

APPROVED

Cromaine District Library  
Regular Board Meeting  
Thursday August 15, 2024

Trustees Present: Holly Naylor, Nancy Rosso, Rebecca Fedewa, Becky Basley

Trustees Absent: Mary Cafmeyer, Dawn Smith, Jeannine Gogoleski

Staff Present : Sarah Neidert, Darlene Randolph, Lucy Fluture

Public Present : Elizabeth Naylor, Jane Currie

<b>I.</b>	President Naylor called the meeting to order at 7:02 pm.	
<b>II.</b>	<b>Approval of Agenda</b> Vice President Rosso moved to approve the Agenda, seconded by Trustee Basley . Ayes: All Nayes: None            Motion passed.	Approval of Agenda
<b>III.</b>	<b>Approval of Consent Agenda</b> Treasurer Fedewa moved to approve the Consent Agenda, seconded by Vice President Rosso. Ayes: All Nayes None            Motion passed.  A. Approval of Regular Meeting Minutes 06/20/24 B. Acknowledge receipt of the May Financial Reports and payment of May invoices totaling <u>\$63,514.85</u> and payroll obligations totaling <u>\$97,133.97</u> C. Acknowledge receipt of the June Financial Reports and payment of June invoices totaling <u>\$110,004.82</u> and payroll obligations totaling <u>\$94,007.07</u> .	Approval of Consent Agenda

<p><b>IV.</b></p>	<p>D. Directors Report  E. Committee Reports  Community Relations and Strategic Planning July-cancelled/Aug. 07  Personnel Committee July-cancelled/Aug. 09  Finance Committee July 11/Aug. 08</p> <p><b>Call to the Public</b></p> <p>None</p>	
<p><b>V.</b></p>	<p><b>Directors Report-Update/Lucy Fluture, Youth Services Manager</b></p> <p>Director Neidert introduced Lucy Fluture, Youth Services Manager to the board with an update on Youth Services.</p> <p>Youth Board Update: 8/15/24</p> <p><u>Programming:</u> Summer Reading this year has concluded, and school just started yesterday! We had a ton of programming this summer that was highly successful. A few I'd like to mention were our Summer Reading Kickoff, Ice Cream Party, Cake Pop Decorating event for Tweens, Harry Potter Day (for all ages and a single day event this year), and our Wonka event. We changed a few things in the way our reading program ran this summer, and we found it increased kids' participation throughout the program. We ended the Summer Reading Challenge program with an overall increase in participation.</p> <p><u>Outreach:</u> We swung right out of our summer programming and into our outreach to prepare for the school year! This year, we have already visited all of the Hartland Schools as a reintroduction to the students and their families. As part of that, when we visited the local elementary schools, we joined together with the Circulation department to provide a chance for folks to get library cards or get the paperwork to sign up for them easily when they came into the library. This, anecdotally, went really well, and we look forward to continuing this effort!</p> <p><u>Collections:</u> Towards the end of last year, we invested in a new format of book, called a "Wonderbook." These are audiobook- picture books that are great at allowing kids to have the independence of reading their own story even when</p>	<p>Directors Report and Update</p>

	<p>they haven't yet learned how to read. These have already been popular with families, and we look forward to seeing how the collection moves in the future. Samples of the books were passed around to the board.</p> <p>Director Neidert gave an update on ADA+ Walkthrough, distributing notes to the trustees on the planned improvements.</p> <p>Director Neidert reminded trustees about the Partners in Progress all board breakfast at 7:30 am Wednesday Aug 21 at the HESSC in the boardroom. The breakfast will focus on this question: What three things do we want the community to know about our collaborative community investments?</p> <p>Patron, Doug McCall, did the library a service by taking all our old computers. He uses the parts to fix other computers to give to senior citizens.</p> <p>A concrete pad was poured in the parking lot for a new drive-up book drop.</p> <p>A new full-time Adult Services Librarian will be starting at the end of August.</p> <p>When Director Neidert accepted the position here in 2022, she requested an employment contract. Director Neidert would like to request one drawn up as we approach her two- year anniversary on Oct 31, 2024. At personnel it was discussed moving the date of her evaluation earlier or later. Director Neidert would like to propose moving it back at least one month a year to get it completed before January each year, as in election years it would be difficult to have portions of the board who may be new provide insight on her performance.</p>	
<p><b>VI.</b></p>	<p><b>Discussion</b></p> <p><b>A. Strategic Plan Review</b></p> <p>Our new website will launch on August 26<sup>th</sup></p> <p>Tech Support Company, Applied Innovation is going live August 26<sup>th</sup>.</p> <p>Met with M Team on Outreach Review and Goals – more to follow next month.</p>	<p>Strategic Plan Review</p>

