

CAPITAL AREA DISTRICT LIBRARIES BOARD MEETING

April 17, 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, Robert Chartrand, Annie Gordon, Cassidy Gould, James Jenks, Morgan Doherty and Debra Bennett

Others Present:

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 – 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 move New Business General one and two and one and two under Finance to the consent agenda. Sally Trout 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 March 20, 2019

The minutes of March 20, 2019 were approved by consent.

3. Disbursements for March 2019

The disbursements of March 2019 were approved by consent.

CHAIRPERSON'S COMMENTS

Debora Bloomquist thanked the board for reappointing her to the Board Chair.

PRESENTATION

1. Introduction of New Staff Members – James Jenks, *Graphic Designer*; Cassidy Gould, *Social Media Coordinator*; Annie Gordon, *Public Service Librarian*; and Robert Chartrand, *Public Service Librarian*
Executive Director Scott Duimstra introduced CADL's newest staff members; James Jenks, Cassidy Gould, Annie Gordon and Robert Chartrand.
2. Collection Agency Update – Thais Rousseau, *Associate Director of Collection Services*
Thais Rousseau presented a collection agency update to the Board. There have not been any large procedure changes. One year has passed with the abbreviated timeline that was implemented in 2018.

NEW BUSINESS

General

1. SER 102 Circulation Policy
SER 102 Circulation Policy was approved by consent.
2. Read Off Fines Recommendation
The Read Off Fines Recommendation was approved by consent.
3. Legislative Update
The Narcan legislation has passed through the House and is currently in the Senate.
4. Community Contacts
There are no community contacts.

Finance

1. March 2019 Financial Report
The March 2019 Finance Report was approved by consent.
2. Refugee Development Center Donation Request
The Refugee Development Center Donation Request was approved by consent.

DIRECTOR'S REPORT

- To celebrate National Poetry Month in April, Williamston Library staff members wrote poems on pieces of paper and handed them out to random people in town. More than one person stated that the poem made their day.
- The Downtown Lansing Library will host a Small Business Saturday on April 27. There will be craft vendors in the galleries. This was organized by Michele Brussow, Trent Smiley and Jessica Goodrich.

- Morgan Doherty, Downtown Lansing Library, applied for a book bike through CADL's Public Service grant. The book bike is a tricycle with shelving for materials. Morgan and Sean Lyons will be working on it.
- The South Lansing Library will be providing sensory friendly hours. The hours are during closed hours for children on the autism spectrum. Melissa Cole, Head Librarian, is going through training. She has learned that the lights need to be dimmed and for the computer screens to be off.
- Libraries are going to be a large part of the 2020 Census. The Census is pushing people to go to their local library to fill out the Census information online.
- Jolee Hamlin, Jill Abood and Heather Goupil presented on the Connections in Corrections at MLA's Spring Institute. In the 2019 goals, there is a goal on staff presentations and staff joining professional organizations.
- Trent Smiley and Scott attended the Alpha Kappa Alpha Senior Salute Program. CADL was a sponsor.
- Paul Crandall's retirement party is on Thursday, April 25 at 3:30.

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

There were no public, staff or Board member comments.

ADJOURNMENT

Jeff Croff made a motion to adjourn the meeting. DeYeya Jones seconded the motion. The motion carried. The meeting was adjourned at 6:01 p.m.