

# **CAPITAL AREA DISTRICT LIBRARIES BOARD MEETING**

January 20, 2021

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

**Members Absent:**

**Staff Present:** Scott Duimstra, Jolee Hamlin, Emily Heverly, Sheryl Knox, Chelsea Koenigsknecht, Julie Laxton, Michael Moore, Tom Moore, Thais Rousseau, Trent Smiley, Pat Taylor, Amanda Vorce

**Others Present:**

## **CALL TO ORDER**

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

## **ROLL CALL**

Bloomquist – Present, Dialing in from Okemos, Meridian Township, Ingham County, Michigan

Bossenbery – Present, Dialing in from City of Lansing, Ingham County, Michigan

Croff – Present, Dialing in from City of Lansing, Ingham County, Michigan

Drake – Present, Dialing in from Haslett, Meridian Township, Ingham County, Michigan

Johnson – Present, Dialing in from City of Lansing, Ingham County, Michigan

Jones – Present, Dialing in from City of Lansing, Ingham County, Michigan

Trout – Present, Dialing in from Mason, Alaiedon Township, Ingham County, Michigan

## **COMMUNICATIONS**

There were no communications.

## **PUBLIC COMMENTS ON AGENDA ITEMS**

There were no public comments on agenda items.

## **CONSENT AGENDA**

### **1. Approval of Agenda**

Vern Johnson made a motion to move New Business General two - three, and Finance items one to the consent agenda. Margaret Bossenbery seconded the motion. The motion carried.

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

### **2. Approval of Minutes December 16, 2020**

The minutes of December 16, 2020 was approved by consent.

3. Disbursements for December 2020

The disbursements for December 2020 were approved by consent.

## **CHAIRPERSON'S COMMENTS**

Board Chair Sally Trout celebrated the country's inauguration day.

## **NEW BUSINESS**

### **General**

1. Introduction of New Staff Members – Tom Moore, Haslett Head Librarian; Amanda Vorce, Webberville Head Librarian

Executive Director Scott Duimstra introduced new staff members Tom Moore, Haslett Head Librarian, and Amanda Vorce, Webberville Head Librarian.

2. SER 104 Privacy Policy

SER 104 Privacy Policy was approved by consent.

3. SER 104A Privacy Statement

SER 104A Privacy Statement was approved by consent.

4. Legislative Update

There were no legislative updates.

5. Community Contacts

Sandy Drake attended the Okemos and Haslett Friends' Groups meeting. The Okemos Friends Group has been purchasing lunch for the Okemos Library staff once per week and she is going to share this information with the other branch Friends' groups.

### **Finance**

1. Preliminary December 2020 Financial Report

The Preliminary December 2020 Financial Report was approved by consent.

## **DIRECTOR'S REPORT**

- Through CADLCares, which focuses on special partnerships that support education, health and services for low-income residents, CADL was able to partner with the Greater Lansing Foodbank. Together, \$1,180 was raised for the foodbank.
- The Okemos Branch partnered with Cristo Rey Community Center for a cold-weather clothing drive where they received 240 donations of hats, mittens and scarves that will be distributed through Cristo Rey.
- At the Leslie Branch, library assistant Desiree Smith had her first book-a-librarian appointment where she created a virtual appointment through Microsoft Teams with a patron. Together they browsed the shelves using the camera on an iPad. The patron loved it so much that she checked out 40 books. There were so many good title suggestions.
- Executive Director Duimstra attended the Friends of the Okemos Library meeting on January 14 to talk about how CADL adapted services in 2020 to meet the needs of members in Meridian Township.

- 9 schools in the Ingham Intermediate School District are now participating in the Student Success Initiative. Students can check out library materials and use digital services by logging in with their student ID or school login. In 2021, CADL will partner with schools in Dansville, Leslie, Stockbridge and Webberville to provide extended loan WIFI hotspots to high-need students.
- In 2020, CADL's digital collection of eBooks, digital audiobooks, movies and music had an annual circulation of just over 700,000. That's a 20% increase from 2019.
- The South Lansing lease was finalized, and the length of the lease is from January 1, 2022 through December 31, 2026.
- Access to CADL's public computers began on Wednesday, January 20.
- The Annual Report presentation will occur at the February 17 Board meeting. CADL staff will also reach out to municipalities to see about the opportunity to present the annual report at one of their virtual meetings.

### **PUBLIC, STAFF, AND BOARD MEMBER COMMENTS**

Margaret Bossenbery asked how many staff members were working in the library buildings versus working at home. A discussion was held.

### **ADJOURNMENT**

Margaret Bossenbery made a motion to adjourn the meeting. Sandy Drake seconded the motion. The motion carried. The meeting was adjourned at 6:23 p.m.