

**CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING
October 19, 2016**

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

Members Absent: DeYeya Jones

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

Others Present:

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 – Absent
Story— Present
Trout—Present

COMMUNICATIONS

There were no public comments on agenda items.

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 General items three, four, five and six and Finance items one and two to the consent agenda. Jeff Croff seconded the motion. The motion carried.

Margaret Bossenbery made a motion to approve the consent agenda. Vern Johnson seconded the motion. The motion carried.
2. Approval of Minutes September 21, 2016
The minutes of September 21, 2016 were approved by consent.
3. Disbursements for September 2016
The disbursements of September 2016 were approved by consent.

CHAIRPERSON'S COMMENTS

Board Chairperson Debora Bloomquist received a note of congratulations from the Haslett Branch staff regarding her newly appointed MMLC presidency position.

Ms. Bloomquist appointed the following Board members to the Executive Director Search Committee:

- Chair: Margaret Bossenbery
- Jeff Croff
- DeYeya Jones

Additionally, Ms. Bloomquist will ask two staff members to be on this committee.

NEW BUSINESS

General

1. McConnell Award Recommendation

Each year the CADL Library Board recognizes staff members who have demonstrated exceptional ability to provide customer service or who have developed an innovative approach to improve library services or operations. This year CADL received 13 nominations. The McConnell Award Committee recommended to award Melissa Cole, *Head of Dansville Library*, for Innovation and Julie Chrisinske, *Head of Williamston Library*, for Customer Service.

Other nominees include:

- Ann Chapman, *Haslett Library Head*, Innovation Nominee
- Aneesa Iqbal, *Public Services Head at the Holt-Delhi Branch*, Innovation Nominee
- Chris Carl, *Computer Technician*, Customer Service Nominee
- Melissa Cole, *Dansville Library Head*, Customer Service Nominee
- Jennifer DeGroat, *Aurelius Library Head*, Customer Service Nominee
- Sara Doherty, *Public Service Librarian at Downtown Lansing Library*, Customer Service Nominee
- Heather Goupil, *Purchasing Assistant*, Customer Service Nominee
- Steve Jackson, *Facilities Supervisor*, Customer Service Nominee
- Deb Ketchum, *Head of Circulation at the Downtown Lansing Library*, Customer Service Nominee
- Erin Kurtz, *Digital Literacy Librarian*, Customer Service Nominee
- Becky Langham, *Library Assistant at the Williamston Library*, Customer Service Nominee
- Susie Skowronek, *Library Clerk at the Holt-Delhi Library*, Customer Service Nominee

2. Executive Director's Contract

Jeff Croff made a motion to approve the Executive Director's contract extension effective through May 15, 2017. Margaret Bossenbery seconded the motion. The motion carried.

3. 2017 Board Meeting Dates

This item was approved by consent.

4. 2017 Library Closing Dates

This item was approved by consent.

5. SER 103 Code of Conduct

This item was approved by consent.

6. SER 102 Circulation Policy

This item was approved by consent.

7. Legislative Update

There are no legislative updates.

8. Community Contacts

There are no community contacts.

Finance

1. September 2016 Financial Report
This item was approved by consent.
2. MERS Funding Recommendation
This item was approved by consent.
3. Downtown Lansing Library Office Furniture Recommendation
Vern Johnson made a motion to approve the recommendation of the Downtown Lansing Library Office Furniture Recommendation. Margaret Bossenbery seconded the motion. The motion carried.

DIRECTOR'S REPORT

- In September, the Board received an anonymous letter addressed to them regarding staff members at the Downtown Lansing Library. Issues addressed in this letter were spoken about with the circulation staff members.
- The Mobile Library began visiting the VFW Home on Saturdays and patrons have thoroughly enjoyed it! The preschool at the VFM has attended storytimes at the Aurelius Library.
- CADL's Local History Online is listed on the MeL Michigana Gateway website.
- CADL hosted a CADL Friends-only workshop on Monday, October 17. It was a successful event with 34 people in attendance. Letters of appreciation to our Friends Groups were mailed and posters were displayed in our libraries. CADL appreciates the efforts of our Friends Groups.
- Executive Director, Maureen Hirten, attended the co-op advisory council meeting with CADL's Marketing Director, Trent Smiley. Mr. Smiley's marketing efforts were highlighted by the meeting speaker.
- Melissa Cole, *Dansville Head Librarian*, partnered with the Questors, a local historical group, for a tour of the Fairview Cemetery in Dansville. High school students dressed up in costumes portraying the deceased's life to tour attendees.
- The weekly Okemos ESOL classes have grown. 25 children, plus their parents are using this library service. Because of its growth, an additional Okemos Library staff member conducts these classes.
- Quarterly, an informational e-newsletter is sent to our municipalities and this quarter's will be sent shortly.
- E. coli was found in the well at the Dansville Library. During the remedial process, the library restrooms were out of order.
- Newberry Medal award-winning author Matt de le Peña will be speaking at the South Lansing Library on November 3 at 6:30 pm. Mr. Peña's books feature themes of identity, diversity and acceptance for young adults.
- Aneesa Iqbal, Holt-Delhi Library, hosts a weekly robot zone. Small robots race around and are controlled by the library's iPad minis. The robots are capable of going up ramps and through mazes.
- The MLA Annual Conference will take place on October 26-28 and 35 CADL staff members will be attending.
- Staff at the Williamston Library were locked out of the library for the second time. The key holder was late to unlock the building each time. Julie Chrisinske, *Head Librarian*, has received her own building key.
- Pat Taylor, *Finance Director*, was informed that the Mason Library would receive a free boiler and water heater from Consumers Energy. Consumers Energy has a strong interest in helping the area's historical buildings be up to date.

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

Board members Margaret Bossenbery, Quenda Story and Sally Trout attended the CADL Friends Workshop on Monday, October 17. Each member provided the Board with their evaluation of the event.

ADJOURNMENT

Margaret Bossenbery made a motion to adjourn the meeting. Sally Trout seconded the motion. The motion carried. The meeting adjourned at 6:19 p.m.