CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING
June 17, 2020

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

Members Absent:

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

Others Present: Lindsay Dangl, Angelo Moreno

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 are no communications.

CONSENT AGENDA
1. <u>Approval of Agenda</u>
   Debora Bloomquist stated that she wanted to change the verbiage of elected officers to "Debora Bloomquist presented the following slate of officers."

   Margaret Bossenbery made a motion to approve the agenda as amended. Sandy Drake seconded the motion. The motion carried.

2. <u>Approval of Minutes May 20, 2020</u>
   The minutes of May 20, 2020 were approved by consent.

3. <u>Disbursements for May 2020</u>
   The disbursements of May 2019 were approved by consent.

CHAIRPERSON'S COMMENTS
Board Chair Sally Trout asked board members to consider ways to be more actively involved in fostering the goals of our mission statement: Empowering our diverse communities to Learn,

Imagine and Connect. She suggested a diversity work session centered on a better understanding of systemic racism, brainstorming new ideas and fine-tuning efforts currently in place. Director Scott Duimstra offered to provide a list of speakers or organizations to facilitate such a work session at the July meeting.

Scott's contract extension expires on July 14, 2020. Lindsay Dangl, CADL's attorney, will write up another extension to expire on July 23.

PRESENTATION
1. <u>COVID – 19 Preparedness and Response Plan/Work from Home Guidelines – Scott Duimstra</u>
   Scott presented CADL's Covid-19 response plan and work from home guidelines to the board.

NEW BUSINESS
General
1. <u>SER 103F Social Distancing Guidelines</u>
   Scott outlined CADL's newest policy SER 103F Social Distancing Policy to Response to Covid-19 Pandemic.

2. <u>July 3, 2020 Holiday Library Closure Recommendation</u>
   Margaret Bossenbery made a motion to approve the July 3, 2020 Holiday Library Closure Recommendation. Vern Johnson seconded the motion. The motion carried.

3. <u>Appoint Board Member to Finance Committee (action)</u>
   Board Chair Sally Trout appointed Debora Bloomquist to the Finance Committee.

4. <u>Legislative Update</u>
   There are no legislative updates.

5. <u>Community Contacts</u>
   There are no community contacts.

Finance
1. <u>May 2020 Financial Report</u>
   Finance Director Pat Taylor presented the May 2020 Financial Report.

   Vern Johnson made a motion to approve the May 2020 Financial Report. Margaret Bossenbery seconded the motion. The motion carried.

DIRECTOR'S REPORT
- COVID-19 has shown that there are areas of need in our communities and staff are working on grants to address these needs. In particular, our communities need digital inclusion and access to technology. We focused on some grants to get some help through the Library Services of Technology Act – Improving Access to Information. Through the

grant we would obtain mobile hotspots and Chromebooks to circulate to our community to help use for education and workforce development.

- The Mason Library received a $8,000 donation and it will be used during the Mason renovation.
- Contactless pickup will begin this coming Monday at our branches.
- Based on conversations with our patrons, staff will be putting together Grab and Go bags for our patrons to pick up when they pick up their holds. This is like Blind Date with a Book.
- The next Board meeting will take place on July 15.

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS
There are no public, staff or board member comments.

ADJOURNMENT
Sandy Drake made a motion to adjourn the meeting. Margaret Bossenbery seconded the motion. The motion carried. The meeting was adjourned at 6:43 p.m.