

CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING
December 20, 2017

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

Members Absent:

Staff Present: Michele Brussow, Scott Duimstra, Jessica Goodrich, Jolee Hamlin, Julie Laxton, Sheryl Knox, Chelsea Koenigsknecht, Trent Smiley, Pat Taylor

Others Present:

ROLL CALL

Bloomquist – Present
Bossenbery – Present
Croff – Present
Drake – Present
Johnson – Present
Jones – Present
Trout - Present

COMMUNICATIONS

There were no communications.

PUBLIC COMMENTS ON AGENDA ITEMS

There were no public comments on agenda items.

CONSENT AGENDA

1. Approval of Agenda
Margaret Bossenbery made a motion to approve the consent agenda. Sally Trout seconded the motion. The motion carried.
2. Minutes of November 15, 2017
The minutes of November 15, 2017 were approved by consent.
3. Disbursements for November 2017
The disbursements of November 2017 were approved by consent.

CHAIRPERSON'S COMMENTS

Board Chair, Debora Bloomquist, will present an MMLC report to the Board in January. This will be put on the agenda. Ms. Bloomquist is hopeful for the possible transition of the Williamston Library location.

PRESENTATION

1. Jessica Goodrich – Library of Things
The Library of Things launched on August 29, 2016 beginning with 10 unique items and now there are a total of 43 unique items! The mobile hotspots and metal detectors have been the

most popular items of check out. A button maker will be released in January 2018. The Library of Things are now centralized in the Outreach Department at the Downtown Lansing Library. Each item comes back to Ms. Goodrich for inspection before the next checkout.

NEW BUSINESS

General

1. MERS Health Care Savings Plan
Margaret Bossenbery made a motion to approve the MERS Health Care Savings Plan. Sally Trout seconded the motion. The motion carried.

2. Emergency Closing Procedures/HUM 112 Inclement Weather Closing Policy
The emergency closing procedures were discussed. Language was changed in HUM 112 Inclement Weather Closing Policy to reflect the discussion of the Board.

Margaret Bossenbery made a motion to approve HUM 112 Inclement Weather Closing Policy as amended. Jeff Croff seconded the motion. The motion carried.

3. Executive Director Evaluation Discussion
Scott Duimstra has been serving as the Executive Director for six months at CADL. Therefore, the Executive Director Evaluation Committee has suggested that a six month review take place to discuss his job performance. Same procedures took place with his predecessor Maureen Hirten. The evaluation can be done in a closed session if requested by Scott.

Margaret Bossenbery made a motion to approve the adoption of the above procedures for Scott Duimstra's six month review in March. Jeff Croff seconded the motion. The motion carried.

4. Legislative Update
There are no legislative updates.
5. Community Contacts
Board members delivered goodies from Fabiano's Candies to each of the branches for the holiday season. Each Board member had a positive experience.

Finance

1. November 2017 Financial Report
The balance sheet reflects a total asset position of \$10,018,073.68. Of this amount, \$7,185,262.81 is on the cash line.

Sandy Drake made a motion to approve the November 2017 Financial Report. Margaret Bossenbery seconded the motion. The motion carried.
2. 2017 Budget Revisions
Jeff Croff made a motion to approve the 2017 Budget Revisions. Sandy Drake seconded the motion. The motion carried.
3. Legal Services Renewal
It is recommended that CADL continue to use the legal services of the law firm of Murphy and Spagnuolo. The budgeted amount for services rendered in 2018 is \$42,620.

Margaret Bossenbery made a motion to approve the legal services renewal. Sally Trout seconded the motion. The motion carried.

4. Local History Page Position Reclassification

It is recommended to reclassify the 20 hour per week Local History Page Position to a 25 hour per week Local History Assistant (T4) and update the job description to reflect the new responsibilities.

Jeff Croff made a motion to approval the reclassification of the Local History Page Position. Margaret Bossenbery seconded the motion. The motion carried.

5. Patron Point Service Recommendation

It is recommended to contract with Third Chapter Partners for use of their Patron Point program. The total expense for the first year is \$14,400. The software includes an email module so our current email marketing provider Constant Contact will be discontinued in March. The reminding funds (\$2,900) allocated for the service will help cover some of the Patron Point expense.

Jeff Croff made a motion to approve the Patron Point Service Recommendation. Sandy Drake seconded the position. The position carried.

DIRECTOR'S REPORT

- The Leslie Library grand re-opening will take place on January 8 at 5:30 pm. Everyone is highly satisfied with the results of the remodel.
- The grand opening of the booknook at the Alfreda Schmidt South Side Community Center will take place on February 12 at 4:00 pm. This will be a family friendly event with games and treats.
- CADL's online chat service averages 300 sessions per month.
- \$805.00 has been received thus far in memory of Eileen Droscha.
- Anne Rau, Public Service Librarian, transferred from the Downtown Lansing Library to the Okemos Library. This has been a positive experience for her and the branch.
- A holiday miracle occurred at the Haslett Library holiday open house. The hired open house magician did not arrive and there was a room full of people waiting on his behalf. This group began singing Christmas carols instead. In the end the group was singing music of other genres as well!
- Melissa Cole, Head Librarian at the South Lansing Library, is building up the branch's storytime attendance by incorporating new storytimes – baby storytime, family storytime, and a storytime at the Alfreda Schmidt South Side Community Center. The children's area at the South Lansing Library is will be redesigned and will have different literacy stations.
- On February 1, CADL will host Chef Shaun O'Neale, winner of FOX's season seven show Master Chef. Chef O'Neale will be hosting a live cooking demonstration at Buddies in Holt and will also be at the women's expo.
- The MLK Luncheon will take place on January 15. If a Board member is interested in attending, they should inform Scott Duimstra or Chelsea Koenigsknecht.
- CADL will no longer be using its current caterer for its meetings. At the next meeting, Chelsea Koenigsknecht will coordinate food orders from the Vault and Sally Trout will pick them up.

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

Sally Trout made a motion to excuse the absence of DeYeya Jones from the COW meeting held on December 13, 2017. Jeff seconded the motion. The motion carried.

ADJOURNMENT

Vern Johnson made a motion to adjourn the meeting. Sally Trout seconded the motion. The meeting was adjourned at 7:41 pm.