

CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING
November 15, 2017

Members Present: Debora Bloomquist, Jeff Croff, Sandy Drake, Vern Johnson, DeYeya Jones, Sally Trout

Members Absent: Margaret Bossenbery

Staff Present: Scott Duimstra, Jolee Hamlin, Eli Klein, Sheryl Knox, Thais Rousseau, Pat Taylor

Others Present:

CALL TO ORDER

The Chairperson called the meeting to order at 5:30 p.m.

ROLL CALL

Bloomquist – Present
Bossenbery – Absent
Croff – Present
Drake – Present
Johnson – Present
Jones – Present
Trout – Present

Vern Johnson made a motion to excuse the absence of Margaret Bossenbery. Jeff Croff seconded the motion. The motion carried.

COMMUNICATIONS

There were no communications.

PUBLIC COMMENTS ON AGENDA ITEMS

There are no public comments on agenda items.

CONSENT AGENDA

I. Approval of Agenda

Sally Trout made a motion to move the following items to the consent agenda: General items 1-4 and Finance items 1-4. Jeff Croff seconded the motion. The motion carried.

Sally Trout made a motion to approve the consent agenda as amended including the Minutes of October 11, 2017 and the Disbursements of October 2017. Sandy Drake seconded the motion. The motion carried.

2. Approval of Minutes October 11, 2017

In the minutes of October 11, 2017, Quenda Story's name will be removed. In place of it, Sandy Drake will be added.

Jeff Croff made a motion to approve the minutes of October 11, 2017 as amended. Sandy Drake seconded the motion. The motion carried.

3. Disbursements for October 2017

Vern Johnson made a motion to approve the Disbursements of October 2017. Sally Trout seconded the motion. The motion carried.

CHAIRPERSON'S COMMENTS

Board Chair, Debora Bloomquist, thanked the Board for attending this year's CADL Conference. CADL is blessed to have such a great Management Team and staff.

NEW BUSINESS

General

1. HUM 104 Equal Employment Opportunity

This item was approved by consent.

2. HUM 107 Harassment Policy

This item was approved by consent.

3. HUM 201 Executive Director Succession Policy

This item was approved by consent.

4. HUM 202 Evaluation of the Executive Director

This item was approved by consent.

5. Legislative Update

There were no legislative updates.

6. Community Contacts

Sandy Drake attended the Okemos Friends of the Library meeting to introduce herself as the Meridian Township representative. The group was very welcoming.

Finance

1. October 2017 Financial Report

This item was approved by consent.

2. CADL 2018 Draft Budget

This item was approved by consent.

3. Website Upgrade and Redesign Recommendation

This item was approved by consent.

4. Downtown Lansing Library Staff Room Remodel Recommendation

This item was approved by consent.

DIRECTOR'S REPORT

- Chelsea Koenigsknecht received photo proofs of the Board from Trumpie Photography. She will send the proofs out to each Board member for their photo approval. Photos will be used on the public website.
- The MCLS Technology and Innovation Grant application is due on December 1. The grant will be used for iPads, projectors and copies of *Behold the Dreamers*.
- Jessica Goodrich will host a Christmas themed presentation at the December 20th Board meeting outlining the Library of Things. Also on this date, the holiday Board dinner will take place at 4:30 p.m. Copper Kettle will be catering the meal.
- On October 26, the Downtown Lansing Library hosted WKAR Pop Up Stories – the evening of “Transformative” storytelling was enjoyed by over 60 people.
- A three part series for Introduction to Filmmaking continued this month at the Holt-Delhi Library. It was led by local filmmaker Scott Magie of Flipbook Moving Pictures. Students learned a new skill each week. This month included Production (Lights! Camera! Action!), as well as post production editing, sound and graphics.
- 10 branches hosted Science Alive! The program wowed families with a fascinating program that introduced children to animals including a tortoise, snake, chinchilla and even Ginger the sloth!
- Marketing participated in the CAHS Walk for Animals. At this event, dog owners brought their dog, in costume if they'd like, to help raise funds for the animal shelter. This took place at the Cooley Law School Stadium on Sunday, October 29. CADL's mascot, Linc the Library Cat, joined in on the fun!
- Renovations at the Leslie Library began today. The wish list of items for the Leslie Library will be covered by the Len Family Charitable Fund.
- Scott Duimstra will attend the Williamston Friends meeting on November 20. Financial information for this project will be provided.
- CADL staff attended the Harwood Institute through MCLS. The institute initiates community conversations by asking the following questions:
 - What kind of community do you want?
 - What are the two-three most important issues when it comes to the community?
 - What concerns do you have about those issues?
 - How do you feel about what's going on in your community?David Votta from MCLS will present on the Harwood Institute at the January or February Board meeting.
- Scott Duimstra was a guest at Lisa Backcock's Public Policy class at MSU on Monday, November 13. After he presented, students asked him questions.
- Silver Bells in the City will take place on Friday, November 17 and CADL's Mark Buzzitta is an MC of it. CADL will have a train in the parade.

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

Jeff is hosting a fundraiser on December 3 at the Avenue Café from 12-8 to raise money to purchase gifts for kids in Foster Care.

ADJOURNMENT

Jeff Croff made a motion to adjourn the meeting. Sally Trout seconded the motion. The motion carried. The meeting was adjourned at 6:03 p.m.