

**CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING**

5:30 PM, WEDNESDAY, AUGUST 19, 2020

Members Present: Margaret Bossenbery, Sandy Drake, Vern Johnson, DeYeya Jones

Members Absent: Debora Bloomquist, Jeff Croff

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

Others Present: Lindsay Dangl

CALL TO ORDER

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

ROLL CALL

Bloomquist – Absent

Bossenbery – Present

Croff – Absent

Drake – Present

Johnson – Present

Jones – Present

Trout – Present

DeYeya Jones made a motion to excuse the absence of Jeff Croff and Debora Bloomquist. Margaret Bossenbery 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 July 15, 2020

The minutes of July 15, 2020 were approved by consent.

3. Disbursements for July 2020

The disbursements for July 2020 were approved by consent.

CHAIRPERSON'S COMMENTS

Board members Debora Bloomquist had a procedure and it is recovering well. After she is released from the hospital, she will be staying at her daughter's house.

NEW BUSINESS

General

1. Temporary Adjustments to SER 102 Circulation Policy

Temporary adjustments to SER 102 Circulation Policy were made to create an environment that is reasonably safe for our patrons and staff during this season of Covid-19. This includes temporary changes to digital library cards, borrowing materials and overdue fines.

Margaret Bossenbery made a motion to approve the temporary adjustments to SER 102 Circulation Policy. Vern Johnson seconded the motion. The motion carried.

2. SER 201 Library Programs and Events

Changes to SER 201 Library Program and Events states that patrons in attendance of library hosted programs, held both in person and virtually, whether at the library or other venues, must adhere to the Library Code of Conduct (See SER 103 Code of Conduct).

Vern Johnson made a motion to approve SER 201 Library Programs and Events. Margaret Bossenbery seconded the motion. The motion carried.

3. Legislative Update

There are no legislative updates.

4. Community Contacts

There are no community contacts.

Finance

1. July 2020 Financial Report

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

2. FIN 104 Credit Card Policy

Margaret Bossenbery made a motion to approve the FIN 104 Credit Card Policy. Vern Johnson seconded the motion. The motion carried.

3. Mason Boiler Asset Transfer Recommendation

Discussion was held and this topic will be placed on the September 2020 Board agenda.

4. 2020 Painting and Repair of Downtown Lansing Library Overhang Canopy Recommendation

It is recommended to approve The Large Corporation as the selected vendor to perform repair and paint work as part of the remaining Downtown Lansing Library overhang canopy project. The total proposed cost for all work included in the bid document was \$10,272.

Margaret Bossenbery made a motion to approve the 2020 Painting and Repair of Downtown Lansing Library Overhang Canopy Recommendation. Vern Johnson seconded the motion. The motion carried.

5. 2019 Pension Executive Summary

Finance Director Pat Taylor provided the Board with the 2019 pension executive summary.

DIRECTOR'S REPORT

- The SR participant numbers were fantastic. So far, there are 4,264 readers, 732 reader completions, and 4.1 million minutes read.
- There were 510 requests within the first 10 days of CADL's Grab and Go service.
- StoryWalks are open. Leroy Township has a new Storywalk. A big thank you to Amanda Vorce and Jim MacLean for their work on this StoryWalk.
- CADL has received a record number of applicants for our open positions. The hiring and training processes for new staff are taking place via Teams.
- The Diversity, Inclusion and Equity Committee has been established with 14 staff members.
- The CADL Conference will take place virtually via Teams on Wednesday, November 11 and the McConnell Award nominations have begun. The Board will establish the McConnell Award Committee at the September Board meeting.
- Before COVID-19, CADL applied for an inclusive internship through the Public Library Association (PLA). We were awarded the grant for the internship and one of our libraries would work with a local student to become a paid intern at the library for the summer. The intent of the internship is to introduce them to working in a library. This internship/grant has been postponed but we were awarded it for 2021. Melissa Cole will be working with Lansing Schools to bring in the intern for the South Lansing and Downtown Lansing libraries. The grant is \$3,500 for the summer internship.
- The September Board meeting will be held on September 16.

POLICIES – No changes, for review only (enc)

1. SER 101 Materials Selection
2. SER 103 Code of Conduct
3. SER 103A Unattended Children
4. SER 103B Patron use of Phones
5. SER 103C Code of Conduct Guide
6. SER 103D Code of Conduct Penalties
7. SER 103E Conduct Appeal Process
8. SER 106 Arrangement of Materials
9. SER 110 CADL Cares

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

Margaret Bossenbery asked for an update regarding the South Lansing Library lease negotiation.

ADJOURNMENT

Margaret Bossenbery made a motion to adjourn the meeting. Vern seconded the motion. The motion carried. The meeting was adjourned at 6:54 p.m.