

**CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING**

August 18, 2021

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

Members Absent: Jeff Croff, DeYeya Jones

Staff Present: Scott Duimstra, Jolee Hamlin, Sheryl Knox, Chelsea Koenigsknecht, Julie Laxton, Michael Moore, 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 – Present

Bossenbery – Present

Croff – Absent

Drake – Present

Johnson – Present

Jones – Absent

Trout – Present

Debora Bloomquist made a motion to excuse the absences of Jeff Croff and DeYeya Jones. 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.

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

2. Approval of Minutes July 21, 2021

The Minutes for July 21, 2021 were approved by consent.

3. Disbursements for July 2021

The Disbursements for July 2021 were approved by consent.

CHAIRPERSON'S COMMENTS

Sally Trout, Scott Duimstra, Michael Moore and Heather Goupil met with the City of Mason to discuss the Mason Library renovation. It was a productive meeting.

PRESENTATION

1. Fall 2021 Events – Jolee Hamlin, Senior Associate Director

Jolee Hamlin presented the fall events before the full board. CADL will continue to have virtual programs, such as Trivia Night, as CADL continues to slowly move into in-person events.

NEW BUSINESS

General

1. HUM 305 Pandemic Response Plan

CADL is committed to the health and safety of its employees, patrons, and the general community. CADL adopted a plan to prepare for and respond to a threat of influenza or other pandemics that cause serious widespread illness. CADL will follow the CDC recommendations, other official guidance and government directives. For staff, the Library may need to frequently change its policy to stay up to date. The plan outlines issues related to pandemics and what the Management Team will do.

Vern Johnson made a motion to approve HUM 305 Pandemic Response Plan. Margaret Bossenbery seconded the motion. The motion carried.

2. Legislative Update

There were no legislative updates.

3. Community Contacts

Sandy Drake helped with the Okemos and Williamston book sales.

Finance

1. July 2021 Financial Report

Pat Taylor highlighted the July 2021 Financial Report.

Vern Johnson made a motion to approve the July 2021 Financial Report. Debora Bloomquist seconded the motion. The motion carried.

2. People Counter Purchase Recommendation

It is recommended to purchase 14 Axis P8815-2 3D People Counters for 14 1-year Axis Store Reporter licenses from CDWG under the MiDEAL state contract for \$12,165.30. This has been installed at the Williamston Branch as part of their renovation and CADL has been very pleased with its performance and the data portal.

Margaret Bossenbery made a motion to approve the People Counter Purchase Recommendation. Vern Johnson seconded the motion. The motion carried.

3. Branch Data Cabling Recommendation

It is recommended to hire R.M. Electric to install cabling for the people counters throughout all CADL Branches. The total cost for labor and materials is \$11,752.02. In addition, complete a budget adjustment in the Technology Expenses budget to deduct \$9,500 from the Staff Laptop Computers project budget and add \$9,500 to the People Counter Replacements project budget. This budget adjustment is necessary because the original project budget estimate did not include adequate funding for some of the complicated cabling challenges at some of our locations. The Staff Laptop Computers project has been curtailed.

Margaret Bossenbery made a motion to approve the Branch Data Cabling Recommendation. Vern Johnson seconded the motion. The motion carried.

DIRECTOR'S REPORT

- The Summer Reading Challenge ended on August 7 and CADL had a large increase in participation compared to 2020. 6,500 people registered, which was a 44% increase from 2020, along with a 36% increase of those who completed the challenge. In all, there were 5.5 million minutes read during the challenge.
- CADL has begun adding surveys to the virtual storytimes on our Facebook account. Based on the questions answered, 80% of attendees are reading more at home after attending storytimes, 100% recognize the benefits of storytimes and 80% are likely to introduce the 5 Early Literacy practices of read, write, talk, sing and play at home with their children.
- The City of Lansing is going forward with their plan of making many 1-way streets in Lansing into 2-way streets. Capitol Avenue is one of the streets. The section of Capitol Avenue in front of the Downtown Lansing Branch isn't scheduled to move to 2-way until late 2022/2023. When it is changed, we will no longer be able to provide the drive-up book drop.
- The Student Success Initiative is ready for the 2021/2022 academic year. Julie Chrisinske and Director Duimstra will attend the August 30 Williamston School Board meeting to talk about the initiative because they are the last Ingham ISD school district in our service area to not be part of the program.
- The Michigan Library Association will celebrate their 130th year of existence in September 2021.

POLICIES – No changes, for review only

1. SER 101 Materials Selection
2. SER 102 Circulation Policy
3. SER 103 Code of Conduct
4. SER 103A Unattended Children
5. SER 103B Patron use of Phones
6. SER 103C Code of Conduct Guide
7. SER 103D Code of Conduct Penalties
8. SER 103E Conduct Appeal Process
9. SER 106 Arrangement of Materials
10. Ser 110 CADL Cares

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

There were no public, staff, or Board member comments.

ADJOURNMENT

Margaret Bossenbery made a motion to adjourn the meeting. Vern Johnson seconded the motion. The motion carried. The meeting was adjourned at 6:50 p.m.