

**CAPITAL AREA DISTRICT LIBRARIES  
BOARD MEETING  
January 21, 2015**

**Members Present:** Margaret Bossenbery, Debora Bloomquist, Vern Johnson, Alma Staton,  
Quenda Story, Sally Trout

**Members Absent:**

**Staff Present:** Scott Duimstra, Jolee Hamlin, Kathy Johnson, Chelsea Koenigsnecht,  
Sheryl Knox, Julie Laxton,

**Others Present:**

**CALL TO ORDER**

The Chairperson called the meeting to order at 5:31 p.m.

**ROLL CALL**

The secretary called the roll:

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

**COMMUNICATIONS**

Thank you cards were received from library branches regarding the Christmas candy deliveries.

**PUBLIC COMMENTS ON AGENDA ITEMS**

There were no public comments on agenda items.

**CONSENT AGENDA**

1. Approval of Agenda  
Sally Trout made a motion to approve the Finance Report to the Consent Agenda. Vern Johnson seconded the motion. The motion carried. Debora Bloomquist made a motion to approve the Consent Agenda. Sally Trout seconded the motion. The motion carried.
2. Approval of Minutes December 17, 2014  
This was approved by the Consent Agenda.
3. Disbursements for December 2014  
This was approved by the Consent Agenda.

**CHAIRPERSON'S COMMENTS**

There are no Chairperson's comments.

## **NEW BUSINESS**

### **General**

1. HUM 201 Director Succession Policy  
Margaret Bossenbery provided the Board a brief summary of the discussion that took place at the COW meeting on January 14. Vern Johnson made a motion to approve the changes that were made to this policy. Debora Bloomquist seconded the motion. Five Board members were in favor of this motion and one Board member opposed this motion. The motion passed.
2. CADL Disaster Plan and Emergency Procedures  
A committee will be formed to update CADL's current procedures. The committee will consist of staff members and one Board member, Sally Trout, per her request.
3. Legislative Update  
The governor signed changes to the Freedom of Information Act. All public library are required to establish procedures and guidelines to implement this act and provide a summary to the public. CADL's current procedures and guidelines will be evaluated to reflect the changes in this act.
4. Community Contacts  
There are no community contacts.

### **Finance**

1. December 2014 Financial Report  
This was approved by the Consent Agenda.

## **DIRECTOR'S REPORT**

- Maureen Hirten, Quenda Story and Ifield Joseph attended the MLK Luncheon held at the Lansing Center. CADL created two styles of bookmarks highlighting the Freedom Riders, one of whom was the main speaker. These bookmarks were placed on each of the tables.
- The Library of Michigan has QSAC standards. One of these established standards requires first time Board members to attend a continuing education event in their first year of their term. This can be offered by a library cooperative, association, friends, trustees or the Library of Michigan. Additionally, trustees must participate in one continuing education program every three years.
- Michael Cunningham's "Crowns - Photographs of Black Women in Church Hats" program will be held at the Downtown Lansing Library on February 1.
- Hoopla is available for CADL patrons. Patrons can find the instructions of this program on the CADL website.
- The Women's Expo will take place on February 6 and 7. Maureen Hirten will be present at the ribbon cutting event.
- Before the holiday break, a Haslett Middle School teacher thought that their students should be reading over the holidays. Two Haslett Library staff members spoke with over 600 students at this school and 71 students signed up for a library card. The students learned how to download CADL e-books.
- Maureen Hirten will be presenting her annual report at February's Board meeting.

**PUBLIC, STAFF, AND BOARD MEMBER COMMENTS**

After Maureen Hirten presents her annual report, Board members and select CADL employees will submit their evaluations of Maureen to the chair of this committee. Chelsea Koenigskecht will send the evaluation forms to the committee.

**ADJOURNMENT**

Vern Johnson made a motion to adjourn the meeting. Sally Trout seconded the motion. The motion carried. The meeting was adjourned at 6:02 p.m.