

**CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING**

October 19, 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, Miriam Mattison, Michael Moore, Quinn Alexander, Thais Rousseau, Trent Smiley

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 (5:44 p.m.)

Waltz – 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 move General items 3-8 and Finance items 1-5 to the consent agenda. Chris Waltz seconded the motion. The motion carried.

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

2. Approval of Minutes September 21, 2022

This item was approved by consent.

3. Disbursements for September 2022

This item was approved by consent.

CHAIRPERSON'S COMMENTS

There were no Chairperson's comments.

PRESENTATION

1. Marketing Fall 2022 Campaign – Trent Smiley, Marketing Director
Marketing Director, Trent Smiley, presented the Fall 2022 Marketing Campaign.

NEW BUSINESS

General

1. New Staff Member Introduction – Quinn Alexander, Marketing and Communications Coordinator
Marketing Director, Trent Smiley, introduced Quinn Alexander, CADL's Marketing and Communications Coordinator. Quinn provided the board with a brief introduction to who she is and what she does at CADL.
2. Appoint Executive Director Evaluation Committee
Board Chair, Jeff Croff, appointed the following board members to the Executive Director Evaluation Committee:
 - Margaret Bossenbery (Chair)
 - Chris Waltz
 - Brian Baer
3. Dr. L. Robert McConnell Staff Award Selection
This item was approved by consent.
4. December 23 and 30, 2022 Library Closing Recommendation
This item was approved by consent.
5. 2023 Board Meeting Dates
This item was approved by consent.
6. 2023 CADL Days Closed
This item was approved by consent.
7. SER 101 Materials Selection Policy
This item was approved by consent.
8. SER 102 Circulation Policy
This item was approved by consent.
9. Legislative Update
There were no legislative updates.
10. Community Contacts
 - Sandy Drake attended the Webberville, Okemos, Holt, and Haslett Friends meetings.

- The Holt booksale will be on Friday, October 28 from 2:00 – 6:00 and Saturday, October 29 from 10:00 – 4:00.
- The Haslett booksale will be on November 5 from 9:00 – 3:00.
- Brian Baer has been in touch with the Lansing Friends Group.

Finance

1. September 2022 Financial Report
This item was approved by consent.
2. 2022 Downtown Lansing Library Radiator Vendor Recommendation
This item was approved by consent.
3. Foster Library Renovation Recommendation
This item was approved by consent.
4. Discovery Layer Recommendation
This item was approved by consent.
5. Audit Services Recommendation for 2022 – 2024
This item was approved by consent.

DIRECTOR'S REPORT

- The Halloween programs at CADL libraries have had great attendance due to the digital guide and social media campaigns of CADL's Marketing Department.
- The Mason Branch will be a stop for Mason's 5th Annual Witches on the Town.
- The Okemos Branch roof repair project will begin in the 3rd week of October. The south-east side of the parking lot and food pantry will not be accessible.
- The Haslett Branch has posted reminders of expected behavior for afterschool students. These signs have helped decrease the amount of Code of Conduct violations by the students.
- A new book drop will be ordered for the Downtown Lansing Branch to replace the drive-up book drop that was removed when Capitol Avenue was moved to a two-way street.
- The CADLcast podcast featured an episode with Michelle Jokisch Polo, the host of WKAR's Que Onda Michigan?. CADL is a sponsor of the program.
- CADL has partnered with Helping Women Period to place a menstrual hygiene vending machine at the Mason Branch. CADL now has the vending machines at the Downtown Lansing, South Lansing, and Mason branches.
- Amanda Vorce, Head Librarian at the Webberville Branch, will receive the Rising Star Award for 2022 at the MLA's Library Award Ceremony.

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 6:13 pm.