

**CAPITAL AREA DISTRICT LIBRARIES  
BOARD MEETING**

February 21, 2018

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

**Members Absent:**

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

**Others Present:**

**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**

Scott Duimstra and Jolee Hamlin received a thank you note from Alfreda Schmidt regarding the opening of the Booknook at the Alfreda Schmidt Southside Community Center.

**PUBLIC COMMENTS ON AGENDA ITEMS**

There are no public comments on agenda items.

**CONSENT AGENDA**

I. Approval of Agenda

Margaret Bossenbery made a motion to move the following items to the consent agenda: One, two and three of New Business and one, two, three and four of Finance. Jeff Croff seconded the motion. The motion carried.

The following changes will be made to the minutes of January 17, 2018:

- Under the MMLC Report, resides as the current chair will be changed to serves as the current chair.
- The names of the Mason City Mayor and Administrator will be added under the City of Mason presentation.

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

2. Approval of Minutes January 17, 2018

The minutes of January 17, 2018 were approved by consent.

3. Disbursements for January 2018

The disbursements for January 2018 were approved by consent.

## **CHAIRPERSON'S COMMENTS**

- There will be only one meeting in March due to the PLA Conference. The Board meeting will take place on March 14.
- The grand opening event of the Booknook at the Alfreda Schmidt Southside Community Center was beautiful.
- Scott Duimstra and Trent Smiley will be presenting at the MMLC millage workshop on February 28.
- The CADL Community Reads “Meet the Author” event will take place on Saturday, April 28 at the Lansing Center. Board members will contact Chelsea Koenigsknecht to reserve their seat at the event.

## **PRESENTATION**

1. Executive Director's Annual Report

Executive Director Scott Duimstra presented CADL's 2017 annual director's report.

The theme of this report is *Gaining Momentum*. The report outlines the creative efforts of staffing though programs, services and projects in 2017.

## **NEW BUSINESS**

### **General**

1. City of Williamston Assignment Agreement

This item was approved by consent.

2. SER 109 Sale of Items in the Library

This item was approved by consent.

3. SER 201 Library Programs and Events

This item was approved by consent.

4. Legislative Update

Proposed legislation would allow libraries to purchase Narcan and not be held liable if they administer it to a patron. The reason for this legislation is because of the rise in drug overdoses in Michigan. Scott Duimstra, Pat Taylor, Michele Brussow and CADL's security supervisor will meet with the LPD to discuss what steps can be taken to make sure drug overdoses do not occur in our libraries.

5. Community Contacts

Sandy Drake was invited to attend the Haslett Library Friends Board meeting.

### **Finance**

1. Unaudited Final Income Statement December 2017

This item was approved by consent.

2. January 2018 Financial Report  
This item was approved by consent.
3. January 2018 Budget Revisions  
This item was approved by consent.
4. Server Cluster and SAN Storage Purchase  
This item was approved by consent.

#### **DIRECTOR'S REPORT**

- Barb Keeler's, Leslie Library Head, retirement party will take place on Friday, March 2 from 2 – 5. A card has been passed around for Board members to sign.
- The Holt Branch will be closed on Sunday, February 25 for building repairs.
- Rose Marshall, Library Assistant at the Stockbridge Library, was awarded the monthly Executive Director's Award.
- CADL is a sponsor of the program Grow with Google. This event will kick off on Friday, March 9 at 9:00 am in the Gannon Building at LCC. There will be opportunities to attend workshops, one-on-one coaching, hands-on demonstrations, and drop-in networking sessions.

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

There are no public, staff or Board member comments.

#### **ADJOURNMENT**

Jeff Croff made a motion to adjourn the meeting. Margaret Bossenbery seconded the motion. The motion carried. The meeting was adjourned at 7:25 p.m.