

**CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING**

June 16, 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, 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 – Present

Drake – Present

Johnson – Present

Jones – Present

Trout – Present

COMMUNICATIONS

There are no communications.

PUBLIC COMMENTS ON AGENDA ITEMS

There are no public comments on agenda items.

CONSENT AGENDA

1. Approval of Agenda

DeYeya Jones made a motion to approve the consent agenda. Debora Bloomquist seconded the motion. The motion carried.

2. Approval of Minutes May 19, 2021

Sandy Drake made a change to the minutes. Sandy did not attend the Friends of the Holt-Delhi meeting, but rather received information about the book sale through email.

Margaret Bossenbery made a motion to approve the minutes of May 19, 2021 as amended. Jeff Croff seconded the motion. The motion carried.

3. Disbursements for May 2021

Margaret Bossenbery made a motion to approve the disbursements for May 2021. DeYeya Jones seconded the motion. The motion carried.

CHAIRPERSON'S COMMENTS

There were no Chairperson's comments.

NEW BUSINESS

General

1. CADL Library Hours Recommendation

It is recommended to change the library open hours to follow the schedule in the packet. This will begin on September 7, 2021. The plan will better serve our members and the hours will be aligned with library usage. The number of open hours will either slightly increase or slightly decrease for branches with the total open hours remaining the same at 650 hours per week. Board approval in June will give Marketing and branch library staff 10 weeks to launch an informational campaign to ensure our members are aware of the new hours as we move away from our limited hours due to COVID-19.

Margaret Bossenbery made a motion to approve the CADL Library Hours Recommendation. Debora Bloomquist seconded the motion. The motion carried.

2. GOV 255 Foster City of Lansing Agreement

Executive Director Scott Duimstra reviewed agreement changes with the Board.

Jeff Croff made a motion to approve GOV 255 Foster City of Lansing Agreement. Margaret Bossenbery seconded the motion. The motion carried.

3. Repeal Circulation Adjustments

On August 19, 2020 the CADL Board approved temporary changes to SER 102 Circulation Policy. Adjustments were made in the interest of health and safety of CADL's staff and patrons. These recommendations are no longer needed; therefore, it is recommended for these adjustments to be repealed.

Margaret Bossenbery made a motion to approve the Repeal Circulation Adjustments Recommendation. Vern Johnson seconded the motion. The motion carried.

4. Legislative Update

July 1 is deadline for the State of Michigan's budget. In the Senate's version of the budget, State Aid for Public Libraries was increased by \$2M, which would get it closer to \$.50 per capita that's in the State Aid to Public Libraries Act. In the House and Governor's versions of the budget, State Aid to Public Libraries is flat for the coming year.

5. Community Contacts

- Scott Duimstra and Jeff Croff presented the annual report to Lansing Township. The Township Board members were wonderfully supportive of the library.

- Sandy Drake attended the annual report presentations at Locke Township and White Oak Township.
- Sally Trout and Debora Bloomquist attended the annual report presentations at Aurelius Township, City of Leslie, Dansville DDA, Alaiedon Township, Village of Dansville, and Delhi Township.

Finance

1. May 2021 Financial Report

CADL's total assets are approximately \$17,714,886. Under current assets, the year to date value of prepaid expenses is higher than this time in 2020, because CADL's Overdrive was paid earlier in the year this year. This item is amortized throughout the year.

Revenue Highlights

- CADL received its millage income distributions, totaling \$10,569,337. One third of this income is the distribution from the City of Lansing. Funds have been received from Ingham County and will be recorded in May. CADL has not received Delhi Township's distribution.
- CADL received its first State Aid distribution, \$162,581. This is 43% of the budgeted amount.
- CADL's total operating revenue for May is \$597,772. CADL has received 81% of this projected income.

Expenditure Highlights

CADL is in an outstanding position and there are no expense concerns for the remainder of the year. CADL's total operating expenditures for the month of May are \$773,199.

Vern Johnson made a motion to approve the May 2021 Financial Report. Sandy Drake seconded the motion. The motion carried.

2. Data Cabling Vendor Recommendation

It is recommended to enter into an agreement with R.M. Electric, Inc. to perform all data cabling for library buildings for a term of one year with the option to renew.

Margaret Bossenbery made a motion to approve the data cabling vendor recommendation. Vern Johnson seconded the motion. The motion carried.

3. Mobile Library Recommendation

Jolee Hamlin and Jim MacLean presented information to the Board regarding this recommendation.

Sandy Drake made a motion to approve the Mobile Library Recommendation. Jeff Croff seconded the motion. The motion carried.

DIRECTOR'S REPORT

- CADL branches reopened to the public on June 1 and the feedback from visitors has been overwhelmingly positive.
- MIOSHA updated their guidelines for vaccinated workers allowing employers to let fully vaccinated employees work without a mask, within 6 feet of other vaccinated staff members and not to quarantine if they have no symptoms after coming in close contact with someone who tested positive for COVID-19. We created a vaccination verification form for staff to comply with the new MIOSHA guidelines and 86% of CADL staff are fully vaccinated.
- On July 1, the MDHHS orders on mask requirements and capacity limits for retail, museums and libraries will expire. When these orders expire, CADL will remove mask requirements and capacity limits at our libraries.
- CADL is taking part in the Inclusive Internship program through the Public Library Association. The goal of the program is to host an intern who represents the demographic diversity of the library community. We have hired an intern who began working in early June.
- At the July Board meeting, CADL Board members will discuss the Harvard Implicit Bias test that new staff take during their training. A link to the test will be sent out before the meeting. Board members are to take one of the tests before the meeting.
- Executive Director Duimstra shared two commercials that will air during the summer and early fall to promote CADL's partnership with Shaheen Chevrolet.

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 small heads group met outside at the Aurelius Library where they met Webberville Head Librarian, Amanda Vorce, for the first time in person due to Covid-19 restrictions.

ADJOURNMENT

Debora Bloomquist made a motion to adjourn the meeting. Jeff Croff seconded the motion. The motion carried. The meeting was adjourned at 6:59 p.m.