

**CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING**

November 17, 2021

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

Members Absent: Debora Bloomquist

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

Others Present:

CALL TO ORDER

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

ROLL CALL

Bloomquist – Absent

Bossenbery – Present

Croff – Present

Drake – Present

Johnson – Present

Jones – Present (arrived at 5:35 p.m.)

Trout – Present

Margaret Bossenbery made a motion to excuse the absence of Jeff Croff from the November 10 Committee of the Whole meeting and Debora Bloomquist from the November 17 Board meeting. Vern Johnson seconded the motion. The motion carried.

COMMUNICATIONS

A thank you letter was received from Courtney Tang addressing the board.

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 move all items under New Business General and Finance items two through four to the consent agenda. Margaret Bossenbery 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 October 20, 2021

The Minutes of October 20, 2021 were approved by consent.

3. Disbursements for October 2021

The Disbursements for October 2021 were approved by consent.

CHAIRPERSON'S COMMENTS

The Board will not be bringing in Holiday treats for the December Board meeting due to COVID-19.

NEW BUSINESS

General

1. HUM 202 Director Evaluation Policy

This item was approved by consent.

2. Legislative Update

There was no legislative update.

3. Community Contacts

- Sandy Drake hosted a meeting for the library Friends' groups. It was a very productive meeting. There will be another one in the spring.
- Sandy Drake met with the Haslett Friends and helped set up their booksale and silent auction.
- Sandy Drake attended the Lansing and Leslie Friends meetings. She helped set up the Friends' silent auctions at the Webberville, Stockbridge, and Haslett libraries.

Finance

1. CADL 2022 Budget

Margaret Bossenbery made a motion to approve the CADL 2022 Budget. Vern Johnson seconded the motion. The motion carried.

2. October 2021 Financial Report

This item was approved by consent.

3. Reclassification of Business Office Assistant Recommendation

This item was approved by consent.

4. IT Renovation Project Vendor Recommendation

This item was approved by consent.

DIRECTOR'S REPORT

- The Downtown Lansing Branch held their first large program since the pandemic on the stage that was built through a grant from the Scripps Foundation. The event was with magician Cameron Zvarra. Since it was in the library, families were able to safely space themselves.

- The 2021 Holiday Guide has been distributed and it contains a mix of outdoor reindeer events and virtual holiday cooking events along with highlighting our holiday collections.
- The Foster Labs space at the Foster Community Center is now open for drop-in technology classes. CADL and City of Lansing will have an official ribbon cutting in January 2022 for the space.
- The Friends of the Williamston Library are creating an art incubator in the hallway of the Williamston Branch. The space will give artists a chance to display and promote their work.
- The Emergency Temporary Standard from OSHA that would require employers of 100+ employees to required proof of vaccination or weekly negative tests has been halted. CADL will work with their legal counsel to see if it will be implemented. Currently, just over 90% of CADL staff are fully vaccinated.
- In the month of December there will only be one Board meeting. The meeting will be on Wednesday, December 15 at 5:30 PM.
- CADL's Finance Director Pat Taylor will be retiring at the end of April 2022. Pat will leave having established CADL with a sound financial position and it'll be difficult to find a replacement for someone who has helped CADL in so many ways.

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. DeYeya Jones seconded the motion. The motion carried. The meeting was adjourned at 6:10 p.m.