

CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING
July 15, 2020

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

Members Absent:

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

Others Present: David Klevorn, Trey Gordner

CALL TO ORDER

The Chairperson called the meeting to order at 5:33 p.m.

ROLL CALL

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

COMMUNICATIONS

There are no communications.

PUBLIC COMMENTS ON AGENDA ITEMS

There are no public comments on agenda items.

CONSENT AGENDA

I. Approval of Agenda

Jeff Croff made a motion to amend the minutes of June 17, 2020 to read “Board Chair Sally Trout asked board members to consider ways to be more actively involved in fostering the goals of our mission statement: Empowering our diverse communities to Learn, Imagine and Connect. She suggested a diversity work session centered on a better understanding of systemic racism, brainstorming new ideas and fine-tuning efforts currently in place. Director Scott Duimstra offered to provide a list of speakers or organizations to facilitate such a work session at the July meeting.” This motion includes the addition of item #4 under New Business, Consideration of Executive Director’s Contract, and to add a Closed Session to Discuss Personnel Matter. Vern Johnson seconded the motion. The motion carried.

Margaret Bossenbery made a motion to approve the consent agenda as amended. Jeff Croff seconded the motion. The motion carried.

2. Approval of Minutes June 17, 2020

The minutes of June 17, 2020 were approved by consent.

3. Disbursements for June 2020

The disbursements of June 2020 were approved by consent.

CHAIRPERSON'S COMMENTS

Board Chair Sally Trout purchased flowers on behalf of the Board to thank CADL's former Board Chair Debora Bloomquist for her efforts.

Jeff Croff agreed to be an alternative on the Finance Committee if someone cannot attend. Three people need to be in attendance to reach a quorum.

There will be a Finance committee meeting on August 17, 2020.

PRESENTATION

1. Google Ad Grant Update – Trey Gordner, Kios

Trent Smiley and Trey Gordner provided a Google ad grant update to the Board.

NEW BUSINESS

General

1. Board Working Session

“What does diversity look like at CADL, if we are successful? In staffing? In service to the community? As a Board, do we need a diversity workshop led by an outside speaker? How can we recognize our prejudices and own implicit bias? Should we have a training or outside speaker on this topic?” These questions were asked to create a conversation around the topic of diversity. Executive Director Scott Duimstra will email a list of speakers/presenters to the Board and a quarterly discussion will take place.

2. Legislative Update

There are no legislative updates.

3. Community Contacts

Jeff Croff was approached by Deborah Mikula of MLA to be a member of the Library Trustees workgroup. Jeff accepted the offer.

4. Consideration of Executive Director's Contact Extension

Margaret Bossenbery made a motion to approve the Executive Director's contract extension. DeYeya Jones seconded the motion. The motion carried.

Finance

I. June 2020 Financial Report

CADL's total assets are approximately \$15,829,625. Of this, \$ 9,858,992 is on the cash line. This is significantly higher than in July 2019 due to receiving the county settlement distribution earlier and our spending has been lower due to the Covid-19 pandemic.

Operating Revenue

- CADL has received \$10.7 million or 98% of its tax revenue.
- Penal fines are expected to be approximately \$100,000 lower than budgeted due to the Covid-19 pandemic and are expected to be received in August.
- The full amount of state aid was received, and this will be recorded in August.
- In total, CADL's operating revenue will be \$250,000-300,000 lower this year.

Operating Expenditures

CADL's total operating expenditures for the month of June was \$935,681.

Vern Johnson made a motion to approve the June 2020 Financial Report. Margaret Bossenbery seconded the motion. The motion carried.

DIRECTOR'S REPORT

- Due to the Covid-19 pandemic, meeting agendas have been kept short without the monthly policies that are up for review. We will begin to add policies up for review to the agenda in August.
- CADL has begun conducting job interviews via Teams. Training will take place online too. The first interviews were held for open positions at the Foster Library.
- Due to budget concerns from COVID-19, the City of Mason is reevaluating their budget to determine how much they will be able to contribute to the Mason Library renovation.
- The grant CADL received through Grow with Google and ALA's "Libraries Lead with Digital Skills" will be used to teach small businesses how to setup ecommerce sites. The first group of 4-week classes are full with 30 attendees. We are planning on offering the classes again in the fall.
- The Census completion numbers for our area are very good. Dansville and Williamston are at 77% and Mason is at 80%.
- The next Finance meeting will take place on August 17, 2020 and Board meeting on August 19, 2020.

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

Debra Bloomquist inquired about the use of the Book Bike. CADL has not found a safe way to use it yet.

CLOSED SESSION TO DISCUSS WRITTEN LEGAL OPINION

The Board went into Closed Executive Session as allowed under the Open Meetings Act. PA 127 of 1976 as last amended, to discuss a written legal opinion. A roll call vote was held:

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

Margaret Bossenbery made a motion to move the Board into a closed session. Vern Johnson seconded the motion. The motion carried. The Board went into its closed session at 7:03 p.m.

Jeff Croff made a motion to move the Board out of its closed session. Debora Bloomquist seconded the motion. The motion carried. The Board returned from its closed session at 8:05 p.m.

CLOSED SESSION TO DISCUSS PERSONNEL MATTER

The Board went into Closed Executive Session as allowed under the Open Meetings Act. PA 127 of 1976 as last amended, to discuss a personnel matter. A roll call vote was held:

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

Jeff Croff made a motion to move the Board into a closed session. Debora Bloomquist seconded the motion. The motion carried. The Board went into its closed session at 8:05 p.m.

Margaret Bossenbery made a motion to move the Board out of its closed session. Debora Bloomquist seconded the motion. The motion carried. The Board returned from its closed session at 8:18 p.m.

ADJOURNMENT

Margaret Bossenbery made a motion to adjourn the meeting. Debora Bloomquist seconded the motion. The motion carried. The meeting adjourned at 8:18 p.m.