

APPROVED

Cromaine District Library
Regular Board Meeting
Thursday March 21, 2024

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

Members Absent: Dawn Smith

Staff Present : Grace Kelch, Darlene Randolph

Public Present : Nicole Matthews Creech, Kate DeRosier

I.	President Naylor called the meeting to order at 7:01 pm.	
II.	Approval of Agenda Treasurer Fedewa moved to approve the Agenda, seconded by Vice President Rosso. Ayes: All Nays: None Motion passed	Approval of Agenda
III.	Approval of Consent Agenda Secretary Cafmeyer requested to add Item F, Finance minutes, Disbursement Summary. President Naylor corrected 2.15.24 Minutes to the spelling of Trustee Basley's name. Secretary Cafmeyer moved to approve the Amended Consent Agenda, seconded by Vice President Rosso. Ayes: All Nays: None Motion passed A. Approval of Regular Meeting Minutes 02/15/24 B. Acknowledge receipt of the January Financial Reports and payment of January invoices totaling <u>\$79,192.65</u> and payroll obligations totaling <u>\$97,120.82</u> . C. Directors Report	Approval of Consent Agenda

	<p>This Thursday is the first meeting where there will not be zoom offered. We've publicized that the meeting is in person, I hope there are no issues. It is good timing, as I'm the one who ran the meeting, and I'll be absent. I hope less tech makes for an easier flow.</p> <p>Grace Kelch-Adult Services Manager</p> <p>Grace Kelch introduced herself to the board. She has been with the library for about six years. Grace presented the board with an example of one of the adult crafts, which is a bird feeder that patrons can sign up for to make. The date for that program is April 15th. Also, Grace presented an example of one of the new “Library of Things” for youth, which is a speaker for young children. The reference desk was moved to the center of the first floor. There has been positive feedback from the community.</p> <p>The library now has a new online subscription for Consumers Report. Patrons now can access that from anywhere or any device.</p> <p>The middle of tax season is upon us, and we have plenty of tax forms needed for the patrons. They have been steadily coming in to pick them up.</p> <p>Our local history is now located to the left of our entrance doors as you enter the library. Our reference librarian, Rachel Stock, has purchased new housing to protect the older documents. She is working on digitalization of these items.</p> <p>The Adult Winter Reading was a success. There were 73 participants, reading a total of 694 books.</p> <p>Grace named some recent speakers/programs that Cromaine has had during the winter months, a few being, History of St. Patrick’s Day, Cold Cases of Michigan, Forgotten Presidents. An upcoming speaker/program includes A Purse of Her Own.</p> <p>The Summer Reading Program for 2024 is “Adventure Begins at Your Library”. Activities include, Michigan Hot Air Adventures, Flint’s Sloan Longway Planetarium, and Genealogy Series with Genealogist Katherine Wilson.</p>	
<p>VI.</p>	<p>Discussion</p> <p>A. Strategic Plan Review</p> <p>The board looked over the printed Strategic Plan document and a printed draft of the upcoming postcard to be mailed to the community.</p> <p>B. Review Board Operating Procedures Policy #8003, Trustee Meeting Agenda Format, Preparation Distribution</p> <p>Director Neidert removed the references to the branch locations throughout the policy.</p>	<p>Strategic Plan Review</p> <p>Review Board Operating Procedures</p>

