

**CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING**

April 19, 2017

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

Members Absent:

Staff Present: Debbie Baily, Julie Chrisinske, Scott Duimstra, Jolee Hamlin, Maureen Hirten, Sheryl Knox, Chelsea Koenigsknecht, Julie Laxton, Trent Smiley, Pat Taylor

Others Present: Jeff Staley

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 are 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 add SER III Use of Photographic Images Consent Policy under New Business. Jeff Croff seconded the motion. The motion carried.

Ms. Trout made a motion to move New Business General items three, four, five, six and nine, and all items under Finance to the consent agenda. Margaret Bossenbery seconded the motion. The motion carried.

2. Approval of Minutes March 15, 2017

The minutes of March 15, 2017 were approved by consent.

3. Disbursements for March 2017

The disbursements of March 15, 2017 were approved by consent.

CHAIRPERSON'S COMMENTS

- The retirement party of CADL's Executive Director, Maureen Hirten, will take place on Wednesday, May 3.
- The Grand Re-Opening of the Downtown Lansing Library event was very nice.
- Debora Bloomquist will be in Washington DC on May 1 and 2 representing MMLC.
- CADL is hosting a conversation with Cookie Johnson on May 25 at 7:00 PM. This will be held at the Library of Michigan. Attendance is filling up fast.

NEW BUSINESS

General

1. 2016 Audit Report Presentation – Jeffrey Staley, Maner Costerisan
Jeff Staley of Maner Costerisan presented the 2016 audit report. Maner Costerisan provided CADL with an unmodified opinion, of which is of the highest opinion that can be received.
2. Lansing Township Branch Discussion
Lansing Township is interested in having a branch in their township. Scott Duimstra, Pat Taylor and Executive Director Maureen Hirten attended a meeting with Lansing Township. CADL library policies were presented to the township. Ms. Hirten asked the Board for permission to move forward with this discussion. The Board is open to exploring opportunities.
3. Okemos Library Temporary Closure Recommendation, May 22 – 26
This item was approved by consent.
4. SER 104 Privacy Policy
This item was approved by consent.
5. SER 107 Meeting Room Policy
This item was approved by consent.
6. SER 205 Social Media Policy
This item was approved by consent.
7. Legislative Update
There are no legislative updates.
8. Community Contacts
Debora Bloomquist and Sally Trout attended three annual report presentations. CADL is very receptive among its townships.
9. SER 111 Use of Photographic Images Consent Policy
This item was approved by consent.

Finance

1. March 2017 Financial Report
This item was approved by consent.

2. April 2017 Budget Adjustment
This item was approved by consent.

3. Primary Bank Account Authorization Change
This item was approved by consent.

DIRECTOR'S REPORT

- CADL has applied for a TV white space grant. If selected, the grant will extend CADL's Wi-Fi to the Lett's Community Center and the South Side Community Coalition.
- The Dansville Library Head, Melissa Cole, has accepted the Head Librarian position at the South Lansing Library. The Administration Office Clerk position has been filled by the South Lansing Library Page Hanna Sherman. Digital Literacy Librarian interviews have begun.
- The Leslie and Holt Libraries have applied for a storywalk in their communities through the 2017 CADL Grant.
- The South Lansing Library hosted a family history day with 100 people in attendance. This is an annual CADL event.
- During March is Reading Month in Holt, a program called Storytime for Big Kids began. This program was positively received.
- Thursday, April 20, is Maureen's last CALC meeting. Scott Duimstra will be sworn in on this date to fill Maureen's position.
- The Mason Library is participating in the Chocolate Walk on May 11. The DDA is the sponsorship of this program. Participating of this event will cost \$25 per person.
- Julie Chrisinske, Head Librarian of the Williamston Library, attended a meeting to discuss the logistics of the Williamston community building that the library resides in. Ms. Chrisinske will be presenting the CADL annual report to the City Council on Monday, April 24.
- Delhi Township presented its Cedar Street Corridor renovation plan to CADL at the Delhi Township municipal building. This item will be placed on the agenda in May for discussion.

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

Jeff Croff made a motion to have the Management Team develop a draft letter to the City of Williamston addressing their concerns of the Williamston Library building. Vern Johnson seconded the motion. The motion carried. This item will be placed on the May agenda.

ADJOURNMENT

Jeff made a motion to adjourn the meeting. DeYeya seconded the motion. The motion carried. The meeting adjourned at 7:15 p.m.