

# CAPITAL AREA DISTRICT LIBRARIES BOARD MEETING

November 18, 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, Sheryl Knox, Chelsea Koenigsknecht, Julie Laxton, Michael Moore, Thais Rousseau, Trent Smiley, Pat Taylor, Emily Heverly

**Others Present:** Lindsay Dangl

## 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 were no communications.

## PUBLIC COMMENTS ON AGENDA ITEMS

There were no public comments on agenda items.

## CONSENT AGENDA

1. Approval of Agenda  
Margaret Bossenbery made a motion to approve the consent agenda. Vern Johnson seconded the motion. The motion carried.
2. Approval of Minutes October 21, 2020  
The minutes of October 21, 2020 were approved by consent.
3. Disbursements for October 2020  
The disbursements for October 2020 were approved by consent.

## **CHAIRPERSON'S COMMENTS**

Board Chair Sally Trout reminded the Board that per diem forms need to be submitted to Finance Director Pat Taylor.

## **NEW BUSINESS**

### **General**

1. HUM 202 Evaluation of Executive Director

Position titles and dates were updated in the policy HUM 202 Evaluation of Executive Director.

Margaret Bossenbery made a motion to approve HUM 202 Evaluation of Executive Director. Jeff Croff seconded the motion. The motion carried.

2. South Lansing Library Update

Scott Duimstra provided the Board with an update on the lease negotiations.

3. Legislative Update

Scott contacted State elected officials in our service area, Ingham County Board of Commissioners and local municipality supervisors to congratulate them on their winning election.

4. Community Contacts

Sandy Drake has sent letters to all CADL Friends groups to continue to build a relationship between the Friends groups and Board.

### **Finance**

1. October 2020 Financial Report

Finance Director Pat Taylor outlined the October 2020 Financial Report.

Vern Johnson made a motion to approve the October 2020 Financial Report. Sandy Drake seconded the motion. The motion carried.

2. 2021 Draft Budget Review

Finance Director Pat Taylor presented the 2021 Draft Budget.

3. New Banking Institutions

Vern Johnson made a motion to approve New Banking Institutions. Jeff Croff seconded the motion. The motion carried.

## **DIRECTOR'S REPORT**

- Julie Laxton and Scott attended a training session by MIOSHA on new Work From Home requirements for offices. As a result of the training, Julie Laxton added stronger language for working from home to our *COVID-19 Preparedness and Response Plan*.
- The 2020 Annual Report will have a different format for this year since it's very unlikely that staff will be able to present the report in-person to our municipalities. CADL staff

will create a digital version along with a short video that can be used for the presentations.

- The staff workgroup focusing on diversity and inclusion at CADL are working on recommended changes to our Code of Conduct Policy and will attend a future Board meeting to talk about their recommendations.
- On Christmas Eve, there will be a special program on 99.1 WFMK. Children's Librarian, Cassie Veselovsky will be doing a reading of *The Night Before Christmas* on the radio station at 7 PM.
- Local History Specialist, Heidi Butler, provided materials to the MSU Broad Museum for their special exhibit "Interstates of Mind" about America's relationship with the automobile and transportation.
- Foster Head Librarian, Jean Bolley, is retiring at the end of December. There will be a virtual event so that staff can celebrate the wonderful career Jean had at Lansing Public Library and CADL.
- Although the conference was virtual, staff had fantastic feedback on CADL Conference. They still felt engaged, even from the comfort of their home.
- Chelsea Koenigsknecht is purchasing holiday candy for staff. There will be a signed card from the Board Chair and we will follow Margaret Bossenbery's fantastic recommendation of having Board members email each department or branch head, the day the candy is distributed.

**POLICIES** – No changes, for review only (enc)

1. HUM 105 Employee Recognition Policy
2. HUM 201 Director Succession Policy
3. HUM 202A Director Evaluation Board Form
4. HUM 202B Director Evaluation Staff Form

**PUBLIC, STAFF, AND BOARD MEMBER COMMENTS**

There were 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 6:44 p.m.