

# **CAPITAL AREA DISTRICT LIBRARIES BOARD MEETING**

July 20, 2022

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

**Members Absent:**

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

**Others Present:** Lindsay Dangl

## **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**

There were no communications.

## **PUBLIC COMMENTS ON AGENDA ITEMS**

Debora Bloomquist made the following changes to the minutes of June 22, 2022: Debora Bloomquist attended the following annual report presentations: City of Leslie, Leslie Township, Village of Dansville, Aurelius Township, Village of Webberville, Alaiedon Township, Vevay Township, and the City of Mason. Chris Waltz attended Leslie Township, Village of Dansville, Alaiedon Township, Vevay Township and City of Mason.

## **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 June 22, 2022  
This item was approved as amended by consent.

3. Disbursements for June 2022  
This item was approved by consent.

## **CHAIRPERSON'S COMMENTS**

There were no Chairperson's comments.

## **NEW BUSINESS**

### **General**

1. HUM 105 Employee Recognition Policy

Chris Waltz recommended noting that award amounts will be taxed. For example, \$54.14 is the total bonus and after taxes, the recipient will receive \$50.00.

Margaret Bossenbery made a motion to approve HUM 105 Employee Recognition Policy. Debora Bloomquist seconded the motion. The motion carried.

2. SER 102 Circulation Policy

The recommended changes to this policy reflect the changes that will be made to the library card renewal process.

Margaret Bossenbery made a motion to approve SER 102 Circulation Policy. Sandy Drake seconded the motion. The motion carried.

3. SER 103 Code of Conduct

Sleeping is not allowed in the library for extended periods of time. This policy was updated to reflect this.

Margaret Bossenbery made a motion to approve SER 103 Code of Conduct. Brian Baer seconded the motion. The motion carried.

4. SER 107 Meeting Rooms Policy

Changes to this policy reflect that a person applying to use a meeting room must be a member of the group and have a card in good standing.

Chris Waltz made a motion to approve SER 107 Meeting Rooms Policy. Debora Bloomquist seconded the motion. The motion carried.

5. FIN 202 Conflict of Interest

The pronouns in this policy were updated to be more inclusive.

Brian Baer made a motion to approve FIN 202 Conflicts of Interest. Margaret Bossenbery seconded the motion. The motion carried.

6. GOV 203 COW Rules of Order

The pronouns in this policy were updated to be more inclusive.

Brian Bauer made a motion to approve GOV 203 COW Rules of Order. Margaret Bossenbery seconded the motion. The motion carried.

7. GOV 220A FOIA Policy

The pronouns in this policy were updated to be more inclusive.

Brian Baer made a motion to approve GOV 220A FOI Policy. Margaret Bossenbery seconded the motion. The motion carried.

8. HUM 302 SSN Privacy Policy

The pronouns in this policy were updated to be more inclusive.

Brian Baer made a motion to approve HUM 302 SSN Privacy Policy. Margaret Bossenbery seconded the motion. The motion carried.

9. SER 104A Privacy Statement

The pronouns in this policy were updated to be more inclusive.

Brian Baer made a motion to approve SER 104A Privacy Statement. Margaret Bossenbery seconded the motion. The motion carried.

10. SER 105B Wireless Access Policy

The pronouns in this policy were updated to be more inclusive.

Brian Baer made a motion to approve SER 105B Wireless Access Policy. Margaret Bossenbery seconded the motion. The motion carried.

11. Legislative Update

The Michigan budget was approved and State Aid to Public Libraries was increased by \$500,000.

12. Community Contacts

- Sandy went to the MMLC meeting, and the Friends of the Lansing Libraries and Webberville Library meetings.
- Debora Bloomquist attended the Wheatfield Township and Delhi Township annual report presentations.
- Brian Baer and Jeff Croff attended the City of Lansing annual report presentation.

## **Finance**

I. June 2022 Financial Report

Finance Director, Miriam Mattison, presented the June 2022 Financial Report.

Sandy Drake made a motion to approve June 2022 Financial Report. Chris Waltz seconded the motion. The motion carried.

2. Downtown Lansing and South Lansing Libraries Security Contract Recommendation

It is recommended to approve LaGarda Security for a 3-year contract beginning January 1, 2023, to fulfill required services at the Downtown and South Lansing Libraries.

Brian Baer made a motion to approve the Downtown Lansing and South Lansing Libraries Security Contract Recommendation. Debora Bloomquist seconded the motion. Six board members were in favor and one board member opposed the motion. The motion carried.

3. Downtown Lansing Roof Presentation

Operations Director, Michael Moore, presented the Downtown Lansing Roofing Presentation before the board.

## **DIRECTOR'S REPORT**

- In late August, the Michigan Library Association will offer a virtual training for library trustees on how to handle materials challenges.
- The Friends of the Williamston Library will open their art gallery in the hallway outside the Williamston Branch on September 10, 2022.
- With the increase in absentee voting, we will not know the election results until Wednesday, August 3. Therefore, CADL is not going to have a viewing party for the August 2 election.
- The Stockbridge and Williamston branches will begin circulating two bikes that can be used on area bike paths. These items were purchased through the Mideastern Michigan Library Cooperative's Technology and Innovation grant.
- Amanda Vorce at the Webberville Branch continues to have great attendance for the farm storytimes. The most recent one had 68 attendees.
- In June, the Mason Branch partnered with the City of Mason on the first Community Waterway Cleanup event. Staff volunteered to work with community members and City of Mason staff on cleaning up area waterways.
- Okemos Head Librarian Betsy Hull is retiring on Friday, July 29. Meridian Township is honoring Betsy with a resolution thanking her for her service at their July 26 Board meeting.
- Tom Moore will become the Head Librarian for both the Haslett and Okemos Branches. Similar to what we've done at the Lansing Libraries, both Haslett and Okemos will have a Public Service Head who will work under Tom to manage the day-to-day operations at each library.

## **Policies – No changes, for review only**

1. GOV 211 Non-District Municipality
2. GOV 251 Aurelius Township Agreement
3. GOV 252 Ingham Township Agreement
4. GOV 253 Leroy Township Agreement
5. GOV 254 City of Mason Agreement
6. GOV 255 Foster-City of Lansing Agreement
7. GOV 256 South Lansing-City of Lansing Agreement
8. GOV 257 City of Williamston Agreement

9. GOV 258 Meridian Charter Township Agreement
10. GOV 259 Delhi Charter Township
11. GOV 260 City of Leslie Agreement
12. GOV 261 Stockbridge Township

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

CADL Cares partnered with Ingham ISD to collect school supplies. For the Lansing School District libraries, supplies will be picked up at one location.

### **ADJOURNMENT**

Brian Baer made a motion to adjourn the meeting. Chris Waltz seconded the motion. The motion carried. The meeting was adjourned at 6:55 p.m.