

CAPITAL AREA DISTRICT LIBRARIES BOARD MEETING

July 19, 2017

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

Members Absent:

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

Others Present: Lindsay Dangl

CALL TO ORDER

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

ROLL CALL

Bloomquist – Present

Bossenbery – Present

Croff – Present

Johnson – Present

Jones – Present

Story – Present

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

Sally Trout made a motion to move the following items to the consent agenda: Finance #1 and Policies #1-12. Margaret Bossenbery seconded the motion. The motion carried.

Ms. Bossenbery made a motion to approve the consent agenda as amended including the Minutes of June 21, 2017 and the Disbursements of June 2017. Ms. Trout seconded the motion. The motion carried.

2. Approval of Minutes June 21, 2017

The Minutes of June 21, 2017 were approved by consent.

3. Disbursements for June 2017

The Disbursements for June 2017 were approved by consent.

CHAIRPERSON'S COMMENTS

Board Chair, Debora Bloomquist, attended the ALA conference. Ms. Bloomquist spent time in the exhibit hall interacting with authors. She left the conference with autographed books.

Ms. Bloomquist and Sally Trout attended the Vevay Township annual report presentation. The townships always make the library feel appreciated.

Ms. Bloomquist, Ms. Trout and CADL's Executive Director, Scott Duimstra, attended the Board of Commissioners' interviews. The new Board member will represent Meridian Township.

PRESENTATION

1. City of Dansville DDA

Cheri Michaelwicz, Village Clerk, Carole Colburn, Village President, and Jay Mitzner, Council Member, represented the City of Dansville DDA at the CADL Board meeting. Ms. Colburn presented about how CADL's captured funds are used by the City of Dansville DDA.

2. City of Leslie DDA

Aaron Desentz, City Manager, highlighted the projects that have been completed in the City of Leslie by using the capture of funds. Future road projects will only be completed if the DDA funds are captured.

3. Vevay Township DDA

The Vevay Township DDA will present at the August Board meeting.

NEW BUSINESS

General

1. 2017 ALA Conference Presentations

Scott Duimstra, Jolee Hamlin, and Jill Abood attended the ALA Conference and highlighted the programming that they enjoyed.

2. Legislative Update

There were no legislative updates.

MLS Funding on a national level was fully approved. If it would not have been approved, the databases and MeLCat would have been affected.

3. Community Contacts

There were no community contacts.

Finance

1. June 2017 Financial Report

The June 2017 Financial Report was approved by consent.

2. Local History Librarian – Position Reclassification

It is recommended to reclassify the Local History Librarian position to a P3 Specialist and update the job description to reflect new supervisory responsibilities.

Margaret Bossenbery made a motion to approve the Local History Librarian – Position Reclassification. Jeff Croff seconded the motion. The motion carried.

3. Purchasing Assistant – Position Reclassification

It is recommended to change the position title of Purchasing Assistant to Purchasing Specialist and reclassify the position from S2 to S4. The job description will be changed to reflect their current level of responsibility if approved.

Jeff Croff made a motion to approve the Purchasing Assistant – Position Reclassification. Quenda Story seconded the motion. The motion carried.

4. MERS Update

Finance Director, Pat Taylor, provided the Board with a MERS update. All information was based the study completed in 2015.

POLICIES – no changes, for review only

1. GOV 211 Non-District Municipality
2. GOV 251 Aurelius Township Agreement
3. GOV 252 Ingham Township Agreement
4. GOV 253 Leroy Township Agreement
5. GOV 254 City of Mason Agreement
6. GOV 255 Foster – City of Lansing Agreement
7. GOV 256 South Lansing – City of Lansing Agreement
8. GOV 257 City of Williamston Agreement
9. GOV 258 Meridian Charter Township Agreement
10. GOV 259 Delhi Charter Township Agreement
11. GOV 260 City of Leslie Agreement
12. GOV 261 Stockbridge Township Agreement

DIRECTOR'S REPORT

- The Library Life: Michelle and her family loves to checkout museums, arcades and libraries. They had only been to a couple of the CADL libraries. This summer, Michelle and her children, Tala and Quinn, are tourists of our CADL libraries. They will participate in one Summer Reading activity and meet staff at each of the libraries. Michelle and her children have been blogging on our site about their experiences. The blog is called *The Library Life*.
- CADL received written communication from Eastwood Towne Center thanking us for participating in the Kids Night Out programming.

- Jeff Antaya, Public Services Librarian at the South Lansing Library, is a ~~geologist~~ **genealogist** expert. Through the CADL grant, Mr. Antaya hosted a day camp called Shaking the Family Tree. There were 10 kids that were heavily invested in the subject.
- 11 year old, Bella Chan, came to the Stockbridge Library during the Day at the Village. There was a great turnout at the program.
- There is a Senior Discovery Group at the Allen Neighborhood Center that Scott went to. He shared library information with the members and was there for two hours!
- Scott met with Randy Dykhuis, Director at MCLS, to discuss new services at MCLS. Mr. Dykhuis meets with each new library director.
- A meeting is scheduled Tim Baise on August 3. Communication has improved greatly.
- CADL will host a reception for its donors on August 23 at 5:30 pm. Cake will be provided.
- Thais Rousseau and Jolee Hamlin worked together to have a storywalk installed at Fenner Nature Center.
- Scott had lunch with Alfreda Schmidt to discuss the CADL Booknook at the Southside Community Center. Emily Stevens, Lansing Parks and Rec Department, and Teresa Szymanski, Lansing School District, were there too. Ms. Schmidt has requested an opening day ribbon cutting.

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

The City of Lansing, Vevay Township and City of Mason, CADL tax capturing authorities, will present at the August Board meeting.

CLOSED SESSION TO DISCUSS 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 – Aye
 Johnson – Aye
 Jones – Aye
 Story – Aye
 Trout – Aye

Jeff Croff made a motion to move the Board into a closed session. Margaret Bossenbery seconded the motion. The motion passed. The Board went into its closed session at 6:58 p.m.

Margaret Bossenbery made a motion to move the Board out of its closed session. Sally Trout seconded the motion. The motion carried. The Board returned from its closed session at 7:55 p.m.

ADJOURNMENT

Margaret Bossenbery made a motion to adjourn the meeting. Sally Trout seconded the motion. The motion carried. The meeting was adjourned at 7:56 p.m.