

CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING
May 20, 2020

Members Present: Debora Bloomquist, Margaret Bossenbery, Jeff Croff, Sandy Drake, Vern Johnson, Sally Trout

Members Absent: DeYeya Jones

Staff Present: Scott Duimstra, Jolee Hamlin, Sheryl Knox, Chelsea Koenigsknecht, Julie Laxton, Michael Moore, Thais Rousseau, Trent Smiley, Pat Taylor

Others Present: Nathan Baldermann, Timothy Bowman, David Klevorn

CALL TO ORDER

The Chairperson called the meeting to order at 5:35 p.m.

ROLL CALL

Bloomquist – Present
Bossenbery – Present
Croff – Present
Drake – Present
Johnson – Present
Jones – Absent
Trout – Present

Jeff Croff made a motion to excuse the absence of DeYeya Jones. Vern Johnson seconded the motion. Yes (6): Bloomquist, Bossenbery, Croff, Drake, Johnson, Trout No: (0), Absent (1): Jones. The motion carried.

COMMUNICATION

There are no communications.

PUBLIC COMMENT ON AGENDA ITEMS

There are no public comments on agenda items.

CONSENT AGENDA

I. Approval of Agenda

Sally Trout made a motion to add Executive Director Contract Extension under New Business. Jeff Croff seconded the motion. Yes (6): Bloomquist, Bossenbery, Croff, Drake, Johnson, Trout No: (0), Absent (1): Jones. The motion carried.

Sally Trout made a motion to approve the consent agenda as amended. Sandy Drake seconded the motion. Yes (6): Bloomquist, Bossenbery, Croff, Drake, Johnson, Trout No: (0), Absent (1): Jones. The motion carried.

2. Approval of Minutes April 22, 2020

The minutes of April 22, 2020 were approved by consent.

3. Disbursements for April 2020

The disbursements for April 2020 were approved by consent.

CHAIRPERSON'S COMMENTS

Board Chair Debora Bloomquist is proud of the time that she has served as the CADL Board Chair. CADL is such a wonderful organization.

NEW BUSINESS

General

1. 2019 Audit Report Presentation – Nathan Baldermann, Rehman

Nathan Baldermann presented the 2019 Audit report. Jeff Croff made a motion to approve the 2019 Audit Report Presentation. Sally Trout seconded the motion. Yes (6): Bloomquist, Bossenbery, Croff, Drake, Johnson, Trout No: (0), Absent (1): Jones. The motion carried.

2. Election of Officers

Debora Bloomquist appointed the following board members:

- Chair: Sally Trout
- Vice Chair: Jeff Croff
- Treasurer: Vern Johnson
- Secretary: DeYeya Jones

Margaret Bossenbery made a motion to approve the slate of officers. Sandy Drake seconded the motion. Yes (6): Bloomquist, Bossenbery, Croff, Drake, Johnson, Trout No: (0), Absent (1): Jones. The motion carried.

3. SER 103F Code of Conduct Social Distancing Policy

Jeff Croff made a motion to approve SER 103F Code of Conduct Social Distancing Policy. Sally Trout seconded the motion. Yes (6): Bloomquist, Bossenbery, Croff, Drake, Johnson, Trout No: (0), Absent (1): Jones. The motion carried.

4. Executive Director Contract Extension

Sally Trout made a motion to extend the Executive Director's contract from May 15, 2020 to July 14, 2020. Vern Johnson seconded the motion. Yes (6): Bloomquist, Bossenbery, Croff, Drake, Johnson, Trout No: (0), Absent (1): Jones. The motion carried.

5. Legislative Update

MLA has asked for a call to action as libraries are ready to begin curbside pickup.

6. Community Contacts

There are no community contacts.

Finance

1. April 2020 Financial Report

Vern Johnson made a motion to approve the April 2020 Financial Report. Sandy Drake seconded the motion. Yes (6): Bloomquist, Bossenbery, Croff, Drake, Johnson, Trout No: (0), Absent (1): Jones. The motion carried.

2. RB Digital Recommendation

Vern Johnson made a motion to approve the RB Digital Recommendation. Jeff Croff seconded the motion. Yes (6): Bloomquist, Bossenbery, Croff, Drake, Johnson, Trout No: (0), Absent (1): Jones. The motion carried.

DIRECTOR'S REPORT

- Annual report presentations will not take place in person due to Covid-19. Instead personalized letters written by our library heads will be mailed to the municipalities with the annual report.
- There will only be one meeting in June on June 17th.

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

Board Chair Debora Bloomquist truly enjoyed CADL's new commercial.

CLOSED SESSION

The Board went into Closed Executive Session as allowed under the Open Meetings Act. PA 127 of 1976 as last amended, to discuss Scott Duimstra's evaluation. A roll call vote was held:

Bloomquist – Yes
Bossenbery – Yes
Croff – Yes
Drake – Yes
Johnson – Yes
Jones – Absent
Trout – Yes

Sally Trout made a motion to move the Board into a closed session. Margaret Bossenbery seconded the motion. Yes (6): Bloomquist, Bossenbery, Croff, Drake, Johnson, Trout No: (0), Absent (1): Jones. The motion carried. The Board went into its closed session at 7:00 p.m.

Margaret Bossenbery made a motion to move the Board out of its closed session. Sally Trout seconded the motion. Yes (6): Bloomquist, Bossenbery, Croff, Drake, Johnson, Trout No: (0), Absent (1): Jones. The motion carried.

The Board returned from its closed session at 7:30 p.m.

ADJOURNMENT

Margaret Bossenbery made a motion to adjourn the meeting. Sally Trout seconded the motion. Yes (6): Bloomquist, Bossenbery, Croff, Drake, Johnson, Trout No: (0), Absent (1): Jones. The motion carried. The meeting adjourned at 7:33 p.m.