

**CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING
March 18, 2015**

Members Present: Margaret Bossenbery, Debora Bloomquist, Vern Johnson, Sally Trout

Members Absent: Quenda Story

Staff Present: Scott Duimstra, Jolee Hamlin, Maureen Hirten, Julie Laxton, Chelsea Koenigsknecht, Sheryl Knox, Trent Smiley, Pat Taylor

Others Present:

CALL TO ORDER

The Chairperson called the meeting to order at 5:33 p.m.

ROLL CALL

Bloomquist—Present
Bossenbery—Present
Johnson—Present
Story—Absent
Trout—Present

COMMUNICATIONS

There were no communications.

PUBLIC COMMENTS ON AGENDA ITEMS

There were no public comments on agenda items.

CONSENT AGENDA

1. Approval of Agenda
Debora Bloomquist made a motion to move items two through nine under General and items one through two under Finance to the Consent Agenda. Sally Trout seconded the motion. The motion carried. Trout made a motion to approve the agenda as amended. Vern Johnson seconded the motion. The motion carried.
2. Approval of Minutes February 18, 2015
This item was approved by the Consent Agenda.
3. Disbursements for February 2015
This item was approved by the Consent Agenda.

CHAIRPERSON'S COMMENTS

Chairperson, Margaret Bossenbery, appointed Vern Johnson to fulfill the position as the Interim Secretary until elections take place on April 22.

The nominating committee will consist of Quenda Story, Bossenbery and Johnson. If Board members are interested in serving on a Board position, please inform a member of the committee.

NEW BUSINESS

General

1. GOV 255 Foster - City of Lansing Agreement
This item was approved by the Consent Agenda.
2. HUM 107 Harassment Policy
This item was approved by the Consent Agenda.
3. HUM 241 Substitute Employees
This item was approved by the Consent Agenda.
4. HUM 251 Temporary Employees
This item was approved by the Consent Agenda.
5. HUM 301 Student Intern Policy
This item was approved by the Consent Agenda.
6. REL 103 Media Relations
This item was approved by the Consent Agenda.
7. REL 107 Gifts and Donations
This item was approved by the Consent Agenda.
8. REL 107A Art Collection
This item was approved by the Consent Agenda.
9. SER 301 Forest Parke Library
This item was approved by the Consent Agenda.
10. Legislative Update
There were no legislative updates.
11. Community Contacts
There were no community contacts.

Finance

1. February 2015 Financial Report
This item was approved by the Consent Agenda.
2. Elevator Room HVAC Recommendation
This item was approved by the Consent Agenda.

DIRECTOR'S REPORT

- Interviews for the Youth Outreach Librarian position were conducted in the month of February. Eyal Syseela was hired to fill this position. Currently, Eyal is a resident of Okemos and an employee at the Leslie Library. She begins her new position on Monday.

- Executive Director, Maureen Hirten, will present information to the Board on the progress that has been made on the strategic plan. The final piece of this plan will be presented to the Board in the fall.
- CADL mailed a New and Happening spring guide to households with children under the age of 18 in the Haslett, Okemos, Holt and South Lansing communities.
- Heads have begun to schedule their annual report presentations with their municipalities. Marketing will receive the print copies of the report next week.
- February was Oral Health month. Delta Dental has been presenting storytimes at the CADL libraries. During the storytimes, Delta Dental's mascot has been making appearances.
- The CADL app is being tested by selected staff members. Patrons will be able to manage their account on the app. The app will be available on Apple and Android platforms. The app is free of charge. After it is finalized, Sheryl Knox will present the app to the Board.
- Legislator meetings will be set up in the months of April and May.
- Thais Rousseau and Maureen attended a photo shoot at the Target in Okemos. CADL has received funding from Target for CADL's early literacy backpacks.
- An e-books basics event was held at the Leslie Library. Two members of the Leslie Library Friends Group attended the event and created a Facebook page for their Friends Group.
- The Dansville Library hosted a Lego Mystery Challenge. At this event, children created a design of using only the pieces that they were provided with.
- A bilingual storytime was presented at the Mason Library. This was very receptive among the Mason Library patrons.

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

Debora Bloomquist commented on how nice the digital sign is in the lobby of the Downtown Lansing Library. It was installed on March 17.

DIRECTOR'S EVALUATION

Executive Director, Maureen Hirten, requested that her evaluation take place in a closed session.

CLOSED SESSION

The Board went into Closed Executive Session as allowed under the Open Meetings Act. PA 127 of 1976 as last amended, to discuss Maureen Hirten's evaluation. A roll call vote was held:

Bloomquist—Aye
 Bossenbery— Aye
 Johnson— Aye
 Trout— Aye

Sally Trout made a motion to move the Board into a closed session. Vern Johnson seconded the motion. The motion passed. The Board went into its closed session at 5:59 p.m.

Johnson made a motion to the Board out of its closed session. Trout seconded the motion. The motion carried. The Board returned from its closed session at 6:23 p.m.

ADJOURNMENT

Vern Johnson made a motion to adjourn the meeting. Debora Bloomquist seconded the motion. The motion carried. The meeting was adjourned at 6:25 p.m.