

CAPITAL AREA DISTRICT LIBRARIES BOARD MEETING

June 22, 2022

Members Present: Brian Baer, Debora Bloomquist, Margaret Bossenbery, Jeff Croff, Sandy Drake, DeYeya Jones, Chris Waltz

Members Absent:

Staff Present: Scott Duimstra, Jolee Hamlin, Sheryl Knox, Chelsea Koenigsknecht, Julie Laxton, Miriam Mattison, Michael Moore, Thais Rousseau, Trent Smiley

Others Present: David Klevorn

CALL TO ORDER

The Chairperson called the meeting to order at 5:31 p.m.

ROLL CALL

Baer – Present

Bloomquist – Present

Bossenbery – Present

Croff – Present

Drake – Present

Jones – Present (Arrived at 5:36 p.m.)

Waltz – Present

COMMUNICATIONS

There were no communications.

PUBLIC COMMENTS ON AGENDA ITEMS

Chris Waltz made note that Miriam's name was spelled incorrectly on the May 11, 2022, minutes.

CONSENT AGENDA

1. Approval of Agenda

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

2. Approval of Minutes May 11, 2022

This item was approved by consent.

3. Disbursements for May 2022

This item was approved by consent.

CHAIRPERSON'S COMMENTS

Annual reports have been well received.

NEW BUSINESS

General

1. Finance Committee Appointments

Board Chair Jeff Croff appointed Brian Baer and Chris Waltz to the Finance Committee.

Margaret Bossenbery made a motion to approve the Finance Committee Appointments. Debora Bloomquist seconded the motion. The motion carried.

2. Legislative Update

The Governor, House of Representatives and Senate are working on the 2023 State Budget. For the budget, the Governor and House have State Aid to Public Libraries as remaining the same, and the Senate included a \$1M increase in their version.

3. Community Contacts

- Sandy Drake attended the Williamston and Mason Friends meetings, and helped with the booksales at Okemos, Aurelius, and Stockbridge. She went to the White Oak annual report presentation too.
- Brian Baer attended the Webberville, Williamston, and Locke Township annual report presentations. Reports were well received and positive.
- Deb Bloomquist and Chris Waltz attended Village of Stockbridge, Dansville, Vevay and Alaiedon Townships, City of Mason and Leslie.

Finance

1. May 2022 Financial Report

Finance Director, Miriam Mattison, presented the May 2022 Financial Report.

Margaret Bossenbery made a motion to approve the May 2022 Financial Report. Brian Baer seconded the motion. The motion carried.

2. Credit Card Authorization Request

It is recommended to change the Authorizing Officer on the CADL Chase Business Credit Card account from Pat Taylor to Miriam Mattison, Finance Director.

Margaret Bossenbery made a motion to approve the Credit Card Authorization Request. Sandy Drake seconded the motion. The motion carried.

3. June 2022 Budget Revisions

It is recommended to increase the staff computer project budget line item by \$18,500, for a total project budget of \$112,000. In addition, increase the Due from Automation income line item by \$18,500 for a total of \$112,000.

Margaret Bossenbery made a motion to approve the June 2022 Budget Revisions. Chris Waltz seconded the motion. The motion carried.

4. Staff Desktop Computers Purchase Recommendation

This was approved by the Board Chair through an Emergency Purchase, as allowed in FIN 105 Purchasing Policy. Per the policy, the Board was informed of the purchase at the next regularly scheduled Board meeting.

5. Telephone and Voicemail Service Recommendation

It is recommended to adopt Microsoft Teams as CADL's telephone and voice mail system and to migrate all current telephony services into a unified system. Contract with Catalyst Technology Group, Inc. to conduct consulting, design, implementation, training, and support services, as well as licensing and equipment for Microsoft Teams Phone. Costs are not to exceed the project budget of \$50,000 for equipment and implementation services. Recurring charges for licensing, calling plans and support are not to exceed the current budget for telephone service.

Brian Baer made a motion to approve the Telephone and Voicemail Service Recommendation. DeYeya Jones seconded the motion. The motion carried.

DIRECTOR'S REPORT

- Through the CADL Cares initiative, CADL has partnered with the Ingham Intermediate School District to collect school supplies at each of the 13 branches from July 18 – August 6. Once the collection drive is over, the superintendents from each Ingham ISD school will pick up the collections from the CADL branch in their area and distribute the items to students in need.
- Lynn Harper, Dansville Head Librarian, has moved from part-time to full-time. This was planned and part of moving the three part-time Head Librarians to full-time.
- The date of the mural at the Downtown Lansing Branch has been moved up a week. Muralmatics and area students will now work on the mural from August 8 – 19.
- The Member Meetups have been very successful. At the event at Mason's Daily Scoop, 178 people came to show their library card and get free ice-cream.
- The Friends of each library have done a phenomenal job in helping CADL spread the word about the August 2 millage vote. Special thanks go to Board member Sandy Drake for the work she's done in coordinating all of the Friends groups.
- The Friends of the Leslie Branch applied for a grant to build an outdoor patio on the southern side of the library. The patio will be complete in early July.
- Director Duimstra thanked Finance Director Miriam Mattison for all that she's done since starting at CADL in late April. Miriam is a fantastic addition to CADL's Management Team.

Policies – No changes, for review only

1. GOV 201 Services, Facilities
2. HUM 112 Inclement Weather Closing Policy
3. REL 102 New Library Facilities
4. REL 201 Millage Support
5. REL 202 Building Projects
6. SER 107 Meeting Rooms Policy
7. SER 204 Accessibility Policy

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

The Webberville Library is hosting storytimes at local farms during the SR challenge.

ADJOURNMENT

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