

CAPITAL AREA DISTRICT LIBRARIES BOARD MEETING

August 16, 2017

Members Present: Debora Bloomquist, Margaret Bossenbery, Vern Johnson, DeYeya Jones, Quenda Story, Sally Trout

Members Absent: Jeff Croff

Staff Present: Michele Brussow, Scott Duimstra, Jolee Hamlin, Sheryl Knox, Chelsea Koenigsknecht, Julie Laxton, Thais Rousseau, Trent Smiley, Pat Taylor

Others Present: C.G. Lantis, Jess Ramey, Josh Rockey, Vince Spagnuolo, Deb Stuart

CALL TO ORDER

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

ROLL CALL

Bloomquist – Present

Bossenbery – Present

Croff – Absent

Johnson – Present

Jones – Present

Story – Present

Trout – Present

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

COMMUNICATIONS

There were no communications.

PUBLIC COMMENTS ON AGENDA ITEMS

There were no public comments on agenda items.

CONSENT AGENDA

I. Approval of Agenda

Sally Trout made a motion to move policies 1-3 to the consent agenda and to move the Chairperson's Comments below Finance on the agenda. Margaret Bossenbery seconded the motion. The motion carried.

Ms. Bossenbery made a motion to approve the consent agenda as amended including the Minutes of July 19, 2017 and the Disbursements of July 2017. Vern Johnson seconded the motion. The motion carried.

2. Approval of Minutes July 19, 2017
The minutes of July 19, 2017 were approved by consent.
3. Disbursements for July 2017
The disbursements for July 2017 were approved by consent.

PRESENTATION – Tax Capturing Authorities

1. Vevay Township
Jesse Ramey, Vevay Township Supervisor, represented Vevay Township in the presentation of how the township has used CADL's captured funds.
2. City of Mason
Deborah Stuart, City Administrator, represented the City of Mason in the presentation of how the DDA has used CADL's captured funds.
3. Stockbridge Township
C.G. Lantis, Stockbridge Township Supervisor, represented Stockbridge Township in the presentation of how the DDA has used CADL's captured funds.
4. Leroy Township
Josh Rockey, Leroy Township DDA Chairman, represented Leroy Township in the presentation of how the DDA has used CADL's captured funds.

NEW BUSINESS

General

1. SER 101 Materials Selection Policy
Executive Director Scott Duimstra presented the changes of SER 101 Materials Selection Policy to the Board.

Margaret Bossenbery made a motion to approve SER 101 Materials Selection Policy. Sally Trout seconded the motion. The motion carried.
2. SER 102 Circulation Policy
Executive Director Scott Duimstra presented the changes of SER 102 Circulation Policy to the Board.

DeYeya Jones made a motion to approve SER 102 Circulation Policy. Vern Johnson seconded the motion. The motion carried.
3. SER 103 Code of Conduct
Executive Director Scott Duimstra presented the changes of SER 103 Code of Conduct to the Board.

Margaret Bossenbery made a motion to approve SER 103 Code of Conduct. Quenda Story seconded the motion. The motion carried.

4. SER 103A Unattended Children

Executive Director Scott Duimstra presented the changes of SER 103A Unattended Children to the Board.

Margaret Bossenbery made a motion to approve SER 103A Unattended Children. Sally Trout seconded the motion. The motion carried.

5. SER 103C Code of Conduct Guide

Executive Director Scott Duimstra presented the changes of SER 103C Code of Conduct Guide to the Board.

Margaret Bossenbery made a motion to approve SER 103C Code of Conduct Guide. Vern Johnson seconded the motion. The motion carried.

6. SER 103D Code of Conduct Penalties

Executive Director Scott Duimstra presented the changes of SER 103D Code of Conduct Penalties to the Board.

Margaret Bossenbery made a motion to approve SER 103D Code of Conduct Penalties. Vern Johnson seconded the motion. The motion carried.

7. SER 106 Arrangement of Materials

Executive Director Scott Duimstra presented the changes of SER 106 Arrangement of Materials to the Board.

Vern Johnson made a motion to approve SER 106 Arrangement of Materials. Sally Trout seconded the motion. The motion carried.

8. Legislative Update

Executive Director Scott Duimstra presented proposed changes to House Bill 4814. MLA disapproves of the changes.

9. Community Contacts

Debora Bloomquist and Sally Trout attended the City of Mason and Alaiedon Township annual report presentations.

Finance

I. July 2017 Financial Report

The balance sheet reflects a total asset position of \$12,536,526.27. Of this, \$9,677,880.53 is on the cash line. The year-to-date cash line amount is lower than last year due to project spending in 2017.

Margaret Bossenbery made a motion to approve the July 2017 Financial Report. Quenda Story seconded the motion. The motion carried.

2. Millage Rate Approval

The 2017 millage rate request was provided to Board members at the Board meeting. The approved funds will be used in 2018 as the taxes are levied in December 2017.

Margaret Bossenbery made a motion to approve the Millage Rate Approval. Quenda Story seconded the motion. The motion carried.

3. 2017 Budget Adjustment

Pat Taylor highlighted the proposed budget adjustments.

Margaret Bossenbery made a motion to approve the 2017 Budget Adjustment. DeYeya Jones seconded the motion. The motion carried.

POLICIES – no changes, for review only

1. SER 103B Patrons use of Phones
2. SER 103E Conduct Appeal Process
3. SER 110 CADL Cares

CHAIRPERSON'S COMMENTS

Board Chair, Debora Bloomquist, completed a survey on behalf of the Board for Library Journal.

During the Chairperson's Comments, members of the Management Team and Board read a resolution to Quenda Story celebrating her duration on the Board.

DIRECTOR'S REPORT

- The following libraries have had a Storywalk installed at a local park: Aurelius, Holt-Delhi, and Leslie. Additionally, a Storywalk was installed at Fenner Nature Center.
- Local History has launched a collection of 17,000 city assessor photographs and local neighborhood associations have shared this information with their residents on social media.
- The library is hosting three eclipse viewing parties and glasses will be provided at these events. There has been a shortage of the glasses at our libraries and local businesses.
- CADL is partnering with the Ingham County Jail to create a program called Connections in Corrections. 500 books will be supplied to inmates to read. The reading will be recorded and their children or grandchildren will receive the book and recording of their loved one reading.
- Scott Duimstra, Pat Taylor and Julie Chrisinske continue to meet with Tim Baise and Alan Dolley in regards to the library that is housed in the Williamston Community Center.
- Lansing Township is interested in having a library and they have found a possible location for the library.
- The City of Lansing could not attend the Board meeting to present their DDA information. Scott Duimstra and Pat Taylor met with the City though to discuss the DDA.

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

There are no public, staff or Board member comments.

CLOSED SESSION TO DISUCSS WRITTEN LEGAL OPINION OF COUNSEL

The Board went into Closed Executive Session as allowed under the Open Meetings Act. PA 127 of 1976 as last amended, to discuss a Written Legal Opinion of Counsel. A roll call vote was held:

Bloomquist – Aye
Bossenbery – Aye
Croff – Absent
Johnson – Aye
Jones – Aye
Story – Aye
Trout – Aye

Margaret Bossenbery 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 7:41 p.m.

Ms. Bossenbery made a motion to move the Board out of its closed session. DeYeya Jones seconded the motion. The motion carried. The Board returned from its closed session at 8:44 p.m.

ADJOURNMENT

Margaret Bossenbery made a motion to adjourn the meeting. Vern Johnson seconded the motion. The motion carried. The meeting adjourned at 8:45 p.m.