

CAPITAL AREA DISTRICT LIBRARIES BOARD MEETING

July 10, 2019

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

Members Absent:

Staff Present: Morgan Doherty, Scott Duimstra, Jolee Hamlin, Sheryl Knox, Chelsea Koenigsknecht, Julie Laxton, Thais Rousseau, Pat Taylor

Others Present: Megan Brown, David Klevorn

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

A response was received from Renee Bradish regarding the violent video games.

PUBLIC COMMENTS ON AGENDA ITEMS

Megan Brown addressed concerns regarding CADL's employment termination processes.

CONSENT AGENDA

1. Approval of Agenda

Sally Trout made a motion move Finance items four and five to the consent agenda. Margaret Bossenbery seconded the motion. The motion carried.

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

2. Approval of Minutes June 19, 2019

The minutes of June 19, 2019 were approved by consent.

3. Disbursements for June 2019

The disbursements for June 2019 were approved by consent.

CHAIRPERSON'S COMMENTS

There will only be one meeting in August on the 21st at 5:30 p.m.

NEW BUSINESS

General

1. Finance Committee Discussion

- Margaret Bossenbery made a motion to dissolve the regular scheduled Finance Committee meetings and to only have meetings as needed.
- Ms. Bossenbery made a friendly amendment to dissolve the Finance Committee meeting for six months.
- Ms. Bossenbery has withdrawn her motion.
- Sally Trout has made a motion to have the Finance Committee meeting stay as is. Jeff Croff seconded the motion.

Roll Call

Bloomquist – Yes

Bossenbery – Yes

Croff – Yes

Drake – Yes

Johnson – Yes

Jones – Yes

Trout – Yes

The motion passed unanimously.

2. Legislative Update

Narcan legislation was signed into law by Governor Whitmer. Executive Director Scott Duimstra and the Ingham County Health Department have worked together to offer recovery programming during National Recovery Month in September. Scott will come back to the Board with a recommendation on if CADL staff should administer Narcan to individuals who have overdosed in the library.

3. Community Contacts

Sally Trout, Debora Bloomquist and Scott Duimstra attended the City of Mason and Alaiedon Township annual report presentation. Mason Library's new head librarian Heather Goupil attended both meetings.

Finance

1. June 2019 Financial Report

CADL has received \$14,817,558.31 in total assets. Of this amount, \$8,457,217.28 is on the cash line.

Revenue

- CADL has received 4440,879.47 under millage income. CADL has not received its tax revenue from the City of Lansing.
- Penal fines have been calculated, \$407,000. This is considerably lower than budgeted. Finance Director Pat Taylor will follow up with this shortfall.

- Overdue fines will be lower this year due to a policy change that became effective in May. We are short \$3,000 compared to this time last year.

2. 2018 Actuarial Pension Valuation

Pat Taylor discussed the 2018 pension executive summary with the board.

3. Downtown Lansing Library Parking Lot Vendor Budget Request

It is recommended the allocate \$180,000 from the Operations Fund Balance to demolish the house owned by the organization located at 427 S. Capitol Ave. The property would be renovated into a parking lot made available for library staff use.

This topic was discussed, and the agenda item will be tabled for further research to take place.

4. Insurance Vendor Recommendation

The Insurance Vendor Recommendation was approved by consent.

5. Williamston Library Electrician Vendor Recommendation

The Williamston Library Electrician Vendor Recommendation was approved by consent.

DIRECTOR'S REPORT

- June was a very busy month in our branches.
- Library branches are having a library card challenge, and this has increased staff engagement and library card registrations.
- Eight readers have completed the Read Off Fines opportunities and have deducted \$10 from their fines.
- The Mason, Haslett, Okemos, and South Lansing branches are participating in the Operation Backpack as a drop off location.
- The American Library Association annual conference was fantastic. Scott attended the Midwest Tape Digital Leadership preconference. Scott presented at the conference on the topic of email marketing. For Hoopla, CADL is the highest circulating library in Michigan!

POLICIES – No changes, for review only

1. GOV 211 Non-District Municipality
2. GOV 251 Aurelius Township Agreement
3. GOV 252 Ingham Township Agreement
4. GOV 253 Leroy Township Agreement
5. GOV 254 City of Mason Agreement
6. GOV 255 Foster – City of Lansing Agreement
7. GOV 256 South Lansing – City of Lansing Agreement
8. GOV 257 City of Williamston Agreement
9. GOV 258 Meridian Charter Township Agreement
10. GOV 259 Delhi Charter Township Agreement
11. GOV 260 City of Leslie Agreement
12. GOV 261 Stockbridge Township Agreement

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

There were no public, staff or Board member comments.

CLOSED SESSION TO DISCUSS WRITTEN LEGAL OPINION

The Board went into Closed Executive Session as allowed under the Open Meetings Act. PA 127 of 1976 as last amended, to discuss Union Negotiations and a Written Legal Opinion. A roll call vote was held:

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

Margaret Bossenbery made a motion to move the Board into a closed session. Sandy Drake seconded the motion. The motion passed. The Board went into its closed session at 7:19 p.m.

Jeff Croff made a motion to move the Board out of its closed session. DeYeya seconded the motion. The motion carried. The Board returned from its closed session at 7:46 p.m.

ADJOURNMENT

Sally Trout made a motion to adjourn the meeting. DeYeya Jones seconded the motion. The motion carried. The meeting adjourned at 7:46 pm.