

**CAPITAL AREA DISTRICT LIBRARIES**  
**BOARD MEETING**  
December 21, 2022

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

**Members Absent:** DeYeya Jones

**Staff Present:** Scott Duimstra, Jolee Hamlin, Chelsea Koenigsknecht, Julie Laxton, Miriam Mattison, 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 – Absent  
Waltz – Present

Chris Waltz made a motion to excuse the absence of DeYeya Jones from the December COW and Board meetings. Debora Bloomquist seconded the motion. The motion carried.

**COMMUNICATIONS**

There were no communications.

**PUBLIC COMMENTS ON AGENDA ITEMS**

There are no public comments on agenda items.

**CONSENT AGENDA**

a. Approval of Agenda

Margaret Bossenbery made a motion to move General items B - E and Finance items A, B, D-F 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.

b. Approval of Minutes November 16, 2022

This item was approved by consent.

- c. Disbursements for November 2022  
This item was approved by consent.

## **CHAIRPERSON'S COMMENTS**

Board Chair Jeff Croff wished all of you and our community members a joyful holiday in whichever way you celebrate. Thank you for the staff for all that you have done this year. I hope you are thinking of great new goals for next year and tackle 2023.

## **NEW BUSINESS**

### **General**

- a. HUM 202 Executive Director Evaluation Policy  
Margaret Bossenbery made a motion to adopt the changes offered in HUM 202 Evaluation of the CADL Executive Director by the Evaluation Committee. It is reflected in the document before you, specifically, that the ED evaluation process will be completed electronically via Teams for the 2022 ED Evaluation conducted in March 2023. Brian Baer seconded the motion. The motion carried.  
  
Margaret Bossenbery made a motion that a CADL Teams account be opened for Trustee Brian Baer to use in the evaluation process to ensure confidentiality for the staff evaluation document and ease in compiling the results. Included in the evaluation document, will be an area for staff and board members to suggest changes to the ED Evaluation procedure or questions in the evaluation documents. The committee will meet after the evaluation is completed to consider changing the process as needed or recommended. If the board adopts the changes, they will be reflected in the next year's evaluation. Sandy Drake seconded the motion. The motion carried.
- b. HUM 211 UAW Contract (HEAD)  
This item was approved by consent.
- c. HUM 212 UAW Contract (MID)  
This item was approved by consent.
- d. HUM 213 UAW Contract (TECH)  
This item was approved by consent.
- e. HUM 221 Non-Union Administration Employee Policy Manual  
This item was approved by consent.
- f. Legislative Update  
There are no legislative updates.
- g. Community Contacts  
Sandy Drake attended the Lansing and Haslett Libraries Friends meetings. She helped Stockbridge and Webberville Libraries break down their Silent Auction and helped Okemos and Aurelius Libraries set up their Book Sales.

Debora Bloomquist attended the Aurelius Library Holiday Events. They had reindeer, book sales and four crafts.

## **Finance**

- a. November 2022 Financial Report  
This item was approved by consent.
- b. December 2022 Budget Adjustments  
This item was approved by consent.
- c. 2023 CADL Budget  
Margaret Bossenbery made a motion to approve the December 2022 Budget Adjustment. Chris Waltz seconded the motion. The motion carried.
- d. Attorney Contract Renewal Recommendation  
This item was approved by consent.
- e. 2023 Pay Increase for Library Page Employees Recommendation  
This item was approved by consent.
- f. Non-Union Salary Range Recommendation  
This item was approved by consent.

## **DIRECTOR'S REPORT**

- Executive Director Duimstra presented the “Library Advocate of the Year” award to Ingham County Commissioner Randy Schafer at the County Commissioners meeting on Tuesday, December 13. Commissioner Schafer was very moved by the award and recognition.
- CADL was awarded the highest Quality, Services, Audit, Checklist (QSAC) rating by the Library of Michigan. QSAC looks at millage rates, funding, age of the library collection, marketing, facilities, Board engagement, and staff levels.
- CADL was also recognized by Library Journal as a Star Library. This recognition looks at circulation, program attendance, visits, and public computer use.
- Executive Director Duimstra shared his experience in attending the Michigan Library Association’s Think Space conference.
- The Mid-Michigan Martin Luther King, Jr. Luncheon is on Monday, January 16 at the Lansing Center. CADL is a sponsor this year and will have a table for Board and staff attending the luncheon.
- Executive Director Duimstra confirmed that Deb Bloomquist and Marge Bossenbery would like to continue their ALA membership.
- The 25<sup>th</sup> Anniversary shirts for staff were received and the staff love them. These were given to staff in lieu of the holiday candy.
- The Executive Director wished the Board a happy and safe holiday. CADL’s holiday events have had over 100 attendees at each event.

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

There were no public, staff or board member comments.

**ADJOURNMENT**

Margaret Bossenbery made a motion to adjourn the meeting. Debora Bloomquist seconded the motion. The motion carried. The meeting was adjourned at 6:17 p.m.