

**CAPITAL AREA DISTRICT LIBRARIES  
BOARD MEETING  
DECEMBER 21, 2016**

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

**Members Absent:**

**Staff Present:** Scott Duimstra, Jolee Hamlin, Maureen Hirten, Kathy Johnson, Chelsea Koenigsknecht, Julie Laxton, Pat Taylor, 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 – Present  
Story – Present  
Trout – Present

**COMMUNICATIONS**

The Board received thank you cards from the CADL branches for the delivery of the holiday candies.

**PUBLIC COMMENTS ON AGENDA ITEMS**

There are no public comments on agenda items.

**CONSENT AGENDA**

1. Approval of Agenda

Margaret Bossenbery made a motion to add the Search Committee Update to New Business, item number 5. Vern Johnson made a motion to move all items under New Business Finance to the consent agenda. Jeff Croff made a friendly amendment to move New Business General items one through three to the consent agenda. Margaret Bossenbery seconded the motion. The motion carried.

Ms. Bossenbery made a motion to approve the consent agenda as amended. Mr. Johnson seconded the motion. The motion carried.

2. Approval of Minutes November 16, 2016

The minutes of November 16, 2016 was approved by consent.

### 3. Disbursements for November 2016

The disbursements of November 2016 was approved by consent.

## **CHAIRPERSON'S COMMENTS**

- Chairperson Debora Bloomquist congratulated Board member DeYeya Jones on the birth of his third child.
- Ms. Bloomquist reminded Board members that the Downtown Lansing Library will closed from December 31, 2016 through mid-March 2017. All Finance, COW and Board meetings will take place at the South Lansing Library during the closure of the Downtown Lansing Library.
- Staff members were appreciative of the holiday candies that Board members delivered to our branches.

## **PRESENTATION**

### Programming in 2017 – Jolee Hamlin, Associate Director of Public Services

Jolee Hamlin, Associate Director of Public Services, outlined library programming for 2017. Some highlights included author visits Tina Lonski, Thomas C. Foster, Shakra Senghor; blind date with a book; Black History Month celebrations, Money Smart Week storytimes and the Summer Reading Program.

## **NEW BUSINESS**

### **General**

1. HUM 102 E-mail Policy  
This item was approved by consent.
2. HUM 221 Non-Union Administrative Employees Policy Manual  
This item was approved by consent.
3. Legislative Update  
Governor Rick Snyder has not signed the tax capturing Senate bills 619-624.
4. Community Contacts  
Board members delivered holiday candy to

### Executive Director Search Committee

The revised Executive Director job announcement and description has been provided to the Board. The job opening will be posted on CADL's internal website on Friday, December 23 through Thursday, January 12.

Margaret Bossenbery made a motion to approve the Executive Director job announcement and description. Sally Trout seconded the motion. The motion carried.

### **Finance**

1. Local History Archival Envelopes Recommendation  
This item was approved by consent.
2. November 2016 Financial Report  
This item was approved by consent.

3. Legal Services Renewal  
This item was approved by consent.
4. Terrazzo Floor Vendor Recommendation  
This item was approved by consent.
5. Staff Desktop Computer Recommendation  
This item was approved by consent.
6. Employee Substitute Hourly Wage Increase Recommendation  
This item was approved by consent.

### **DIRECTOR'S REPORT**

- The Mason Library is closed this week and work will not be completed by Friday, December 23. The library will reopen on Tuesday, December 27 at its regular time.
- The Downtown Lansing Library will be closed from December 31, 2016 through mid-March, 2017. During this time, some staff members have been reassigned to another library. On Tuesday January 3, the Foster Library will have increased open hours.
- The Downtown Lansing Library collection will be suppressed on Friday, December 23. New materials will be available. 2,000 comedy and horror movies will temporarily be moved to the South Lansing Library.
- Reindeer have visited the CADL branches during the branch open houses. This has been a success. 1,400 people attended the Silver Bells festival activities at the library.
- CADL has received an Enhanced Level through QSAC. Window clings will be put on the doors of each CADL library.
- The new patio at the Dansville Library has received plenty of compliments. The local Girl Scout Troop has volunteered to create a garden at the library and patrons have offered to purchase furniture for the patio.
- Online card renewal will begin in January!
- Executive Director Maureen Hirten will be attending the MLK Luncheon along with Kathy Johnson and Trent Smiley. Board members Quenda Story, Debora Bloomquist, DeYeya Jones and Jeff Croff will be of in attendance as well.
- The Director's Report will begin to display individual branch statistics in the month of February.
- Scott Duimstra will present Unique Management recommendations in the month of January.
- Patrons of the Mason Library have enjoyed 22 play space kits. These kits are bins of toys related to construction, food, firefighting, etc. CADL libraries keep the traveling kits at their library for three weeks and have an option to renew their checkout.
- Ms. Hirten, Pat Taylor, *Business Manager*, and Julie Chrisinske, *Head of the Williamston Library*, met with Mr. and Mrs. Tim Baise to discuss communication and renovations of the Williamston Community Building.

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

There are no public, staff and Board member comments.

**ADJOURNMENT**

Jeff Croff made a motion to adjourn the meeting. Margaret Bossenbery seconded the motion. The motion carried. The meeting adjourned at 6:52 p.m.