

**CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING**

May 16, 2018

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

Members Absent:

Staff Present: Angela Atkins-Eddins, Michele Brussow, Scott Duimstra, Jolee Hamlin, Sheryl Knox, Julie Laxton, Thais Rousseau, Trent Smiley, 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

There are no communications.

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: five of New Business and one and two 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 April 18, 2018

The minutes of April 18, 2018 were approved by consent.

3. Disbursements for April 2018

The disbursements of April 2018 were approved by consent.

CHAIRPERSON'S COMMENTS

- Executive Director Scott Duimstra and Board member Debora Bloomquist attended the ALA Legislative Days in Washington, D.C. from May 6-8.
- On Thursday, May 17, Deb and Scott will attend the MMLC Annual Joint meeting along with Board member Sandy Drake and Marketing Director Trent Smiley.
- Deb Bloomquist has been enjoying the Annual Report meeting at the municipalities.

PRESENTATION

1. 2018 Millage Update – Scott Duimstra, Executive Director
 - The informational campaign for the 2018 millage renewal has begun with informational bookmarks and digital slides in each branch.
 - Management Team members have met with staff and Friends group to talk about the millage along with instructing them on what they can and can't say on work time regarding the millage vote.
 - Scott Duimstra, Trent Smiley and Pat Taylor will meet with the *Lansing State Journal* editorial board on June 12 to discuss the millage renewal.
 - Mailings about the millage renewal will be sent to patrons in late July.
 - Staff will hand out informational campaign materials at outreach events and area farmers markets along with talking about the millage before each Summer Reading program.
 - The video highlighting CADL's services and patron stories will be released in July as a way to promote the library before the millage vote.

NEW BUSINESS

General

1. Williamston Library Temporary Closing Recommendation
Jeff Croff made a motion to approve the Williamston Library Temporary Closing Recommendation. Sally Trout seconded the motion. The motion carried.
2. Reading Off Fines Program Recommendation
Jeff Croff made a motion to approve the Reading Off Fines Program Recommendation as amended at the April Committee of the Whole meeting. Vern Johnson seconded the motion. The motion carried.
3. River Trail StoryWalk® Recommendation
Jeff Croff made a motion to approve the River Trail StoryWalk® Recommendation. Vern Johnson seconded the motion. The motion carried.
4. Hawk Island StoryWalk® Recommendation
Sally Trout made a motion to approve the Hawk Island StoryWalk® Recommendation. Vern Johnson seconded the motion. The motion carried.
5. Cristo Rey Public Computers Donation Request
This item was approved by consent.

6. Legislative Update

Scott Duimstra reported that the Senate Health Policy Committee took testimony on SB 828, which would provide liability protection for libraries when staff administer Narcan to overdosing patrons.

Deb Bloomquist also reported that the U.S. Senate voted to reinstate Net Neutrality, but that it is unlikely that the House will take up a vote.

7. Community Contacts

- Sandy Drake attended the 2017 Annual Report presentations at the Village of Stockbridge and Meridian Township.
- Vern Johnson attended the 2017 Annual Report presentation at the Village of Dansville.
- Deb Bloomquist attended ALA's National Legislative Day in Washington, D.C. and 2017 Annual Report presentations with Michigan Senator Curtis Hertel, Jr. and Representatives Tom Cochran and Sam Singh, along with a presentation at Onondaga.
- Sally Trout attended the 2017 Annual Report presentation at the City of Williamston, Alaiedon Township, the Dansville DDA and Senator Curtis Hertel, Jr. and Representatives Tom Cochran and Sam Singh.

Finance

1. April 2018 Financial Report

This item was approved by consent.

2. FIN 101 Financial Policies

This item was approved by consent.

DIRECTOR'S REPORT

- The Capital Area Reads campaign ended with the Imbolo Mbue event at the Lansing Center on April 28.
- Outreach Librarian Jill Abood led a stop animation program at the Leslie Branch where participants could create a movie set, film it and then take home what they created. It was a great program.
- The RFP for a feasibility study has been posted on the City of Mason website. CADL staff will take part in the interviews along with City of Mason staff. The project was originally scheduled for some time in 2018. It will now occur in 2019.
- Downtown Lansing, South Lansing and Okemos branches have had issues with petitioners trying to gather signatures in the library or right outside the doors of the library. Scott did talk to the petitioners' supervisor and asked that they first talk to a staff member before gathering signatures so that staff can direct them to the correct areas.
- Public Services Librarian Anne Rau retired in May. The Board signed a letter that will be sent to Anne thanking her for all the wonderful work she did during her time at CADL.
- The Grow with Google programs are continuing with partnerships between CADL, the Small Business Development Center and Lansing Community College in offering classes to

small business owners. Scott mentioned that he highlighted these programs at the meetings with Senator Stabenow and Representative Bishop during ALA's National Legislative Day. Scott invited both to attend a Grow with Google class when they are in Michigan.

- Scott sent the letter to Ingham County Treasurer Eric Schertzing that the Board saw at the April Board meeting. Scott and the Treasurer had a very good conversation about the issues CADL was experiencing and the steps that the Treasurer's Department is taking in resolving them.
- CADL did receive a FOIA request from the group American Transparency for the job title and wages of all employees. This is a very common request that many municipalities in Michigan have received. CADL did comply with the request.
- Scott mentioned that he received a very nice card from Williamstown Township supervisor Wanda Bloomquist congratulating him on all the successful services that were highlighted in CADL's 2017 Annual Report.
- The Director's Award in May was given to Holt's Public Services Librarian Aneesa Iqbal. Aneesa is a fantastic employee who continues to offer innovative programs at the Holt Branch.

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

- Deb Bloomquist thanked the Management Team for attending the annual report presentations at the municipalities.
- Marge Bossenbery asked if CADL is getting a new outside book drop for Downtown Lansing. The Downtown Lansing Branch has had issues with the book drop leaking, so a cover was added to the top. A new book drop will be installed at a later date.
- Jeff Croff commented that he saw on Facebook that a family started a Go Fund Me campaign for a Downtown Lansing patron who passed away. The purpose of the campaign is the raise enough money so that the patron can have his name added to the Donor Tree in the lobby. Jeff commended the work of the Downtown Lansing staff.

ADJOURNMENT

Jeff Croff made a motion to adjourn the Board meeting. Sally Trout seconded the motion. The motion carried. The meeting was adjourned at 6:32 p.m.