

**CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING**

May 11, 2022

Members Present: Brian Baer, Debora Bloomquist, Margaret Bossenbery, Jeff Croff, Sandy Drake, DeYeya Jones, Chris Waltz

Members Absent:

Staff Present: Scott Duimstra, Jolee Hamlin, Sheryl Knox, Chelsea Koenigsknecht, Julie Laxton, Miriam Mattison, Michael Moore, Thais Rousseau

Others Present:

CALL TO ORDER

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

ROLL CALL

Baer – Present
Bloomquist – Present
Bossenbery – Present
Croff – Present
Drake – Present
Jones – Present
Waltz – Present

COMMUNICATIONS

A thank you card was received from Sally Trout thanking the Board for her nice send off.

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. Sandy Drake seconded the motion. The motion carried.
2. Approval of Minutes April 20, 2022
This item was approved by consent.
3. Disbursements for April 2022
This item was approved by consent.

CHAIRPERSON'S COMMENTS

Jeff Croff welcomed Chris Waltz and Brian Baer to the Board.

PRESENTATION

1. 2022 PLA Conference – Thais Rousseau, Collection Development Director, and Melissa Cole, Head Librarian
Thais Rousseau outlined what she learned at the 2022 Public Library Association Conference.
2. 2022 Millage Campaign – Scott Duimstra, Executive Director
Scott Duimstra outlined the 2022 millage campaign.

NEW BUSINESS

General

1. Downtown Lansing Library Mural Project
Dustin Hunt of Muralmatics, a youth-centered, community-based organization, works with local students to create mathematical conceptual murals around the Mid-Michigan area. The recommendation is to work with Muralmatics to put a mural on the parking lot wall of the Downtown Lansing Library. If approved, the mural would be designed and painted in late August 2022.

Sandy Drake made a motion to approve the Downtown Lansing Library Mural Project. DeYeya Jones seconded the motion. The motion carried.
2. June, July, and August Board Meeting Dates
Margaret Bossenbery made a motion to have one board meeting in June, July, and August. The dates are as follows: June 22, July 20, and August 17. Sandy Drake seconded the motion. The motion carried.
3. Legislative Update
There were no legislative updates.
4. Community Contacts
Sandy Drake attended the Holt and Mason Library Friends booksales and the Stockbridge Friends Meeting. Sandy hosted the Friends group meeting on May 5. 9 out of the 11 Friends groups were represented.

Finance

1. April 2022 Financial Report
Finance Director Miriam Mattison outlined the April 2022 Financial Report.

Brian Baer made a motion to approve the April 2022 Financial Report. Margaret Bossenbery seconded the motion. The motion carried.

DIRECTOR'S REPORT

- On Saturday, May 7, CADL had the ribbon cutting for the Dr. Clarence Wills tree that is in the Children's Area at the Downtown Lansing Branch. Dr. Wills family came to the event and shared stories about his love of the Downtown Lansing Branch.

- Executive Director, Scott Duimstra, completed the Library of Michigan's Library Financial Management Certification program through the University of Georgia.
- At the Board of Commissioners meeting on Tuesday, May 10, Commissioner Irene Cahill informed Director Duimstra that there will be a tree planted in Reutter Park in memory of Joan Jackson-Johnson. There isn't a date yet for the planting of the tree.
- Director Duimstra informed the Board that he was elected as the President Elect of the Michigan Library Association. His term will begin in June 2022.
- As part of the Summer Reading Challenge that goes from June 1 – August 6, CADL will promote the goal of having members read a total of 10 million minutes. That's a combined total of all the minutes read. For last year's Summer Reading Challenge, the total was 5.5 million minutes read.

Policies – No changes, for review only

1. FIN 101 Financial Policies
2. FIN 102 Investments
3. FIN 104 Credit Card Policy
4. FIN 105 Purchasing Policy
5. FIN 107 Library Lost and Found Policy
6. FIN 108 Fund Balance Policy
7. FIN 202 Conflict of Interest
8. FIN 211 Fixed Asset Disposal
9. FIN 212 Asset Capitalization

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

The Friends of the Mason Library are hosting a plant sale on Saturday, May 14 from 9:00 – 12:00.

ADJOURNMENT

Margaret Bossenbery made a motion to adjourn the meeting. Chris Waltz seconded the motion. The motion carried. The meeting was adjourned at 6:31 p.m.