

Cromaine District Library

Regular Board Meeting
Thursday October 17, 2024

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

Trustee Absent: Jeannine Gogoleski

Staff Present : Sarah Neidert, Darlene Randolph, Kelsey Schaefflein

Public Present : Sue Grissim, Doug Schultz, Jane Currie, Elizabeth Naylor, Kate DeRosier

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

II. Approval of Agenda

Agenda
Approval

President Naylor requested that Item E. Outdoor Landscaping presentation be moved up to Item A.

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

Ayes: All

Nays: None Motion passed.

III. Approval of Consent Agenda

Consent
Agenda
Approval

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

Ayes: All

Nays: None Motion passed.

A. Approval of Regular Meeting Minutes 9/19/24.

B. Acknowledge receipt of the August Financial Reports and payment of August invoices totaling \$71,482.05 and payroll obligations totaling \$104,536.58.

C. Director’s Report

D. Committee Reports

Personnel Committee Oct. 02

Community Relations Oct. 09

Finance Committee Oct. 07

IV. Call to the Public

Call to the Public

None

V. Director's Report -update

Directors Report

Director Neidert introduced a member from our Teen Advisory Board (TAB), Elizabeth Naylor. This board meets on the first day of each month. Elizabeth is a sophomore at Hartland High School and has been a teen volunteer since 7th grade. Elizabeth has volunteered up to 140 hours at the library and has also volunteered at LACASA and the Brighton Optimist Club along with holding a 4.0 GPA while enrolling in AP classes. The other TAB member who will be attending board meetings is Liz Gauthier, who will be introduced at a later meeting.

Director Neidert mentioned the Friends quarterly meeting was Wednesday, October 16th. The Friends of the Library granted the full \$20,000 for 2025. Included in that amount was a \$5,000.00 sponsorship of a hArtwalk 2025 installation on the library grounds and \$1,000.00 for an outdoor bench near the main doors of the library. A slide show was presented to the Friends featuring what the prior money was used for. The Friends were excited to see this. Director Neidert distributed to the board the audit report for FY 23-24. She asked the board to look it over and prepare any questions they might have for next month's board meeting with the auditor.

Questions/Comments from the Board:

Secretary Cafmeyer reminded the board of the Friends pie sale on Wednesday, November 26th at 10:00 am. They need donated pies! The pies must be 9" and in disposable pie plates.

Trustee Basley thanked teen Elizabeth Naylor for representing the Teen Advisory Board.

VI. Discussion

A. Outdoor Landscaping Presentation

Director Neidert introduced Doug Schultz from Rowe Professional Services to present their proposal to the board. Doug presented their proposal along with printed pictures of their work and printed pictures of different plants and trees.

Landscaping
Presentation

Director Neidert introduced Sue Grissim from Grissim, Metz and Andriese to present their proposal to the board. Sue presented their proposal along with a slide show of their work and a listing of places they have completed.

The board discussed the differences in the two landscape presentations. They thought that Sue Grissom from Grissim, Metz, Andriese Associates brought more creativity to the table.

Trustee Basley was concerned that we needed to discuss, as a group, more in depth amongst ourselves on what we want to facilitate this.

Treasurer Fedewa liked showing the images of their work on screen.

President Naylor suggested an AD HOC committee to be formed for this project.

Trustee Smith commented that the advantage of one of the companies is that they have plenty of experience working with libraries.

B. Review of 1st Quarter Statistics

Director Neidert distributed correct statistics noting that she found some errors in the original report. The Circulation Department is up 10% over last year's 1st quarter statistics. There were added cardholders and the physical visits to the library are up. The virtual visits are up as well due to the new and improved website. There was a decrease in youth and teen programs, but still over from last year. This is due to the decreasing number of programs, but at the same time improving them. Director Neidert will be highlighting this when she will speak at the State of the Community on Wednesday, October 23rd.

Review of 1st
qtr. statistics

C. Strategic Plan Update

Director Neidert commented, "It is rolling along". Liz, our Community Engagement Manager will speak at an upcoming meeting with updates on where we are.

Strategic Plan
Update

D. Library Closing Calendar for 2025

Director Neidert pointed out that everything was basically the same as last year. The spring staff-in-service is earlier this year to give the adult and youth staff extra time to prepare for the 2025 Summer Reading Program

Library
Closing
Calendar

E. Presentation of Annual Report

Director Neidert presented the Annual Report on screen. She pointed out the numbers and statistics. Treasurer Fedewa pointed out, “This is how an Annual Report should look like. Liz, our Community Engagement Manager, did a good job on it.”

