

# **CAPITAL AREA DISTRICT LIBRARIES BOARD MEETING**

November 16, 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, 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  
Waltz – Present

## **COMMUNICATIONS**

There were no communications.

## **PUBLIC COMMENTS ON AGENDA ITEMS**

There are no public comments on agenda items.

## **CONSENT AGENDA**

### **1. Approval of Agenda**

DeYeya Jones made a motion to move Finance items 1 - 4 to the consent agenda.  
Margaret Bossenbery seconded the motion. The motion carried.

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

### **2. Approval of Minutes October 19, 2022**

This item was approved by consent.

### **3. Disbursements for October 2022**

This item was approved by consent.

## **CHAIRPERSON'S COMMENTS**

Jeff Croff encouraged Board members to support CADL at the Silver Bells Festival.

## **NEW BUSINESS**

### **General**

1. HUM 202 Director Evaluation Policy

Margaret Bossenbery made a motion to table HUM 202 Director Evaluation Policy.

HUM 2022 Director Evaluation Policy has been tabled for the December Board meeting.

2. Legislative Update

There are no legislative updates.

3. Community Contacts

- Sandy Drake attended the Lansing, Leslie, and Williamston Friends Meetings. She helped set up booksales at Holt and Haslett Libraries. She helped set up the Silent Auction at Stockbridge. And she hosted the CADL Friends Group meeting.
- Chris Waltz attended the Favorite Books of 2022 event at Bestsellers. Dansville, Mason, and Selection staff presented books that they loved. They did a great job.
- Sandy Drake, Jeff Croff and Debora Bloomquist attended CADL Conference.
- Brian Baer met with Kate from the Lansing Friends Group and encouraged her to apply for a community grant through a local neighborhood group.

### **Finance**

1. October 2022 Financial Report

This item was approved by consent.

2. November 2022 Budget Revision

This item was approved by consent.

3. 2023 Draft Budget Review

This item was approved by consent.

4. Refugee Development Center Retired Staff Computers Donation Request

This item was approved by consent.

## **DIRECTOR'S REPORT**

- CADL's Holiday Guide is now available to the public. There are several in-person events at our libraries. We are also hosting the reading of "Twas the Night Before Christmas" on Christmas Eve at 7pm and 8pm on 99.1 WFMK. Lindsay Anderson from our Mason Branch will be reading the story.
- CADL is also a partner for holiday programs on WILX on Friday, December 23 from 8-9pm. There will be holiday check-ins with CADL staff members.
- The Downtown Lansing Branch will be closing at 4pm on Friday, November 18 due to Silver Bells. CADL will be in the parade.

- The Downtown Lansing Branch is partnering with Downtown Lansing, Inc. and the Lansing Parks and Rec. Department to loan ice skates for the skating rink at Reutter Park. The skates are owned by the Lansing Parks and Rec. Department.
- The Friends of the Leslie Branch have added a bench to the patio outside the library. The bench was donated in memory of Fay Longhofer. Fay was a dedicated volunteer for the “Read to Dogs” program at the Leslie Branch. She volunteered her dogs for the program.
- Jolee Hamlin will move to the position of Assistant Director starting January 1, 2023. Executive Director Duimstra is excited about the change for Jolee and knows that she’ll do a fantastic job in her new role.
- For 2022, in lieu of candy for staff, each staff member will be given a fleece with CADL’s 25<sup>th</sup> anniversary logo that they can wear in 2023, which will be our 25<sup>th</sup> anniversary year.

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

- Debora Bloomquist asked if CADL will be riding in the train again in the Silver Bells Parade. CADL will be riding on the Book Bike instead of the train this year. Debora really enjoyed the CADL Conference this year. It was great to have people back in the building.
- DeYeya Jones congratulated Jolee Hamlin on her promotion.

### **ADJOURNMENT**

Brian Baer made a motion to adjourn the meeting. Debora Bloomquist seconded the motion. The motion carried. The meeting was adjourned at 6:15 p.m.