<p>Policy #8005, Board Organizational Meeting A correction was made to show the organizational meeting is the first regular meeting of the “calendar” year, not “fiscal“ year.</p> <p>C. Policy #3010, Material Selection (Community Relations) Secretary Cafmeyer said that this issue has still not been completed. She suggested that the issue of labels is really not a material selection discussion. This should continue with adopting its own policy, or find a different policy that would fit. Trustee Gogoleski responded to not actually making a change to this policy, but adopting a new policy. Secretary Cafmeyer said that this discussion should be added to the April board meeting and suggest the lawyer attend the April Community Relations Meeting. President Naylor recommended discussing this at the Community Relations Meeting on April 10th then send the lawyer what you had discussed so she can prepare for the April Board meeting, which she will be attending in person. This will give the board ample time to meet with her on other issues as well. President Naylor said, “Policy #3010 stands as is. This policy was already approved eight months ago”. This policy will be added to the April agenda.</p> <p>D. Policy #6020, Purchasing (Finance) Treasurer Fedewa went over the General Guidelines for authority spending. With prices on the rise, the amounts need to be increased. Trustee Gogoleski asked for clarity on the amounts of a quote needed for bids. Trustee Basley questioned the mechanics of the side edits. President Naylor said that we will bring this back at the next meeting for discussion with a clean copy.</p> <p>E. Updated Table of Contents (Policies) President Naylor commented on the degree of disorganization in the 8000 numbered policies, making changes, adding to trustee’s binders, etc. We need to separate these policies out of the Board Operating Procedures. “Afterall they are policies and not procedures”. A general list of policies in numerical order will work more consistently. The Personnel Committee will establish as to where and when, on the board calendar, these policies will be brought up for review. Until then, if a member does not have a certain policy that is shown on the updated table of contents, please contact Darlene and she will send you an updated version.</p> <p>F. Finance Minutes-Disbursements Summary Secretary Cafmeyer questioned the total amount of disbursements for January were off by \$1.42. Recording Secretary Darlene Randolf added that this amount is automatically taken out of the checking account monthly for the long- distance</p>	<p>Policy 3010 Material Selection</p> <p>Policy 6020 Purchasing</p> <p>Updated Table of Contents (Policies)</p>
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	<p>service of our phone bill. It should have been added to the total amount of disbursements for the month of January. This will be corrected.</p> <p>Questions/Comments from the Board:</p> <p>Treasurer Fedewa was impressed by summer programs scheduled for this coming summer. She asked Grace Kelch if there is a link on our website for Consumers Report. Grace replied yes there is a link on the website.</p> <p>Trustee Gogoleski mentioned the Fundraiser for the Organ at the Music Hall seems to have sold a good number of tickets. She thanked Messiah for all their help.</p> <p>Secretary Cafmeyer questioned the request from American Transparency on FOIA. Treasurer Fedewa answered that it is “Sunshine Week”, (bringing sunshine to Government). Trustee Gogoleski added that there have been many requests for this, the library is not the only one under this request. President Naylor mentioned that since Director Neidert’s update, American Transparency has accepted Director Neidert’s response regarding FOIA.</p>	
<p>VII</p>	<p>Decisions</p> <p>A. Policy #8003, Trustee Meeting Agenda Format, Preparation Distribution</p> <p>Trustee Gogoleski moved to approve Resolution #2024-06, Policy #8003, Trustee Meeting Agenda Format, Preparation Distribution. Seconded by Treasurer Fedewa. A roll call was taken.</p> <p>Ayes: Jeannine Gogoleski, Rebecca Basley, Rebecca Fedewa, Nancy Rosso, Holly Naylor, Mary Cafmeyer</p> <p>Nays: None Resolution passed.</p> <p>B. Policy #8005, Board Organizational Meeting</p> <p>Secretary Cafmeyer moved to approve Resolution #2024-07, Policy #8005, Board Organizational Meeting. Seconded by Treasurer Fedewa. A roll call was taken.</p> <p>Ayes: Jeannine Gogoleski, Rebecca Basley, Rebecca Fedewa, Nancy Rosso, Holly Naylor, Mary Cafmeyer</p> <p>Nays: None Resolution passed.</p>	<p>Resolution #2024-06</p> <p>Resolution #2024-07</p>

VIII.	<p>Upcoming meeting dates</p> <table border="1"> <tr> <td>April 10</td> <td>Community Relations & Strategic Planning Committee, virtual, 12:30 pm</td> </tr> <tr> <td>April 05</td> <td>Personnel Committee, 11:00 am virtual</td> </tr> <tr> <td>April 11</td> <td>Finance Committee, 2:00 pm virtual</td> </tr> <tr> <td>April 18</td> <td>Board of Trustees meeting, 7 pm</td> </tr> </table>	April 10	Community Relations & Strategic Planning Committee, virtual, 12:30 pm	April 05	Personnel Committee, 11:00 am virtual	April 11	Finance Committee, 2:00 pm virtual	April 18	Board of Trustees meeting, 7 pm	
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April 18	Board of Trustees meeting, 7 pm									
IX.	<p>Agenda Items for Next Meeting:</p> <ul style="list-style-type: none"> • Strategic Plan Review • Review of third-quarter statistic • National Library Week (April 7th-April 13th) • Policy #6020, Purchasing (Finance) • Policy #3010, Materials Selection (Community Relations) • Policy #4010 – Public Relations and Public Information (Community Relations) • #4020 – Library Meeting room Use (Community Relations) • #4030 – Non-library Postings, displays, and Solicitations (Community Relations) • #4040 – Library Blog and social Media Sites Guidelines (Community Relations) • Coffee with Trustees • Update on Organ Fundraiser 	Items for next meeting								

X.	<p>Adjournment Motion by Treasurer Fedewa seconded by Vice President Rosso. Adjourned at 7:41pm.</p> <p>Ayes: All</p> <p>Nays: None Motion passed</p>	Adjournment

MARY CAFMEYER, SECRETARY
Cromaine District Library Board

Darlene Randolf, Recording Secretary
Cromaine District Library Board

Documents distributed to the Board for/at this meeting:

- Agenda for Board Meeting March 21, 2024
- Minutes of Regular Meeting February 15, 2024
- February 2024 Directors Report
- January Financial Reports
- Personnel Committee Minutes – 03/01/24
- Community Relations Minutes – 03/13/24
- Finance Minutes - 03/14/24
- Strategic Plan Glossy Copy
- Draft of Upcoming Postcard mailing
- Updated Table of Contents (Policies)
- Resolution #2024-06, Revise Policy #8003
- Resolution #2024-07, Revise Policy #8005

