

# **CAPITAL AREA DISTRICT LIBRARIES BOARD MEETING**

February 20, 2019

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

**Members Absent:**

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

**Others Present:**

## **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**

A letter from an Okemos patron thanking the board for not opting into the Meridian Township DDA tax capture request was shared.

## **PUBLIC COMMENTS ON AGENDA ITEMS**

There were no public comments on agenda items.

## **CONSENT AGENDA**

### **1. Approval of Agenda**

Sally Trout made a motion to move New Business General 1-2, and Finance 1-4 to the consent agenda. Jeff Croff seconded the motion. The motion carried.

Margaret Bossenbery made a motion to approve the agenda as amended. Sally Trout seconded the motion. The motion carried.

### **2. Approval of Minutes January 23, 2019**

The minutes of January 23, 2019 were approved by consent.

### **3. Disbursements for January 2019**

The disbursements of January 2019 were approved by consent.

## **CHAIRPERSON'S COMMENTS**

Marge, Scott and Deb attended the State of the City at Riverwalk theater. It was very upbeat and positive.

## **PRESENTATION**

1. Executive Director's Annual Report

Executive Director Scott Duimstra presented the 2018 annual director's report.

## **NEW BUSINESS**

### **General**

1. SER 109 Sale of Items

This item was approved by consent.

2. SER 203 Interlibrary Loan

This item was approved by consent.

3. Legislative Update

There are no legislative updates.

4. Community Contacts

Sally Trout, Pat Taylor and Scott Duimstra are meeting regularly with the City of Mason to discuss the Mason Library renovation project.

### **Finance**

1. January 2019 Financial Report

This item was approved by consent.

2. February 2019 Budget Revisions

This item was approved by consent.

3. WAN and Internet Services Recommendation

This item was approved by consent.

4. Wireless Access Points Recommendation

This item was approved by consent.

## **DIRECTOR'S REPORT**

- We have been working with the City of Mason on the renovation plans for the Mason Branch. There are two possible phases for the project. The first would add handicap accessible bathrooms and make it so that staff could have events on the main floor of the branch. The second would require the installation of an elevator to allow access to the basement events room and restrooms.
- We are working with staff from Okemos, facilities and IT for curb side pickup.

- The renovation of the Administration Office is beginning in early March. The March Committee of the Whole meeting will be in the Board room, but the following meetings will be in the basement galleries.
- CADL was close for 3 days in January due to inclement weather policy. Scott asked the Board if they heard any complaints. Marge heard complaints that we closed but should have been open as a warming center for the homeless community. Deb also heard from a co-worker that we should have been open for students who were home due to school closures.
- Paul Crandall is retiring. Friday April 26 is his last day. Thursday, April 25 there will be a party for him at the Stockbridge Branch.
- Annie Gordon, Robert Chartrand were hired as Public Service Librarians at the Holt-Delhi Branch.
- James Jenks from Marshall Music was hired as the graphic designer in the Marketing Department.
- Card was sent around for Board to sign for Jennifer DeGroat's family.
- The Harrison District Library is joining the MMLC.
- The committee to hire replacement for MMLC Director Denise Hooks has been meeting. The position has been posted.
- At the end of last month's board meeting, Scott went downstairs for the GED graduation for CALC. Before the ceremony, there was a speaker who spoke about the impact of getting the GED made on his life. He was a very moving speaker.
- Author Rod Stedler is doing an event in the Downtown Lansing event rooms in the basement. He spoke at Williamston and the response was fantastic.

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

The board all has their evaluation forms. Marge needs them by March 8.

## **ADJOURNMENT**

Jeff Croff made a motion to adjourn the meeting. DeYeya Jones seconded the motion. The motion carried. The meeting was adjourned at 6:58 p.m.