

**CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING**

March 14, 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

Executive Director Scott Duimstra received a comment card from a South Lansing Library patron that was addressed to the Board. The patron had concerns over their library fines. The Board gave Scott permission to reply on their behalf.

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 all items under Finance to the consent agenda. Jeff Croff seconded the motion.

Bloomquist – yes
Bossenbery – no
Croff – yes
Drake – yes
Johnson – yes
Jones – yes
Trout – yes

The motion carried.

Sally Trout made a motion to approve the consent agenda as amended. Jeff Croff seconded the motion.

Bloomquist – yes

Bossenbery – no

Croff – yes

Drake – yes

Johnson – yes

Jones – yes

Trout – yes

The motion carried.

2. Approval of Minutes February 21, 2018

The Minutes of February 21, 2018 were approved by consent.

3. Disbursements for February 2018

The Disbursements of February 2018 were approved by consent.

CHAIRPERSON'S COMMENTS

There were no chairperson's comments.

PRESENTATION

1. Capital Area Reads – Jolee Hamlin, Senior Associate Director

Jolee Hamlin, Senior Associate Director, highlighted CADL's Capital Area Reads program. Sponsors of this event include MSU, Delta Township District Library and WKAR. This program is designed to encourage discussion and spark an exchange of ideas. This year's program will have author visits by Imbolo Mbue, Luis Alberto Urrea, Greg Marinovich and Clemantine Wamariya.

NEW BUSINESS

General

1. Appointment of Board Nomination Committee

The following Board members were appointed to the Board Nomination Committee:

- Committee Chair, Jeff Croff
- Margaret Bossenbery
- Sandy Drake

Debora Bloomquist, Sally Trout and Vern Johnson's terms expire on April 15 and each are requesting to be reappointed to the Board.

2. 2018 Millage Rate and Term

Margaret Bossenberry made a motion to adopt option I, which is a renewal of the current rate of 1.56 mills with a term of 4 years. Sandy Drake seconded the motion. The motion carried.

The 2018 ballot language will need to be submitted to the Ingham County Clerk by May 15, 2018.

3. SER105A Computer Use Policy

IT Director, Sheryl Knox, outlined the changes made to SER 105A Computer Use Policy.

Jeff Croff made a motion to approve SER 105A Computer Use Policy. Vern Johnson seconded the motion. The motion carried.

4. Legislative Update

There are no legislative updates.

5. Community Contacts

There are no community contacts.

Finance

1. February 2018 Financial Report

This item was approved by consent.

2. Security Doors Vendor Recommendation

This item was approved by consent.

Policies – No Changes, for review only

1. HUM 241 Substitute Employees
2. HUM 251 Temporary Employees
3. HUM 301 Student Intern Policy
4. REL 105 Volunteers
5. REL 107 Gifts and Donations
6. REL 107A Art Collection
7. SER 301 Forest Parke Library

DIRECTOR'S REPORT

- Fantastic programming includes Malcom X, Chef Shaun, life size Candy Land at Haslett, book tasting at Williamston and a school bake off at Okemos.
- CADL partnered with Grow with Google as a local vendor– it was a great event to be a part of. Courtney Tang and Jill Abood will have a program for adults and students overviewing digital skills. Jessica Goodrich will work with SBDC to show local businesses how to put themselves on Google maps.
- Jeff Antaya has begun his time as the Head Librarian at the Leslie Library. He is doing a fantastic job.

- Scott Duimstra, Pat Taylor, Michele Brussow and the head of security at the Downtown Lansing Library met with the LPD to discuss overdoses in our libraries. The restrooms in the basement of the Downtown Lansing Library will remain locked unless there is an event occurring and bathrooms at all libraries will have increased patrol.
- The City of Williamston and the Williamston School District have signed a lease agreement for the move of the Williamston Library location.
- The Executive Director's Award was awarded to Mariya Williams of the Downtown Lansing Library. With it, she purchased pizza pie on pie day for the staff of the library.
- Scott presented his new member presentation at Lansing Rotary. He presented his life story in book form. Life events were in chapter form and there was an epilogue at the end of the story! Scott was also recommended to be a contender in the Dapper Dads event.

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

Scott received great feedback from the CADL Board regarding his article published in the Lansing State Journal titled *Duimstra: CADL celebrates 20 years with digital expansion, Storywalks and more.*

Downtown Lansing Library Head Librarian, Michele Brussow, thanked the Board for their support of locking the basement bathroom doors. This has prevented drug use in the library. The number of bans have decreased.

EXECUTIVE DIRECTOR'S EVALUATION

Scott Duimstra requested to have his evaluation take place in a closed session.

CLOSED SESSION

The Board went into Closed Executive Session as allowed under the Open Meetings Act. PA 127 of 1976 as last amended, to discuss Scott Duimstra's evaluation. A roll call vote was held:

Bloomquist – Aye
 Bossenbery – Aye
 Croff – Aye
 Drake – Aye
 Johnson – Aye
 Jones – Aye
 Trout – Aye

Jeff Croff made a motion to move the Board into closed session at 6:43 p.m. Margaret Bossenbery seconded the motion. The motion carried.

Jeff Croff made a motion to move the Board out of closed session. Sally Trout seconded the motion. The motion carried.

The Board returned from its closed session at 7:54 p.m.

ADJOURNMENT

Margaret Bossenbery made a motion to adjourn the meeting. Jeff Croff seconded the motion. The motion carried. The meeting adjourned at 7:59 p.m.