

CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING
September 20, 2023

Members Present: Brian Baer, Debora Bloomquist, Quinn Clifton-O'Donnell, Jeff Croff, Sandy Drake, DeYeya Jones, Chris Waltz

Members Absent:

Staff Present: Scott Duimstra, Janet Elliott, Jolee Hamlin, Sheryl Knox, Julie Laxton, Victoria Meadows, Miriam Mattison, Michael Moore, Thais Rousseau

Others Present:

CALL TO ORDER

The Chairperson called the meeting to order at 5:31 p.m.

ROLL CALL

Baer – Present

Bloomquist – Present

Clifton-O'Donnell – Present

Croff – Present

Drake – Present

Jones – Present

Waltz – Present

COMMUNICATIONS

There were no communications.

PUBLIC COMMENTS ON AGENDA ITEMS

There were no public comments on agenda items.

CONSENT AGENDA

a. Approval of Agenda

Jeff Croff made a motion to move General items B, C, D and E and Finance items A, B, and C to the consent agenda. Sandy Drake seconded the motion. The motion carried.

Jeff Croff made a motion to approve the consent agenda as amended. Quinn Clifton-O'Donnell seconded the motion. The motion carried.

b. Approval of Minutes August 16, 2023

This item was approved by consent.

c. Approval of Minutes August 29, 2023

This item was approved by consent.

- d. Disbursements for August 2023
This item was approved by consent.

CHAIRPERSON'S COMMENTS

DeYeya Jones noted that he would save his comments for the end of the meeting.

NEW BUSINESS

General

- a. Recognition of Board Member Jeff Croff
Executive Director Scott Duimstra thanked Jeff Croff for his years of service as member of the Capital Area District Libraries Board of Trustees. He presented Jeff with a resolution noting highlights of his tenure from 2015-2023.
- b. HUM 108 Nepotism Policy
This item was approved by consent.
- c. HUM 110 Worker's Compensation
This item was approved by consent.
- d. HUM 201 Director's Succession Policy
This item was approved by consent.
- e. December 23, 26, & 30 Days Closed Recommendation
This item was approved by consent.
- f. Interim Executive Director Contract
Jeff Croff made a motion to approve the Interim Executive Director Employment Agreement. Sandy Drake seconded the motion. The motion carried.
- g. Executive Director Job Description
Jeff Croff made a motion to approve the Executive Director Job Description as presented. Chris Waltz seconded the motion. The Board discussed adjustment of the salary range included in the job description.
- Jeff Croff amended his motion to say amend the upper end of the salary range in the Executive Director Job Description to \$145,000. Brian Baer seconded the motion. The motion carried.
- Jeff Croff made a motion to approve the Executive Director Job Description as amended. Brian Baer seconded the motion. The motion carried.
- h. Appoint McConnell Award Committee
The following Board members were appointed to the McConnell Award Committee:
- Sandy Drake
 - DeYeya Jones

- Chris Waltz
- i. Legislative Update
There were no legislative updates.
- j. Community Contacts
Sandy Drake attended the Mason Friends book sale and helped the Okemos Friends with their book sale.

Finance

- a. August 2023 Financial Report
This item was approved by consent.
- b. HUM 103 Travel Policy
This item was approved by consent.
- c. HUM 106 Service Club Membership
This item was approved by consent.
- d. Mason Carpet Recommendation
It is recommended to approve Seelye Group LTD to complete Mason Renovation Phase 2 carpet installation in all first-floor areas, including the stairway to the second floor and a few steps from the first floor to the Park Street landing in the Children's Area. They will also do vinyl plank flooring in the staff kitchen/breakfast area.

The total project is estimated at \$21,250 and will be paid with the 2023 Mason Renovation budgeted funds. Pricing is per the State of Michigan Flooring Contract and the MI-DEAL program. Operations Director Michael Moore shared samples of the carpet and flooring choices with the Board.

Debora Bloomquist made a motion to approve the Mason Carpet Recommendation. Jeff Croff seconded the motion. The motion carried.

DIRECTORS REPORT

- Executive Director Duimstra reached out to the Ingham County Board of Commissioners to let them know about Jeff Croff's resignation. They have started the process of posting the opening.
- The Okemos Library is tentatively scheduled for an emergency closure on Sunday, September 24, 2023 to allow the parking lot to be seal coated. The closure will be treated as an emergency closure for Okemos staff since the date is dependent on weather conditions.
- The Board is invited to attend CADL Conference on Friday, November 10, 2023. The conference will include a mixture of in person and virtual sessions as well fun activities in the afternoon.
- The Mason Library renovation is going well, and Phase 2 is on track. There is a funding gap for Phase 3. The outcome of the MI Community Grant application should be

announced in October. Executive Director Duimstra will meet with the fundraising group next week for a transitional meeting to facilitate the continuation of fundraising efforts after his departure.

- The Capital Region Community Foundation reached out regarding the status of grant monies awarded in 2020. Representatives for the Foundation were given a tour of the Mason Renovation space which is where the funding will be applied. There is potential for similar impact grants in the future.
- Executive Director Duimstra shared reflections on his time at CADL. He highlighted meaningful people and experiences during his time as Executive Director and noted how well they have prepared him for this next challenge.
- Executive Director Duimstra noted how proud he is of the monthly Director's Awards he started in the fall of 2017. He awarded his 71st and final Director's Award to Administrative Assistant Janet Elliott during the meeting so that she could be recognized in front of the Board and Management Team.
- Executive Director Duimstra thanked the Board for their support, honesty and duty, and he shared individual words of gratitude for each Board member.

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

The Board presented Executive Director Duimstra with a gift and words of congratulations and appreciation. Board Chair DeYeya Jones shared words encouragement, noting that not only has Scott done a great job as CADL's Executive Director, but that he is a truly great person.

Jeff Croff shared how humbling it has been to be on a Board that works as a team to serve every patron that comes through the door. He noted that it has been a privilege to serve with everyone.

ADJOURNMENT

Jeff Croff made a motion to adjourn the meeting. Debora Bloomquist seconded the motion. The motion carried. The meeting was adjourned at 6:14 p.m.