

**CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING
November 16, 2016**

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

Members Absent: Debora Bloomquist

Staff Present: Scott Duimstra, Jessica Goodrich, Jolee Hamlin, Maureen Hirten, Kathy Johnson, Sheryl Knox, Chelsea Koenigsknecht, Erin Kurtz, Julie Laxton, Pat Taylor,

Others Present: Elaine Ferris

CALL TO ORDER

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

ROLL CALL

Bloomquist — Absent
Bossenbery — Present
Croff — Present
Johnson — Present
Jones — Present
Story — Present
Trout — Present

COMMUNICATIONS

A thank you note was received from Eastwood Towne Center for the library's participation in their Halloween event. Executive Director Maureen Hirten received flowers at the CADL Conference on behalf of the Board. The Board received a note of appreciation from Ms. Hirten.

PUBLIC COMMENTS ON AGENDA ITEMS

There were no public comments on agenda items.

CONSENT AGENDA

1. Approval of Agenda

Vern Johnson made a motion to add New Business General items one through three and New Business Finance items one, three through seven to the consent agenda. Margaret Bossenbery seconded the motion. The motion carried.

Jeff Croff made a motion to approve the consent agenda. Quenda Story seconded the motion. The motion carried.

2. Approval of Minutes October 19, 2016

The minutes of October 19, 2016 was approved by consent.

3. Disbursements for October 2016

The disbursements of October 2016 was approved by consent.

CHAIRPERSON'S COMMENTS

Board Chair, Debora Bloomquist, will arrive late to the meeting. Therefore, Sally Trout, Vice Chair, is the acting chair for the Board meeting.

Ms. Bloomquist appreciated the opportunity to attend the CADL Conference. At it, a resolution was written for Executive Director Maureen Hirten by CADL staff. Ms. Trout read the resolution to the Board.

Library branch holiday cards were passed around for each Board member to sign.

PRESENTATION

1. Association of Bookmobile and Outreach Services Conference – Jessica Goodrich, *Outreach Business Librarian*; Erin Kurtz, *Digital Literacy Librarian*
Erin Kurtz, *Digital Literacy Librarian*, and Jessica Goodrich, *Outreach Business Librarian*, attended the ABOS Conference in October. Ms. Kurtz and Ms. Goodrich shared their positive experience with the CADL Board. The conference was a great networking event with 150 people in attendance.

NEW BUSINESS

General

1. HUM 105 Employee Recognition Policy
This item was approved by consent.
2. Downtown Lansing Library Closure Recommendation
This item was approved by consent.
3. Mason Library Closure Recommendation
This item was approved by consent.
4. Legislative Update
There are no legislative updates.
5. Community Contacts
Margaret Bossenbery expressed interest in having Mayor Bernero be at the grand re-opening of the Downtown Lansing Library after its construction in 2017.

Finance

1. October 2016 Financial Report
This item was approved by consent.
2. CADL 2017 Draft Budget
Margaret Bossenbery made a motion to approve the CADL 2017 Draft Budget. Jeff Croff seconded the motion. The motion carried.
3. 2016 Budget Adjustment
This item was approved by consent.

4. Downtown Lansing Library Construction Contractor Recommendation
This item was approved by consent.
5. Downtown Lansing Library Shelving and Furniture Contractor Recommendation
This item was approved by consent.
6. Downtown Lansing Library Security Gate Contractor Recommendation
This item was approved by consent.
7. Drainage Project Vendor Recommendation
This item was approved by consent.

DIRECTOR'S REPORT

- CADL is participating in the Festival of Trees at the Turner Dodge House. There is a tree of stacked books covered with lights on display.
- CADL will be participating in the Silver Bells, Mason, Leslie and Williamston holiday light parades. Linc will be sitting in the train that will have Taylor Taylor Christmas carols and a story by Jean Bolley on loop through the speakers.
- A ramp has been installed at the Mason Library by Habitat for Humanity.
- A meeting is planned with Tim Baise to discuss the Williamston Library. Allen Dolley, Julie Laxton, Pat Taylor and Maureen Hirten will be in attendance.
- A survey was submitted to those who attended the CADL Library Friends workshop and there were positive reviews. A summary of responses were shared with the Board.
- Board members received an Early Literacy calendar in their packet. The calendar is placed at all CADL libraries and high risk outreach areas.
- CADL and Linc are participating in the Holt Rams' Midnight Madness event on November 22. There will be giveaways!
- The Okemos Library had a very busy Halloween event – there were 400 people in attendance. Sir Read-A-Lot directed the traffic and activities of ghosts and goblins!
- The Webberville Library hosted an adult painting class. The instructor provided step by step instructions and there was also a waiting list for the event! This event was developed as part of the CADL Public Service Grant.

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

Elaine Ferris, City of Mason council member, expressed her appreciation of the library.

ADJOURNMENT

Margaret Bossenbery made a motion to excuse the absence of Board Chair, Debora Bloomquist. Quenda story seconded the motion. The motion carried.

DeYeya Jones made a motion to adjourn the meeting. Jeff Croff seconded the motion. The motion carried. The meeting adjourned at 5:59 p.m.