Presentation of
Annual Report

F. Pledge of Allegiance

This item will be tabled to the November board meeting due to the absence of Trustee Gogoleski.

Pledge of
Allegiance

G. HR Outsourcing

Director Neidert met with two different HR firms. They both suggested an audit to go through all the HR functions and paperwork that has been inherited. This will provide the library a detailed understanding of HR needs to help guide the decision about how to move forward. Treasurer Fedewa suggested more to follow at the next Personnel Committee Meeting. Director Neidert agreed on more to follow and how we are doing and what is missing.

HR
Outsourcing

H. Review Policies:

#1010 – Cooperation with Libraries & Other Organizations (Community Relations)

Review
Policies

No changes-Reviewed

#6001 – Fund Balance Policy (Finance)

No changes-Reviewed

#6002 – Revenue Distribution & Fund Accounting (Finance)

No changes-Reviewed

#6003 – Fixed Assets Capitalization (Finance)

No changes-Reviewed

#6004 – Gifts to the Library (Finance)

No changes-Reviewed

VII. Decisions

A. Board By-Laws

Board By-
Laws

Treasurer Fedewa moved to amend the Board by-laws, seconded by Vice President Rosso. A roll call was taken.

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

Nays: None Motion passed.

B. Resolution #2024-22, Policy #2010

Resolution
#2024-22

Resolution #2024-22, to Revise Policy #2010, Use of Library Services moved by Secretary Cafmeyer, seconded by Trustee Basley.

A roll call was taken.

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

Nays: None Resolution passed.

C. Library Closing Calendar

Library
Closing
Calendar

Vice President Rosso moved to approve the Library Closing Calendar for 2025, seconded by Treasurer Fedewa

A roll call was taken.

Ayes: Dawn Smith, Becky Basley, Rebecca Fedewa, Holly Naylor, Mary Cafmeyer

Nays: None Motion passed.

D. Policy #1010

No resolution needed.

E. Policy #6001 – Fund Balance Policy (Finance)-resolution if needed
No resolution needed.

F. Policy #6002 – Revenue Distribution & Fund Accounting (Finance)-resolution if needed
No resolution needed.

G. Policy #6003 – Fixed Assets Capitalization (Finance)-resolution if needed
No resolution needed.

H. Policy #6004 – Gifts to the Library (Finance)-resolution if needed
No resolution needed.

I. Pledge of Allegiance-motion if needed

_____moves to approve the Pledge of Allegiance before Library Board of Trustees Meetings as presented, seconded by_____.

Ayes:

Nays:

Will be voted on in November 2024

J. Outdoor Landscaping Presentation

Secretary Cafmeyer motioned to recommend Grissim, Metz, Andrise Associates to hire for outdoor landscaping, seconded by Vice President Rosso.

A roll call was taken.

Ayes: Dawn Smith, Becky Basley, Nancy Rosso, Holly Naylor, Mary Cafmeyer

Nays: None

Abstain: Rebecca Fedewa Motion passed.

VIII. Upcoming meeting dates

Nov. 13	Community Relations & Strategic Planning Committee, 12:30 pm, virtual
Nov. 01	Personnel Committee, 11:00 am virtual
Nov. 11	Finance Committee, 2:00 pm virtual
Nov. 21	Board of Trustees meeting, 7 pm

October 23, State of Community at the Music Hall, 5:00 pm

IX. Agenda Items for Next Meeting:

- Strategic Plan Review
- Audit Presentation
- Pledge of Allegiance

Items for next meeting

X. Adjournment

Motion by Treasurer Fedewa, seconded by Trustee Basley. Adjourned at 8:46 pm.

Adjournment

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 Sept. 19th
- October 2024 Directors Report
- August 2024 Financial Reports
- Personnel Committee Minutes –
- Community Relation Minutes –
- Finance Minutes –

- 1st Qtr. Statistics
- Annual Report
- Calendar Closing 2025, draft, with motion
- Policy #1010,#2040,#6001, #6002, #6003, #6004 updated tracking dates
- Policy #2010,draft copy & updated with Res. #2024-22
- Board by-laws, draft copy & updated with revised date with motion
- Pledge of Allegiance motion