<p><b>B. Review of Year-end Statistics</b></p> <p>Director Neidert said that this is an interesting snapshot. The cardholders have gone up. The per capita use is good for our size library. Treasurer Fedewa asked Director Neidert if she thought there was anything that stood out with the statistics. Director Neidert said that the downloadable and streaming collections have increased considerably. Trustee Basley pointed out the decrease in physical item circulation might be due to the increase in electronic items, that people are using the library just as much but in different formats. Those numbers out-weigh the negative number for media-magazine collection. The self-checkout machines were not working which caused a decline in their statistics. Since then, two new machines have been purchased. Sport Port has moved up.</p> <p><b>C. Review Policies</b></p> <p>#7002 – Personnel Policy &amp; Employee Handbook (Personnel)</p> <p>Reviewed-no change</p> <p>#7003 – Evaluation of Director and Library Staff (Personnel)</p> <p>Reviewed-no change</p> <p>#7005 – Compensation of Library Employees (Personnel)</p> <p>Reviewed-no change</p> <p><b>Questions/Comments from the Board:</b></p> <p>Treasurer Fedewa would be interested to see pictures of some of the Summer Reading Programs. Director Neidert was impressed with the numbers of participants in the Summer Reading Challenge, especially home schoolers. Director Neidert asked Lucy Fluture, Youth Service Manager, “How many Wonder Books can a patron check out?” She said that there is no limit. These Wonder Books come with a one-year warranty. Treasurer Fedewa asked if they were rechargeable. Lucy said they are rechargeable and are charged when they are checked-in.</p> <p>Vice President Rosso commented that the numbers of Summer Reading Program sign-ups are “Great”.</p>	<p>Year-end Statistics</p> <p>Policy #7002</p> <p>Policy #7003</p> <p>Policy #7005</p>
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	Trustee Basley has not forgotten about “Coffee with the Trustees”. It will be better with having it inside during the colder months.									
<b>VII</b>	<p><b>Decisions</b></p> <p>A. Policy #7002; Personnel Policy &amp; Employee Handbook (Personnel)-</p> <p>Not needed</p> <p><b>B. Policy #7003; Evaluation of Director and Library Staff (Personnel) –</b> Resolution if needed</p> <p>Not needed</p> <p><b>C. Policy #7005; Compensation of Library Employees (Personnel) –</b> Resolution if needed.</p> <p>Not needed</p>									
<b>VIII.</b>	<p><b>Upcoming meeting dates</b></p> <table border="1"> <tr> <td>Sept. 11</td> <td>Community Relations &amp; Strategic Planning Committee, virtual 12:30 pm</td> </tr> <tr> <td>Sept. 06</td> <td>Personnel Committee, 11:00 am virtual</td> </tr> <tr> <td>Sept. 12</td> <td>Finance Committee, 2:00 pm virtual</td> </tr> <tr> <td>Sept. 19</td> <td>Board of Trustees meeting, 7 pm / 2<sup>nd</sup> floor Youth Program Room</td> </tr> </table>	Sept. 11	Community Relations & Strategic Planning Committee, virtual 12:30 pm	Sept. 06	Personnel Committee, 11:00 am virtual	Sept. 12	Finance Committee, 2:00 pm virtual	Sept. 19	Board of Trustees meeting, 7 pm / 2 <sup>nd</sup> floor Youth Program Room	
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	<p>Aug. 21<sup>st</sup> Partners in Progress breakfast, 7:30 am at the HESSC boardroom</p>	
<p><b>IX.</b></p>	<p><b>Agenda Items for Next Meeting:</b></p> <ul style="list-style-type: none"> <li>• Review Board By-Laws</li> <li>• Strategic Plan Review</li> <li>• Review of Directors Contract</li> <li>• Review Policies:</li> </ul> <p>2010 – Use of Library Services (Community Relations)  2020 – Privacy of Library Records (Community Relations)  2030 – Public Conduct in the Library (Community Relations)  2031, Children and Vulnerable Adults in the Library (Community Relations)  2032, Library Violations and Appeal (Community Relations)  3020 – Internet Use (Community Relations)</p>	<p>Items for next meeting</p>
<p><b>X.</b></p>	<p><b>Adjournment</b>  Motion by Treasurer Fedewa seconded by Trustee Basley. Adjourned at 7:51 pm.   Ayes: All   Nays: None Motion passed.</p>	<p>Adjournment</p>

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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:

- Agenda for Board Meeting Aug., 2024
- Minutes of Regular Meeting June 20, 2024
- August 2024 Directors Report
- May & June 2024 Financial Reports
- Personnel Committee Minutes – 08/09/24
- Community Relations Minutes – 08/07/24
- Finance Minutes - 07/11/24 & 08/08/24
- Review of Year-end statistic
- ADA & Walkthrough, Notes and Observations
- MTeam Goals