

# **CAPITAL AREA DISTRICT LIBRARIES BOARD MEETING**

April 15, 2020

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

**Members Absent:** Sally Trout

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

**Others Present:** Lindsay Dangl

## **CALL TO ORDER**

The Chairperson called the meeting to order at 5:35 p.m.

## **ROLL CALL**

Bloomquist – Present

Bossenbery – Present

Croff – Present

Drake – Present

Johnson – Present

Jones – Present

Trout – Absent

Jeff Croff made a motion to excuse the absence of Sally Trout. Vern Johnson seconded the motion. Yes (6): Bloomquist, Bossenbery, Croff, Drake, Johnson, Jones No: (0), Absent (1): Trout. The motion carried.

## **COMMUNICATION**

There are no communications.

## **PUBLIC COMMENT ON AGENDA ITEMS**

There are no public comments on agenda items.

## **CONSENT AGENDA**

### **I. Approval of Agenda**

Margaret Bossenbery made a motion to remove General item I from the agenda and to replace it with Election of Officers. Vern Johnson seconded the motion. Yes (6): Bloomquist, Bossenbery, Croff, Drake, Johnson, Jones No: (0), Absent (1): Trout. The motion carried. This motion was withdrawn by Margaret Bossenbery.

Jeff Croff made a motion to move General item one and Finance items one through five to the consent agenda. Vern Johnson seconded the motion. Yes (6): Bloomquist,

Bossenbery, Croff, Drake, Johnson, Jones No: (0), Absent (1): Trout. The motion carried.

Margaret Bossenbery made a motion to approve the agenda as amended. Vern Johnson seconded the motion. Yes (6): Bloomquist, Bossenbery, Croff, Drake, Johnson, Jones No: (0), Absent (1): Trout. The motion carried.

2. Approval of Minutes February 19, 2020

The minutes of February 19, 2020 were approved by consent.

3. Disbursements for March 2020

The disbursements of March 2020 were approved by consent.

## **CHAIRPERSON'S COMMENTS**

Board Chair Debora Bloomquist provided the Board with the election of officers' slate:

- Sally Trout – Board Chair
- Jeff Croff - Vice Chair
- Vern Johnson - Treasurer
- DeYeya Jones - Secretary

The election of officers will take place at CADL's next meeting in May.

Debora Bloomquist thanked CADL's management team and employees for keeping CADL's presence viable during this closure. Our digital presence is very much appreciated.

## **NEW BUSINESS**

### **General**

1. Appointment of Board Nomination Committee

The appointment of Board Nomination Committee was approved by consent.

2. Read Off Fines Recommendation

It is recommended to incorporate read off fines into the Summer Reading Program by providing a coupon for up to \$5 off fines for all children and teens participating in the program as a "level" prize. Implementing this will help the Read Off Fines program reach a larger audience. Additionally, it is recommended to provide \$1 coupons for all children and teens who attend Summer Food events at a library location and participate in the day's Summer Reading activity.

Jeff Croff made a motion to approve the Read Off Fines recommendation. DeYeya Jones seconded the motion. Yes (6): Bloomquist, Bossenbery, Croff, Drake, Johnson, Jones No: (0), Absent (1): Trout. The motion carried.

### **Finance**

1. March 2020 Financial Report

The March 2020 Financial Report was approved by consent.

2. FIN 104 Credit Card Policy  
The FIN 104 Credit Card Policy was approved by consent.
3. FIN 105 Purchasing Policy  
The FIN 105 Purchasing Policy was approved by consent.
4. E-Rate Firewall Refresh and Security Services Recommendation  
The E-Rate Firewall Refresh and Security Services Recommendation was approved by consent.
5. E-Rate Wired Network Switch Replacement Recommendation  
The E-Rate Wired Network Switch Replacement Recommendation was approved by consent.
6. Lynda.com/LinkedIn Learning Recommendation  
It is recommended to re-subscribe to Lynda.com/LinkedIn Learning due to the current pandemic crisis and "Stay Home, Stay Safe" order. Online learning content is more important than ever. It will demonstrate the library is relevant and sensitive to the unique learning needs that social distancing and school closures have created. The cost for a 9-month subscription for the remainder of the year is \$15,000. No budget adjustment is required to make this purchase.

Vern Johnson made a motion to approve the Lynda.com/LinkedIn Learning Recommendation. Jeff Croff seconded the motion. Yes (6): Bloomquist, Bossenbery, Croff, Drake, Johnson, Jones No: (0), Absent (1): Trout. The motion carried.

## **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. Vern Johnson seconded the motion. Yes (6): Bloomquist, Bossenbery, Croff, Drake, Johnson, Jones No: (0), Absent (1): Trout. The motion carried. The Board meeting was adjourned at 5:57 p.m.