

**CAPITAL AREA DISTRICT LIBRARIES  
BOARD MEETING**

April 18, 2018

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

**Members Absent:**

**Staff Present:** Jeff Antaya, Michele Brussow, Scott Duimstra, Jolee Hamlin, Betsy Hull, Julie Laxton, Sheryl Knox, Chelsea Koenigsknecht, Sheri McConnell, 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**

A thank you letter was received by Barb Keeler, former Leslie Library Head, thanking the Management Team, Library Heads and Board.

**PUBLIC COMMENTS ON AGENDA ITEMS**

There are no public comments on agenda items.

**CONSENT AGENDA**

1. Approval of Agenda

Sally Trout made a motion to move the following items to the consent agenda: two of New Business and one of Finance. Margaret Bossenbery seconded the motion. The motion carried.

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

2. Approval of Minutes March 14, 2018

The minutes of March 14, 2018 were approved by consent.

3. Disbursements for March 2018

The disbursements of March 2018 were approved by consent.

### **CHAIRPERSON'S COMMENTS**

- Holt Head Librarian Paulina Poplawska, Executive Director Scott Duimstra and Board member Debora Bloomquist and Sally Trout attended the first annual report presentation at Delhi Township.
- There is a copy of the 2018 annual report presentation schedule in each of the Board members' folders.
- Deb and Scott will be going to Washington DC through MMLC May 6-8. Ms. Bloomquist's position as the MMLC Board Chair will be expiring and another Board member will need to fill this position. CADL has a permanent position on the MMLC Board and the terms are for 3 years.

### **PRESENTATION**

1. Collection Agency Update – Thais Rousseau, Associate Director of Collection Services
  - CADL began using Unique Management Services in April 2010 to follow up with patrons on billed items and encourage the return of items and/or payments of charges. CADL pays the collection agency a flat fee of \$4.95 per referral. A \$6 service charge is added to the library account for each patron that is referred.
  - The first quarter of 2018 has seen a significant increase in the percentage of cleared accounts and recovery of cash and materials.
  - The abbreviated collection timeline that has been implemented can be considered a success, decreasing costs while being similarly effective encouraging patrons to resolve their accounts.
2. Public Library Association Conference – Scott Duimstra and Jolee Hamlin

Executive Director Scott Duimstra, Senior Associate Director Jolee Hamlin, Selection Specialist Sheri McConnell, and Okemos Head Librarian Betsy Hull presented their conference experience to the Board.

### **NEW BUSINESS**

#### **General**

1. Introduction of Head Librarian – Jeff Antaya, Leslie Branch

Executive Director Scott Duimstra introduced the new branch head of the Leslie Library, Jeff Antaya, to the Board.
2. SER 102 Circulation Policy

This item was approved by consent.
3. Millage Ballot Language

Jeff Croff made a motion to approve the Millage Ballot Language as amended by Vince Spagnuolo at the April Committee of the Whole meeting. Vern Johnson seconded the motion. The motion carried.

4. MSU 4-H Children's Garden StoryWalk

Jeff Croff made a motion to approve the MSU 4-H Children's Garden StoryWalk. Vern Johnson seconded the motion. The motion carried.

5. Legislative Update

There were no legislative updates.

6. Community Contacts

Sandy Drake attended the dedication of the Haslett Library's Community Room. The event was well attended and included speakers from the Haslett Friends Board and Kiwanis Club.

## **Finance**

1. March 2018 Financial Report

This item was approved by consent.

## **DIRECTOR'S REPORT**

- The mobile library stop at the Alfreda Schmidt Community Center will be cancelled due to the lack of checkouts during the eight months of its visits.
- Page appreciation week took place in March. Thais Rousseau, Jolee Hamlin, Julie Laxton and Scott Duimstra wrote out thank you notes for each of our CADL pages. The pages also received two movie tickets.
- The April Director's Award was awarded to Bert Abbot, Facilities Technician. He is a fantastic employee and will do any job he is asked to do. He goes above and beyond in his position.
- Scott Duimstra provided the Board with examples of how our patrons have used library services to enhance their life style. The library has helped patrons move across the US, plan weddings, access legal documents, and pass the citizenship test!
- Digital Public Library of America, an online library based in Boston, retrieves digital records from libraries across the nation. Local History Librarian, Heidi Butler, worked with this organization to get 12,000 of CADL's local history records onto their website. This is the seventh largest collection in the State of Michigan.
- CADL Cares participated in the Recycle Rama program on Saturday.
- Last week at the Committee of the Whole meeting, the Board and Management Team discussed issues involving the Ingham County Treasurer's office. Scott Duimstra wrote a letter and will send it out on Friday. The Board of Commissioners will be copied on the letter.

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

- Margaret Bossenbery's family member was visiting the Mason area and thought that the Mason Library was lovely!
- Debora Bloomquist thanked the Board for her reelection as the Board Chair.

## **ADJOURNMENT**

Margaret Bossenbery made a motion to adjourn the Board meeting. Sally Trout seconded the motion. The motion carried. The meeting was adjourned at 6:53 p.m.