

**CAPITAL AREA DISTRICT LIBRARIES  
BOARD MEETING**

July 18, 2018

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

**Members Absent:** Sally Trout

**Staff Present:** Jill Abood, Michele Brussow, Scott Duimstra, Aneesa Iqbal Sheryl Knox, Julie Laxton, Thais Rousseau, Hanna Sherman, Trent Smiley, Pat Taylor

**Others Present:** Vince Spagnuolo

**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 – Absent

Jeff Croff made a motion to excuse the absence of Sally Trout from the Board meeting. Vern Johnson seconded the motion. The motion carried.

**COMMUNICATIONS**

There are no communications.

**PUBLIC COMMENTS ON AGENDA ITEMS**

There are no public comments on agenda items.

**CONSENT AGENDA**

1. Approval of Agenda

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

2. Approval of Minutes June 20, 2018

The minutes of May 16, 2018 were approved by consent.

3. Disbursements for June 2018

The disbursements of June 2018 were approved by consent.

## **CHAIRPERSON'S COMMENTS**

- Deb Bloomquist gave an update on Sally Trout following her knee surgery. She is in good health.
- Deb Bloomquist congratulated the staff that were involved in the move of the Williamston Branch to their new space.
- Deb Bloomquist reminded the Board that there will be a staff and Board picnic on Sunday, August 26 from 1 – 3 PM at Wonch Park in Okemos.
- Deb Bloomquist asked the Board if they'd like to change the start time of the Board meeting on August 15 from 5:30 PM to 4:30 PM. The Board members were fine with the time change. The new time will be posted.

## **Presentations**

### **1. Girls Who Code Program**

Librarians Jill Abood and Aneesa Iqbal presented on the Girls Who Code program that they conducted at Sexton High School. The program's participants found it rewarding and Jill and Aneesa were able to share what they learned from offering the coding workshops.

### **2. Fall 2018 Programs**

Senior Associate Director of Public Service Jolee Hamlin presented on the Fall 2018 program theme of Law & Order.

## **NEW BUSINESS**

### **General**

### **1. Legislative Updates**

The Michigan Library Association sent out an email to congratulate those who responded to the call-to-action to contact their representative regarding House Bill 5090. The call-to-action led to the Senate Fiscal Agency reevaluating the impact of the bill and they found that library funding would not be significantly impacted by changing the failure to stop at a weigh station from a misdemeanor to civil infraction.

### **2. Community Contacts**

- Sally Trout, Deb Bloomquist and Vern Johnson attended the Annual Report presentation at the City of Mason on June 25.

## **Finance**

### **1. June 2018 Financial Report**

#### **Revenue Highlights**

- The millage income for the month was \$319,562.
- Under Library Fees, Overdue Fines were \$15,534 for June and 54% of the budgeted yearly amount.
- Under Other Income, the Interest Income for June was \$21,238 and 57% of budgeted amount.

### Expenditure Highlights

- Salaries were \$645,591 for the month and were higher because of a three pay period month.
- Materials spending is in line with the budgeted amount with 48% of the budget being spent so far this year.
- Maintenance and Utilities continues to be under budget as one of the results being the switch to more energy efficient lighting.

Margaret Bossenbery made a motion to accept the June 2018 Financial Report. Sandy Drake seconded the motion. The motion carried.

### 2. Mason Branch Architectural Vendor Recommendation

Finance Director Pat Taylor presented the recommendation to approve the payment of \$10,885 for the architectural feasibility study of the Mason Branch that will be conducted by the Mayotte Group. This will cover 50% of the cost of the study and the City of Mason will cover the remaining 50%..

Jeff Croff made the motion to accept the recommendation. DeYeya Jones seconded the motion. The motion carried.

## **DIRECTOR'S REPORT**

- The Okemos Branch had a search and find event in June called "Library Rocks". Tom Shilts painted rocks with the CADL logo and placed them at various Meridian Township parks. The Township really liked the idea and so did the patrons. As of June 30, 22 of the 30 rocks have been found.
- CADL staff member Denelle Hobbs had the idea of participating in geocaching. She hid the CADLbug in a canister in Frances Park in Lansing. So far, the CADLbug has traveled in Michigan, Indiana, Wisconsin, Iowa, Minnesota and Missouri.
- The furniture for the Aurelius Branch's computer/reading area is now at the branch. Scott Duimstra passed out photos of the furniture. Aurelius has also seen an increase in both their visits and circulation.
- The Williamston Branch is very busy at their new location. On Wednesday, July 11, they had 638 people visit the library and their two Summer Reading programs had a combined attendance of 158 people. The exterior roadside sign for the library will be installed soon. CATA is also adding a stop at the Middle School.
- Two StoryWalks have been installed at Hawk Island and MSU 4-H Children's Garden.
- The Read Off Fines program was a great success. Most of the reading was done at home, with about 65% done at home and 35% done in the library at the larger branches. For the Mason Branch and smaller, all the reading was done at home. The total amount waived was about \$1,000 and 53 children participated. We hope to bring the program back in the future.
- CADL had a FOIA request from SmartProcure. They wanted copies of purchase orders from 2013-2018. We fulfilled the request but they were unable to access the digital files so they withdrew the request.
- The City Pulse had an article highlighting CADL's upcoming millage renewal vote.

- The Friends of the Mason Branch are having a celebration of 80 years of the Mason Library on Wednesday, August 8 at 6 PM.
- The CADL staff and Board picnic will be Sunday, August 26 from 1 – 3 PM at Wonch Park in Okemos.

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

Vince Spagnuolo commented that he received and liked the millage yard sign from the Libraries Now group.

### **ADJOURNMENT**

Margaret Bossenbery made a motion to adjourn the Board meeting. Jeff Croff seconded the motion. The motion carried. The meeting was adjourned at 6:39 p.m.