

**CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING**

August 15, 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, Sheryl Knox, Julie Laxton, Thais Rousseau, Hanna Sherman, Trent Smiley, Pat Taylor

Others Present: Andi Crawford, Matt Gardner, Erin Graham

CALL TO ORDER

The Chairperson called the meeting to order at 4:30 p.m.

ROLL CALL

Bloomquist – Present

Bossenbery – Present

Croff – Present

Drake – Present

Johnson – Present

Jones – Present

Trout – ~~Absent~~ Present

COMMUNICATIONS

There were no communications.

PUBLIC COMMENTS ON AGENDA ITEMS

Scott Duimstra commented that the Public Computer Vendor Recommendation included in the packet has been updated and a new copy will be handed out when that item is discussed.

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 July 18, 2018

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

3. Disbursements for July 2018

The disbursements of July 2018 were approved by consent.

CHAIRPERSON'S COMMENTS

- Deb Bloomquist welcomed Andi Crawford.

- Deb Bloomquist congratulated the staff that were involved in the millage informational campaign.
- Deb Bloomquist attended the Summer Reading Party at the Holt Branch and said that staff did a great job.
- Deb Bloomquist ~~attended~~ **will attend** her last MMLC Board meeting and thanked Sandy Drake for taking over the CADL Board spot on the MMLC Board.

Presentations

1. City of Lansing Neighborhood and Citizen Engagement
Andi Crawford, the Director of the Department of Neighborhoods and Citizen Engagement at the City of Lansing talked about the resources and programs that her department is doing for the residents of Lansing. She thanked CADL staff for the work they've done with her department's events and expressed that the City of Lansing is open to more partnerships in the future.

NEW BUSINESS

General

1. SER 102 Circulation Policy
References referring to needing a full-access library card were taken out of the policy along with the fine amount for CD-ROMS since that format is no longer in the collection. A paragraph referring to revocation of privileges was also added for items that are returned with pests that can damage library materials and facilities along with a sentence stating that items returned with pests may be billed to the patron.
2. SER 103 Code of Conduct
A section was added stating that patrons may not jeopardize the health and cleanliness of other patrons, staff or library facilities by having pests, urine or feces on themselves or their possessions.
3. SER 103D Code of Conduct Penalties
Under denial of access to the library for one day up to one month, there was a sentence added that refers to patrons who have been found to have brought harmful pests into the library.
4. Legislative Updates
There were no legislative updates.
5. Community Contacts
 - Sandy Drake volunteered *at the Operation Backpack* packing event.
 - Deb Bloomquist attended the Ingham County Fair on Children's Day and was impressed with CADL's events.
 - Deb Bloomquist passed around a card for Board members to sign for Commissioner Randy Schafer, whose mother passed away.

Finance

1. June 2018 Financial Report

The balance sheet reflects a total asset position of \$13,898,935.03. CADL's cash position continues to remain higher than the previous year because we didn't receive our Penal Fines and Industrial Facilities Tax payments until August in 2017.

Revenue Highlights

- Under Penal Fines, the \$528,617.45 amount received from Ingham County is lower than was received in 2017, but very close to the budgeted amount. The Penal Fines from Eaton County were received in August and will be in next month's Financial Report.
- Under Library Fees, with \$21,974.40 for July and 62% of the budget, that area of the budget looks to be on course to meet the budget projection for 2018.
- Under Other Income, \$11,453.95 for Interest Income is all interest from our bank accounts.

Expenditure Highlights

- Under Salaries and Benefits, on the Health Insurance line, the monthly number of \$69,019.66 is higher than normal because of the number of claims. Also, the Retirement line is higher because it reflects the June payrolls where there were three pay periods in the month.
- Under Governance, Per Diem was \$360.00 and Legal Services was \$623.50.
- Under Maintenance and Utilities, \$6,252.14 year-to-date expense for the Vehicle line, a majority of which are repair costs for the Mobile Library. There were several issues with that vehicle recently, which represent 80% of the amount in that line item.
- Under Capital Outlay, the \$16,218.00 on Backup Generator Project line is the last cost of this project.
- Under Capital Outlay, the \$4,875.00 on the Replace DTL Fire Panel line was for a fee for the consultant for our plans that were forwards to the City of Lansing.

Margaret Bossenbery made a motion to accept the August 2018 Financial Report. Jeff Croff seconded the motion. The motion carried.

2. Millage Rate Approval

The 2018 millage rate request forms for both Ingham and Eaton counties were provided to the Board members.

Margaret Bossenbery made the motion to accept the recommendation. Sally Trout seconded the motion. The motion carried.

3. Capital Area One Book 2019 Author Visit Recommendation

It is recommended to partner with Lansing Community College in bringing the author Angie Thomas for 4 visits to discuss her book *The Hate You Give*. CADL will be splitting the total cost of \$25,000 with LCC, so CADL's portion will be \$12,500. With that

amount, CADL will host one event at our branches and one event at an area school with the author.

Margaret Bossenbery made the motion to accept the recommendation. Jeff Croff seconded the motion. The motion carried.

4. Patron Computer Vendor Recommendation

It is recommended to purchase up to 170 Dell OptiPlex 7460 All-In-One computers for \$154,700 from Dell Direct. These will be used to replace the current patron desktop computers across the district.

Margaret Bossenbery made the motion to accept the recommendation. Sandy Drake seconded the motion. The motion carried.

DIRECTOR'S REPORT

- Scott Duimstra passed out a breakdown of the percentage of yes and no votes for the August 7, 2018 CADL millage vote along with the overall totals.
- Through the text notice service, patrons will now be able to renew items by simply replying to their courtesy notice text or their overdue notice text.
- In July, Holt held an escape room event titled *Spyder Heist* and had a great group of 8 teenagers. Most of the kids did not know each other but worked together to solve all the clues and get their prize.
- There were many fantastic programs in July at the South Lansing Branch. The library hosted musician Rodney Page. He played different styles of music utilizing technology and his violin. It was a hugely successful program and was enjoyed by everyone.
- South Lansing also hosted an afterhours mini-golf event. The library was turned into a mini golf course and patrons puttied their way around music themed obstacles into book stands made into holes.
- The Williamston Branch is getting handicap accessible doors and a sign near the street entrance.
- The 80th celebration of the Mason Branch went very well. Planning for the Mason Branch renovation will begin in September.
- The CADL Conference staff in-service day will be on Monday, November 12. The McConnell Committee will be chosen at next month's Board meeting.
- 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

Deb Bloomquist asked if there was going to be an event for the StoryWalk® at the MSU Children's Garden. Sally Trout asked if CADL's logo is on the StoryWalk® signs. Scott Duimstra stated that there won't be an official event for the StoryWalk® at MSU Children's Garden and that CADL's logo is on the signs.

ADJOURNMENT

Jeff Croff made a motion to adjourn the Board meeting. Sally Trout seconded the motion. The motion carried. The meeting was adjourned at 5:52 p.m.

