

**CAPITAL AREA DISTRICT LIBRARIES  
BOARD MEETING  
JUNE 21, 2017**

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

**Members Absent:**

**Staff Present:** Michele Brussow, Scott Duimstra, Jolee Hamlin, Lynn Harper, Chelsea Koenigsknecht, Julie Laxton, Thais Rousseau, Trent Smiley, Courtney Tang, Pat Taylor

**Others Present:** Stuart Goodrich, John Hayhoe, Tracy Miller

**CALL TO ORDER**

The chairperson called the meeting to order at 5:32 p.m.

**ROLL CALL**

Bloomquist – Present  
Bossenbery – Present  
Croff – Present  
Johnson – Present  
Jones – Present  
Story – Present  
Trout – Present

**COMMUNICATIONS**

There are no communications.

**PUBLIC COMMENTS ON AGENDA ITEMS**

Stuart Goodrich, John Hayhoe and Tracy Miller advocated for the extension of the Delhi DDA.

**CONSENT AGENDA**

1. Approval of Agenda

Margaret Bossenbery made a motion to move the following items to the consent agenda: New Business General three through four and Finance one through three. Jeff Croff seconded the motion. The motion carried.

Margaret Bossenbery made a motion to approve the consent agenda. Sally Trout seconded the motion. The motion carried.

2. Approval of Minutes May 17, 2017

The minutes of May 17, 2017 were approved by consent.

### 3. Disbursements for May 2017

The Disbursements of May 2017 was approved by consent.

## **CHAIRPERSON'S COMMENTS**

Board Chairperson, Debora Bloomquist, Scott Duimstra, Pat Taylor and Julie Chrisinske met two times with Tim Bayes, co-owner of The Commons at Williamston, Tammy Gilroy, City of Williamston Mayor and Alan Dolley, City of Williamston Manager, to discuss the future space of the Williamston Library. A third meeting will be held in July.

Discussion took place to hold only one meeting in the months of July and August. Jeff Croff made a motion to have only one meeting in July on July 19. Vern Johnson seconded the motion. The motion carried.

Sally Trout made a motion to have only one meeting in August on August 16. Jeff Croff seconded the motion. The motion carried.

## **NEW BUSINESS**

### General

1. Introduction of new staff: Courtney Tang, Digital Literacy Librarian; Lynn Harper, Dansville Library Head; and Thais Rousseau, Associate Director of Collection Services  
Scott Duimstra, Executive Director, introduced Courtney Tang, Lynn Harper and Thais Rousseau to the Board.
2. Delhi Township DDA  
Jeff Croff made a motion to continue CADL's current revenue sharing agreement with the Delhi Township DDA which runs through 2024 as is without change. The Delhi DDA is invited to revisit this issue at that time. Vern Johnson seconded the motion. The motion carried.
3. HUM 112 Inclement Weather Closing  
HUM 112 Inclement Weather Closing was approved by consent.
4. SER 204 Accessibility Policy  
SER 204 Accessibility Policy was approved by consent.
5. Legislative Update  
There are no legislative updates.
6. Community Contacts  
Scott Duimstra, Jean Bolley, Michele Brussow and Melissa Cole attended the City of the Lansing annual report presentation with Board members Debora Bloomquist, Vern Johnson, and Margaret Bossenbery.

## Finance

1. May 2017 Financial Report  
The May 2017 Financial Report was approved by consent.
2. LED Bulb Vendor Recommendation  
The LED Bulb Vendor Recommendation was approved by consent.
3. June 2017 Budget Adjustment  
The June 2017 Budget Adjustment was approved by consent.
4. Tax Capture Options  
CADL is legally opted out of any qualifying tax capture as determined by Public Acts 505-510. It is up to the Board to determine whether it wants CADL to opt in to any existing captures.

Jeff Croff made a motion for our Management Team to contact our tax sharing partners impacted by public acts 505-510 and inform them of our intent to opt out of tax sharing per the legislation. We invite those that wish to maintain the tax sharing relationship to make presentations at our July or August Board meetings. Quenda Story seconded the message. The message carried.

## **DIRECTOR'S REPORT**

- The Summer Reading Program will take place June 9 through August 19. The theme of this program is to “Build a Better World”.
- Marketing Director, Trent Smiley, created a marketing campaign to advertise our library services that can be taken on trips outside of the CADL service area such as Zinio and Hoopla.
- Scott Duimstra, Pat Taylor, Julie Chrisinske and Debora Bloomquist met with Alan Dolley, Tammy Gilroy and Mr. and Mrs. Baise. The next meeting will take place in July.
- Communication was received by Alfreda Schmidt of the Southside Community Center in appreciation of its future CADL booknook.
- Lansing Township is searching for a possible location to house a new library location.
- Each Wednesday, a STEM and STEAM focused program have taken place at the Haslett Library. It is conducted by staff members and over 50 children have attended each program!
- The Holt gymnastics team hosted a free workshop for CADL patrons.
- The Downtown Lansing Library will host a “meet your neighbors” event during World Refugee Week. Staff will be conducting library tours, registering patrons for library cards and providing patrons with citizenship class information.
- Scott will introduce himself at each of the Friends Groups Board meetings in the coming months.
- John Hayhoe hosted Scott on his podcast, *The Holt Public School's Podcast*. It will air on June 26, 2017.
- The Lansing area magazine *Focus* will dedicate its July issue to highlighting the future of libraries. Scott was interviewed and will be on the cover of it.

- Jolee Hamlin was interviewed on Michigan Radio regarding the Library of Things. CADL has received immense publicity over the Library of Things.
- Scott, Jolee, Jim MacLean, Jill Abood and Aneesa Iqbal will be going to ALA and will present at the July Board meeting.
- Denelle Hobbs, clerk at the Downtown Lansing Library, was interviewed and will be working as a clerk on the Mobile Library.
- CADL will host a donor tree ceremony and it will reflect donations received from January 2012 through June 2017. This event will take place on August 23 at 5:30 pm.

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

Margaret Bossenbery was concerned over the language in FIN 101 Financial Policies and how it relates to the Delhi Township DDA extension. The FIN 101 Financial Policy states that “Capital Area District Library will exempt itself from tax capture for all newly created Downtown Development Authorities, Historic Neighborhood Tax Increment Finance Authorities, Local Development Authorities, and Tax Increment Finance Authorities.”

### **ADJOURNMENT**

Margaret Bossenbery made a motion to adjourn the meeting. Vern Johnson seconded the motion. The meeting was adjourned at 6:50 p.m.