Rosso asked, "What happens with the website while it makes its new change?" Director Neidert said that there will be no gradual change, it will just change.

Trustee Basley was concerned with the change, will there still be enough functionality between the two companies during the process. Sarah said yes the website will stay fully functional until the changeover.

President Naylor addressed Trustee Smith's concern regarding Policy #3010, Collection Development. It is scheduled to be reviewed again in April for Committee Review, but there are 5 policies for the committee to review that month- President Naylor suggested moving #3010 up a month, to March, in order to give appropriate time for review. The group agreed as a whole to this change.

Vice President Rosso wanted to know how the public will be informed of the

three -day closing in February. Director Neidert said that press releases will be going out, notification through our website, social media and signs in the building.

VII . Discussion

A. Changing Signers on Bank Accounts

All signers will stay the same from last year. The current resolution expires in January 2024. Will need to be updated.

Signers on
Bank Accounts

B. Meeting Calendar (Resolution Needed)

Director Neidert questioned the June date. Historically the June meeting is the fourth Thursday of the month due to the budget hearing. For this year, it is set for the third Thursday of the month due to the fact that the fourth Thursday is right on top of the July 4th holiday weekend, with many people leaving out of town. Sarah spoke with Jellison's office and asked if there was a difference, as far as the budget is concerned, in any of those two Thursdays in regards to the closing and reconciliation of the books for June. Carrie Jellison explained that any date is acceptable, because the books do not get closed until July, and the year-end numbers presented at the budget hearing are estimates based on a certain date.

Meeting
Calendar

C. Committee Meeting Dates

Will be looked at the February board meeting with any new committee assignments.

Committee
Meeting Dates

D. Updated Policy Table of Contents

Director Neidert clarified that the purpose of this information is for the members to verify they have access to the most up to date policies in their board binders. If they do not, please let her know.

Policy Table of
Contents

E. Updated Resolution Table of Contents

To be replaced in Board Members binders.

Resolution
Table of
Contents

F. Review of second-quarter statistics

Director Neidert said she was glad to see that cardholder statistics have gone up. Secretary Cafmeyer asked if that has anything to do with Genessee County residents having access to a new card. Director Neidert checked with Donna Janke, Circulation Manager and said GDL joining the Library Network seems to have had little effect.

Second-quarter statistics

Vice President Rosso wanted to know the difference between wireless use and internet use. The wireless use shows how many devices connect to our WIFI. The internet is connected to our wired internet, which is tracked by hours.

Trustee Gogoleski noticed the big decrease in printed magazines. That is due to many magazine companies decreasing the number of publications, or going digital.

Secretary Cafmeyer responded to the decrease in program attendance. Director Neidert believes that number is an error, and will look into it.

G. Strategic Plan Review

Rethinking Libraries should be in attendance at next month’s board meeting.

There should be no big surprises. Director Neidert will send out to the board the final version of findings.

Strategic Plan Review

Management will be working on the wording and how to visually present it to the public.

H. Board Evaluation Form Reviewed

Director Neidert created this in digital format. President Naylor requested evaluations, self and all board, to be completed to her by the week before the February board meeting. They will be combined into two different reports. Paper copies are available upon request.

Board Evaluation Form

I. Review Policies:

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

This will be changing to a newly titled policy, **Public Behavior Policy**. There are still some wording changes needed. Specifically questions regarding weapons in the library combined with behavioral status and how to enforce it. Director Neidert reached out to the lawyer on wording. The lawyer supplied her with different readings of languages to use. Trustee Smith said that we have to follow Michigan law. This will be sent back to the committee for a revised and correct copy.

Adopting Policy #2031, Children and Vulnerable Adults in the Library

Went over it twice and feels comfortable with it.

Adopting Policy #2032, Library Violations and Appeal Policy

All agreed with the wording and change.

#6020, Purchasing (Finance)

Keep as is, with suggestions after Director Neidert completes financial management course work.

#6025, Library Credit Card (Finance)

Reviewed, no change.

#6026, Electronic Financial Transactions (Finance)

Reviewed, no change.

