

**CAPITAL AREA DISTRICT LIBRARIES  
BOARD MEETING**

December 19, 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, Zach Knowlton, Sheryl Knox, Storm Kopitsch, Julie Laxton, Thais Rousseau, Trent Smiley, Pat Taylor, Karon Walter

**Others Present:** Courtney, Dan Opsommer, Phil DeSchaine, Leroy McKnight, Mark Pulsock, Vince Spagnuolo, Steve, Emily Stivers, Angela Wilson

**CALL TO ORDER**

The Chairperson called the meeting to order at 5:31 p.m.

**ROLL CALL**

Bloomquist – Present

Bossenbery – Present

Croff – Present

Drake – Present

Johnson – Present

Jones – Present

Trout – Present

**COMMUNICATIONS**

Executive Director Scott Duimstra received a phone call from Meridian Township Economic Development Director Chris Buck thanking him and the Board for the opportunity to present last week.

**PUBLIC COMMENTS ON AGENDA ITEMS**

There are no public comments on agenda items.

**PUBLIC, STAFF AND BOARD MEMBER COMMENTS**

Public, staff and Board member comments were moved up to allow for public comment on an item other than agenda items. Courtney, Dan Opsommer, Phil DeSchaine, Leroy McKnight, Mark Pulsock, Steve, Emily Stivers, and Angela Wilson commented on the advocacy of the Meridian Township DDA proposal.

**CONSENT AGENDA**

I. Approval of Agenda

Margaret Bossenbery made a motion to move all items under Finance to the consent agenda. Sally Trout seconded the motion. The motion carried.

DeYeya Jones made a motion to approve the consent agenda as amended. Vern Johnson seconded the motion. The motion carried.

2. Approval of Minutes November 21, 2018

The minutes of November 21, 2018 were approved by consent.

3. Disbursements for November 2018

The disbursements of November 2018 were approved by consent.

## **CHAIRPERSON'S COMMENTS**

Board Chair Debora Bloomquist congratulated the staff members that participated on CADL's union contract negotiation committee.

## **NEW BUSINESS**

### **General**

1. New Staff Member Introductions – Storm Kopitsch, *Public Services Librarian*; Zach Knowlton, *Technical Services Supervisor*; and Karon Walter, *Holt Head Librarian*

Executive Director Scott Duimstra introduced Storm, Zach and Karon to the Board. A brief introduction was provided.

2. HUM 211 UAW Contract (HEAD)

Margaret Bossenbery made a motion to approve HUM 211 UAW Contract (HEAD). Jeff Croff seconded the motion. The motion carried.

3. HUM 212 UAW Contract (MID)

Margaret Bossenbery made a motion to approve HUM 212 UAW Contract (MID). Sandy Drake seconded the motion. The motion carried.

4. HUM 213 UAW Contract (TECH)

Jeff Croff made a motion to approve HUM 213 UAW Contract (TECH). Sandy Drake seconded the motion. The motion carried.

5. Legislative Update

There were no legislative updates.

6. Community Contacts

- CADL Board members delivered holiday candy to the branches
- Debora Bloomquist, Scott Duimstra and Jolee Hamlin met with library staff at Eastern High School to discuss an upcoming author visit.
- Debora attended the Holt-Delhi Library open house. There were 316 people in attendance.

### **Finance**

1. November 2018 Financial Report

The November 2018 Financial Report was approved by consent.

2. Non-Union Salary Ranges

The Non-Union Salary Ranges was approved by consent.

3. Attorney Contract Renewal Recommendation

The Attorney Contract Renewal Recommendation was approved by consent.

4. Digital Literacy Librarian Reclassification

The Digital Literacy Librarian Reclassification was approved by consent.

5. Business Outreach Librarian Reclassification

The Business Outreach Librarian Reclassification was approved by consent.

6. Community Outreach Librarian Reclassification

The Community Outreach Librarian Reclassification was approved by consent.

### **DIRECTOR'S REPORT**

- The MLK Luncheon will take place on January 21 at the Lansing Center. If a Board member would like to attend, please inform Scott Duimstra or Chelsea Koenigsknecht.
- The Community Closet at the Downtown Lansing Library allows for patrons to obtain free donated items such as clothing or personal items. Staff member Morgan Doherty applied for a community grant to start this closet. Morgan received the Director's Award in the month of December.
- Lansing has its own soccer team called Lansing Ignite. The library will have a soccer camp with the players in attendance during the SRP.
- CADL is a sponsor for the Women's Expo and Home and Garden Show main stage.
- The Mobile Library has added a stop in the Mason subdivision Columbia Lakes. The Mobile Library will park at the park each Saturday from 12:30 – 1:30.
- The Management Team, Library Heads, Selectors and the Community Outreach Department have been meeting to build CADL's strategic plan.

### **ADJOURNMENT**

Margaret Bossenbery made a motion to adjourn the meeting. Sally Trout seconded the motion. The meeting adjourned at 6:32 p.m.