

CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING
November 20, 2019

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

Members Absent: Debora Bloomquist

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

Others Present:

CALL TO ORDER

The Chairperson called the meeting to order at 5:30 p.m.

ROLL CALL

Bloomquist – Absent

Bossenbery – Present

Croff – Present

Drake – Present

Johnson – Present

Jones – Present (arrived at 5:38 p.m.)

Trout – Present

Sandy Drake made a motion to excuse the absence of Debora Bloomquist. Margaret Bossenbery seconded the motion. The motion carried.

COMMUNICATIONS

Communication was received from State Representative Kara Hope regarding CADL's upgraded QSAC status.

PUBLIC COMMENTS ON AGENDA ITEMS

There are no public comments on agenda items.

CONSENT AGENDA

I. Approval of Agenda

Sandy Drake made a motion to move General items one through three and Finance items one through four to the consent agenda. Margaret Bossenbery seconded the motion. The motion carried.

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

2. Approval of Minutes October 16, 2019

The Minutes of October 16, 2019 was approved by consent.

3. Disbursements for October 2019

The Disbursements for October 2019 was approved by consent.

CHAIRPERSON'S COMMENTS

Board Chair Debora Bloomquist is in the hospital and is expected to return home by Friday, November 22, 2019.

PRESENTATION

1. TCH 101 CADL Technology Plan

Technology Director Sheryl Knox presented the 2016 – 2019 Technology Plan Scorecard. A technology plan will be developed upon completion of the strategic plan.

NEW BUSINESS

General

1. GOV 103 Bylaws

GOV 103 Bylaws was approved by consent.

2. GOV 202 Strategic Plan 2020-2024

GOV 202 Strategic Plan 2020 – 2024 was approved by consent.

3. HUM 202 Evaluation of Executive Director

HUM 202 Evaluation of Executive Director was approved by consent.

4. Legislative Update

There are no legislative updates.

5. Community Contacts

There are no community contacts.

Finance

1. October 2019 Financial Report

The October 2019 Financial Report was approved by consent.

2. CADL 2020 Draft Budget

The CADL 2020 Draft Budget was approved by consent.

3. 2019 Budget Adjustments

The 2019 Budget Adjustments was approved by consent.

4. Express Checkout RFID Reader Recommendation

The Express Checkout RFID Reader Recommendation was approved by consent.

5. Salary Position Reclassifications

Jeff Croff made a motion to approve the Salary Position Reclassifications. DeYeya Jones seconded the motion. The motion carried.

6. MERS Pension Plan

Margaret Bossenbery made a motion to approve 1 and 3-7 as is, and to change 2 to reflect that new staff members will enter into a defined contribution plan. Jeff Croff seconded the motion. The motion carried.

DIRECTOR'S REPORT

- Susan Bissonnette, Okemos Branch Library Assistant, is an exceptional Library Teen Group leader. The group had a Halloweenpalooza with seven stations for kids on Halloween with 275 kids. She does a great job involving teens in the Okemos area.
- Scott Duimstra and Diantrae Hayes have been working together to have a library program in the Board room at Charter Township of Lansing. It worked out for the township to host a little learner's program there.
- MLA will have a legislative day in April 2020. We will go to the Capital and meet with elected officials.
- Scott presented at the MLA Conference – we are a trend setter due to our DDA captures. The session was very well attended.

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

There are no public, staff or Board member comments.

ADJOURNMENT

Margaret Bossenbery made a motion to adjourn the meeting. Jeff Croff seconded the motion. The motion passed. The meeting was adjourned at 6:32 p.m.