J. Personnel Committee Notes

Trustee Gogoleski questioned that there was no mention of the Ad-hoc committee wanting a position for the Music Hall. Clarification provided by President Naylor that after tracking for several months, staff have decided that as of now it is manageable. It may change after the Strategic Plan is set in place, depending on the goals for the Music Hall. Staff will continue to monitor the staffing situation.

Decisions

VIII.

A. Change Signers on Bank Accounts Jan. 2024-Jan. 2025 (Resolution needed)

Secretary Cafmeyer moved to approve Resolution 2024-1, Designating Officers and Named Persons Authorized to Act for the Library in its Business with Its Banks, seconded by Vice President Rosso. A roll call was taken.

Change signers on bank accounts

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

Nayes: None Resolution Passed.

B. Trustee appointments, Committees (Motions)

Will follow up at the February meeting. Please reach out to President Naylor with any concerns or desire for committee changes.

Trustee
appt. to
Committees

C. Board Meeting Calendar (Resolution needed)

Trustee Gogoleski moved to approve Resolution 2024-02, Establishing Regular Meeting Dates for 2024, seconded by Treasurer Fedewa. A roll call was taken.

Board Meeting
Calendar
Resolution

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

Nayes: None Resolution passed.

D. Committee Meeting Dates (Motion)

Will follow up at February meeting.

Committee
Meeting Dates

E. Policy #2030, Public Conduct in the Library (Community Relations)

Will follow up at February meeting. Director Neidert will provide a clean copy with agreed upon language for the Public Behavior Policy.

-Adopting Policy #2031, Children and Vulnerable Adults in the Library

Secretary Cafmeyer moved to adopt Resolution 2024-04, Policy #2031, Children and Vulnerable Adults in the Library, seconded by Trustee Basley. A roll call was taken.

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

Nayes: None Resolution passed.

-Adopting Policy #2032, Library Violations and Appeal Policy

Secretary Cafmeyer moved to adopt Resolution 2024-05, Policy #2032, Library Violations and Appeal Policy, seconded by Trustee Gogoleski. A roll call was taken.

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

Nayes: None Resolution passed.

F. Policy #6020, Purchasing (Finance)

Reviewed, no changes

G. Policy #6025, Library Credit Card (Finance)

Reviewed, no changes

H. Policy #6026, Electronic Financial Transactions (Finance)

Reviewed, no changes

IX.

Upcoming meeting dates

Feb. 13	Community Relations & Strategic Planning Committee, virtual, 12:30 pm
Feb. 02	Personnel Committee, 11:00 am virtual
Feb. 08	Finance Committee, 2:00 pm virtual
Feb. 15	Board of Trustees meeting, 7 pm

X. Agenda Items for Next Meeting:

- Summary of Annual Board Evaluation
- Strategic Plan Presentation by ReThinking Libraries (virtually)
- Policy #2030, final read, changed to Public Behavior Policy, (formerly Public Conduct Policy)
- Committee Meeting Assignments

Items for next meeting

- Committee Meeting Dates

XI. Adjournment

Adjournment

Motion by Secretary Cafmeyer seconded by Treasurer Fedewa. Adjourned at 8:12 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 Dec. 14, 2023
- December 2023 Directors Report
- November Financial Reports
- Personnel Committee Minutes – 01/05/24
- Finance Minutes – 01/11/24
- Community Relations – 1/10/24
- Monthly Activity, December 2023
- Board Meeting Schedule (Draft) with Annual Board Calendar
- Standing Committee Assignments (Draft)
- Updated Table Of Contents, Policies (2023)
- Updated Table Of Contents, Resolutions (2023)
- Second-quarter statistics
- Resolution 2024-01, Bank signers
- Resolution 2024-02, Establishing Regular Board Meeting 2024

Cromaine District Library – Board Meeting
January 2024

- Resolution 2024-03, Revise Policy #2030, Public Behavior Policy, formerly Public Conduct in Library
- Resolution 2024-04, Adopt Policy 2031, Children and Vulnerable Adults in Library
- Resolution 2024-05, Adopt Policy 2032, Library Violations and Appeal Policy