

CAPITAL AREA DISTRICT LIBRARIES BOARD MEETING

May 19, 2021

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

Members Absent: Margaret Bossenbery

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

Others Present: Nathan Balderman

CALL TO ORDER

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

ROLL CALL

Bloomquist – Present

Bossenbery – Absent

Croff – Present

Drake – Present

Johnson – Present

Jones – Present

Trout – Present

Jeff Croff made a motion to approve the absence of Margaret Bossenbery. Debora Bloomquist seconded the motion. The motion carried.

COMMUNICATIONS

There are no communications.

PUBLIC COMMENTS ON AGENDA ITEMS

There are no public comments on agenda items.

CONSENT AGENDA

I. Approval of Agenda

Jeff Croff made a motion to move General Items 3 and 5 and Finance Items 1 and 2 to the consent agenda. Vern Johnson seconded the motion. The motion carried

Jeff Croff made a motion to add SER 103f Social Distance Policy to Respond to Covid-19 Pandemic to New Business. Sandy Drake seconded the motion. The motion carried.

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

2. Approval of Minutes April 21, 2021

The minutes of April 21, 2021 will be revised to state that Sandy Drake made a motion to approve the slate of officers instead of Sally Trout.

The minutes of April 21, 2021 were approved by consent.

3. Disbursements for April 2021

The disbursements of April 2021 were approved by consent.

CHAIRPERSON'S COMMENTS

- Board Chair Sally Trout and Debora Bloomquist attended two annual report presentations. The presentations were well received.
- There will be one meeting in June, July and August on June 16, July 21 and August 18.

Jeff Croff made a motion to approve the Board meeting dates as stated. DeYeya Jones seconded the motion. The motion carried.

NEW BUSINESS

General

1. 2020 Audit Report Presentation – Nathan Baldermann, Rehmann

Nathan Baldermann presented CADL's 2020 audit findings.

2. Inclusivity Workgroup Update

The CADL Inclusivity Workgroup is a combination of staff at all levels and from a variety of branches. The workgroup meets monthly and subcommittees have been developed to research the following topics:

1) Staff Training

- a. This subcommittee has developed new hire training where staff take the Harvard Implicit Bias Test and discuss why it's important and their impressions with the trainer. For the July Board meeting, Board members will be taking the Harvard Implicit Bias Test and discussing it at the meeting.
- b. Staff are also working on a quarterly book club where the focus is on making staff more aware of diversity among authors, titles, and subjects.

2) Library Services for Persons with Dyslexia

- a. October is Dyslexia Awareness Month. To help promote library services and collections for those with dyslexia, this subcommittee is working on book lists, display recommendations and podcast guests throughout that will be promoted throughout the month of October.
- b. The age groups that CADL will initially focus on are K-3rd grade.

3) Land Acknowledgement

- a. This is a long-term project. To begin, the subcommittee is working on potential programs and speakers to raise awareness and recognize the ancestral, traditional, and contemporary stewards of the lands in which our libraries and communities reside. CADL will be looking at what other libraries and universities have done as a starting point.

4) MBE/WBE Recommendations

- a. The goal of this subcommittee is to broaden CADL's diversity of suppliers by raising awareness of the library for minority-owned and women-owned businesses in our service area. Whether it's having the businesses view CADL as a potential customer or as a partner in promoting their services, we want to build relationships not only with minority and women owned businesses, but also veteran-owned, LGBTQ-owned and persons with disabilities owned businesses.

3. July 5, 2021 Closing Recommendation

The July 5, 2021 Closing Recommendation was approved by consent.

4. SER 103f Social Distancing Policy to Respond to COVID-19 Pandemic

Debora Bloomquist made a motion to approve SER 103f Social Distancing Policy to Respond to COVID-19 Pandemic policy. Sandy Drake seconded the motion. The motion carried.

5. SER 102 Circulation Policy

SER 102 Circulation Policy was approved by consent.

6. Legislative Update

There were no legislative updates.

7. Community Contacts

- Sandy Drake attended the following Friends Group meetings: Mason, Okemos, Williamston, and Haslett.
- Information about the Friends' book sales are as follows:
 - The Mason Friends Group are exploring the use of credit cards during their book sales.
 - The Friends of the Okemos Library will be hosting their book sale on July 24 – 25 at the Old Farmers Market in Haslett.
 - The Friends of the Williamston Library will be hosting their book sale during the Williamston Jubilee Festival on August 2-8.
 - The Holt Friends Group will have their book sale in the Veteran's Garden on July 9-10.
- Sally Trout and Debora Bloomquist attended the City of Mason and Vevay Township Annual Report presentations.

Finance

1. April 2021 Financial Report

The April 2021 Financial Report was approved by consent.

2. Integrated Library System (ILS) Server Proposal

The Integrated Library System (ILS) Server Proposal was approved by consent.

DIRECTOR'S REPORT

- Marianne Deschaine, daughter of Meridian Township Treasurer Phil Deschaine, passed away unexpectedly. The Board will send a card offering their condolences and, in lieu of flowers, the family is asking to make donations to Meridian Cares.
- At the June Board meeting, there will be a recommendation for updated hours. In working on the hours, the Management Team and Head Librarians looked at circulation data along with standardizing open hours so that there was more uniformity throughout the library system.
- CADL has been promoting both the reopening for browsing and Summer Reading, which both start on Tuesday, June 1.
- As part of Summer Reading, Shaheen Chevrolet has become a sponsor and will be giving away a two-year lease on a car.
- For the CADCast podcast, we'll have Benjamin Shuldiner, who's the new Lansing School District Superintendent and author Lolita Files who will be interviewed by Lansing Township Supervisor Dion'trae Hayes.
- CADL's partnership with the Greater Lansing Food Bank to distribute weekend food packs has been going very well. The Mobile Library distributed 40 bags and South Lansing distributed 30 bags in one week.

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. Vern Johnson seconded the motion. The motion carried. The meeting was adjourned at 6:34 p.m.