

CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING
December 18, 2019

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

Members Absent: DeYeya Jones

Staff Present: Scott Duimstra, Jolee Hamlin, Sheryl Knox, Chelsea Koenigsknecht, Julie Laxton, Jim MacLean, Trent Smiley, Pat Taylor

Others Present:

Jeff Croff made a motion to approve DeYeya Jones absence. Vern Johnson seconded the motion. The motion carried.

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

COMMUNICATION

There is no communication.

PUBLIC COMMENTS ON AGENDA ITEMS

There are no public comments on agenda items.

CONSENT AGENDA

1. Approval of Agenda

Sally Trout made a motion to move Finance items one and two to the consent agenda. DeYeya Jones seconded the motion. The motion carried.

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

2. Approval of Minutes November 20, 2019

The Minutes of November 20, 2019 was approved by consent.

3. Disbursements for November 2019

The Disbursements of November 2019 was approved by consent.

CHAIRPERSON'S COMMENTS

- Board Chair Deborah Bloomquist delivered holiday candy to the Holt-Delhi Branch and they enjoyed their candy!
- She attended the Ingham County Commissioners meeting to watch Executive Director Scott Duimstra accept a proclamation. She thanked Scott for being a fearless leader and having broad shoulders. CADL has the best management team and employees.

PRESENTATION

1. Mobile Library - Jolee Hamlin, Senior Associate Director of Public Service and Jim MacLean, Head of Community Partnerships

The Mobile Library is on the road for 40.5 hours per week. It has 18 more stops than CADL's previous bookmobile. There were four days of service and now there are five.

NEW BUSINESS

General

1. Executive Director Evaluation Committee Update

The Executive Director Evaluation Committee will not be making changes to the evaluation forms or procedures.

2. HUM 221 Non-Union Administrative Employee Policy Manual

There were grammatical errors and a date was changed to November 20, 2019. Changes have been communicated to MERS.

Margaret Bossenbery made a motion to approve HUM 221 Non-Union Administrative Employee Policy Manual. Sally Trout seconded the motion. The motion carried.

3. Legislative Update

There were no legislative updates.

4. Community Contacts

Board members appreciated the opportunity to deliver candy to our branches.

Finance

1. November 2019 Financial Report

The November 2019 Finance Report was approved by consent.

2. Attorney Contract Renewal Recommendation

The Attorney Contract Renewal Recommendation was approved by consent.

DIRECTOR'S REPORT

- The Okemos Library received a donation of \$100,000 and there are no restrictions. This branch was listed in the trust of an Okemos patron.
- CADL has partnered with the 2020 Census Bureau in hopes to increase participation.

- CADL released an article of CADL's top 10 adult and juvenile materials in the LSJ.
- A bid for the architectural design and construction of the Mason Library has been extended. The bid will expire on January 31, 2019. One management group has been interviewed for this project.
- Webberville Library Head Peg Mawby and William Library Head Ann Chapman will be retiring on January 31.

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. Margaret Bossenbery seconded the motion. The motion carried. The meeting was adjourned at 6:29 p.m.