

**CAPITAL AREA DISTRICT LIBRARIES  
BOARD MEETING**

January 17, 2018

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

**Members Absent:** DeYeya Jones

**Staff Present:** Michele Brussow, Scott Duimstra, Jolee Hamlin, Julie Laxton, Sheryl Knox, Chelsea Koenigsknecht, Thais Rousseau, Pat Taylor

**Others Present:** City of Mason City Administrator Deborah Stuart and Mayor Russ Whipple

**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 – Absent

Trout – Present

Jeff Croff made a motion to excuse the absence of DeYeya Jones from the Committee of the Whole and Board meetings in the month of January. Vern Johnson seconded the motion. The motion carried.

**COMMUNICATIONS**

A thank you letter was addressed to the Board from the Holt-Delhi Library staff.

**PUBLIC COMMENTS ON AGENDA ITEMS**

There are no public comments on agenda items.

**CONSENT AGENDA**

I. Approval of Agenda

Sally Trout made a motion to move the following items to the consent agenda: General items two and three, and Finance item one and to add the Executive Director Evaluation Committee item under General. Margaret Bossenbery seconded the motion. The motion carried.

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

2. Approval of Minutes December 20, 2017

The minutes of December 20, 2017 were approved by consent.

3. Disbursements for December 2017

The disbursements for December 2017 were approved by consent.

### **CHAIRPERSON'S COMMENTS**

- Board Chair Debora Bloomquist, Sandy Drake and Scott Duimstra attended the Martin Luther King Luncheon on January 15.
- A number of Board and Management Team members attended the Leslie Library Grand Re-Opening.

### **PRESENTATION**

1. Deborah Stuart – City Administrator, City of Mason

The City of Mason Mayor, Russ Whipple, and City Administrator, Deborah Stuart, presented an alternative TIF/DDA solution.

### **NEW BUSINESS**

#### **General**

1. MMLC Report, Board Chair Debora Bloomquist

The Mideastern Michigan Library Cooperative (MMLC) is a non-profit governmental organization consisting of 28 public, academic, school and special libraries located in the 10 county area (Bay, Clare, Genesee, Ingham, Isabella, Midland, Lapeer, northern Oakland, Saginaw, and Shiawassee) of the Central Lower Peninsula of Michigan. MMLC is one of 11 library cooperatives funded by the State of Michigan.

Debora Bloomquist-serves as the current chair and has served two terms, totaling six years. Ms. Bloomquist provided the Board with an outline of her position duties and what the MMLC consists of.

2. MSUFCU Select Employee Group Recommendation

This item was approved by consent.

3. GOV 105 Board Attendance Policy

This item was approved by consent.

4. Legislative Update

There are no legislative updates.

5. Community Contacts

Board members enjoyed attending the grand re-opening of the Leslie Library.

6. Executive Director Evaluation Committee

Scott Duimstra's review will take place in March at the Board meeting. It will consist of eight questions.

## **Finance**

### **1. December 2017 Financial Report**

This item was approved by consent.

### **2. 2018 Financial Forecast**

The Finance Director, Pat Taylor, outlined a financial forecast for the Board. It outlined the period of time from 2019 – 2028. The presentation reviewed CADL's historical costs, revenue and expense assumptions, results and millage rate options.

## **DIRECTOR'S REPORT**

- There is a 2017 edition of the Michigan Library Trustee Booklet – majority of the changes took place under the technology category. Scott Duimstra will email the link to the CADL Board.
- Board members received a copy of the Capital Area Reads book. The author visit will take place on April 28.
- Celebrate With Us Campaign – this campaign will celebrate CADL's 20<sup>th</sup> anniversary. It will be shared through ads and social media. The CADL marketing department has created a 20<sup>th</sup> year logo that will be used.
- Grow With Google is a partnership with Google that will include CADL and other Lansing area businesses to train the Lansing community with applied digital skills.
- CADL's Kanopy service is live! Thais Rousseau hosted a presentation at the December Board meeting outlining this service.
- Margaret Bossenbery and Debora Bloomquist attended the Mayor's inauguration. CADL had a table at the event with Linc present.
- Jeff Antaya received the Director's Award. He was nominated by a South Lansing patron for the I Love My Libraries award as well. He is more than deserving of this award.
- Scott has requested to have only one meeting in the month of March due PLA. Scott, Margaret Bossenbery and Jolee Hamlin will be attending the conference and the first day of it falls on a Board meeting date.

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

Debora Bloomquist has requested for the library heads' pictures to be put in the annual report this year.

## **ADJOURNMENT**

Margaret Bossenbery made a motion to adjourn the meeting. Sally Trout seconded the motion. The motion carried. The meeting was adjourned at 7:34 p.m.