

CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING
February 19, 2020

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

Members Absent:

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

Others Present: Library school student

CALL TO ORDER

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

ROLL CALL

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

Sally Trout made a motion to approve the absence of Sandy Drake. Jeff Croff seconded the motion. The motion carried.

COMMUNICATIONS

There are no communications.

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 approve the consent agenda. Vern Johnson seconded the motion. The motion carried.

2. Approval of Minutes January 22, 2020
The minutes of January 22, 2020 were approved by consent.

3. Disbursements for January 2020
The disbursements for January 2020 were approved by consent.

CHAIRPERSON'S COMMENTS

There were no chairperson's comments.

PRESENTATION

1. Executive Director's Annual Report – Scott Duimstra
Executive Director Scott Duimstra presented the 2019 annual report.

NEW BUSINESS

General

1. Introduction of New Staff Member Michael Moore, Operations Director
Executive Director Scott Duimstra introduced Michael Moore before the full Board.
2. Letter to Mayor Andy Schor
Jeff Croff made a motion to approve the letter to Mayor Andy Schor. DeYeya Jones seconded the motion. The motion carried.
3. Legislative Update
Scott provided the Board with proposed changes to Senate Bill 611. MLA has requested Michigan libraries to contact their local legislative in support of the bill.
4. Community Contacts
Jeff Croff went to the State of the City Address and the Mayor recapped a very active year and announced two development corridors in north Lansing.

Finance

1. Unaudited Final December 2019 Financial Statement
Revenue
 - Mason and Okemos Libraries received two large donations
 - Driven by changes to the Michigan Liquid Assets Fund, investments are up by \$50,000 from 2018.Expense
 - CADL health care costs were lowered by \$150,000. Costs were lowered due to CADL becoming self-insured.
2. January 2019 Financial Report
Tax revenue came in very heavy; over \$4 mill in the month of January.
3. February 2020 Budget Revisions
Revisions were made to the following line items: state aid, miscellaneous income, salaries and benefits, materials, professional services, staff development, technology, and capital outlay.

Vern Johnson made a motion to approve Finance items 1-3. Jeff Croff seconded the motion. The motion carried.

4. Annual Investment Report

Per our investment policy, our portfolio is required to be presented every February. The CD investments are invested in six banks and all have a star rating of four or five. CADL has an average interest rate of 2.43% and it is expected for CADL to have an annual interest of \$156,383.

DIRECTOR'S REPORT

- Strategic Plan measurements were added to the monthly director's report.
- A local second grade student read a book about Hellen Keller and noticed that the library did not have any braille books. In response she purchased a braille book and donated it to the Okemos Library with a personal note.
- Romance was in the air in February with the *Blind Date with a Book* program. It caused the featured books to be the top circulating books in our hoopla collection.
- Jolee Hamlin presented information about our Capital Area Reading Program to the Board.

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

There are no public, staff or board member comments.

ADJOURNMENT

Jeff Croff made a motion to adjourn the meeting. Vern Johnson seconded the motion. The motion carried. The meeting was adjourned at 7:46 p.m.