

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

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

**Members Absent:** Margaret Bossenbery, DeYeya Jones

**Staff Present:** Scott Duimstra, Jolee Hamlin, Sheryl Knox, Chelsea Koenigsknecht, Julie Laxton, Miriam Mattison, Michael Moore, 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 – Absent  
Croff – Present  
Drake – Present  
Jones – Absent  
Waltz – Present

Chris Waltz made a motion to excuse the absence of DeYeya Jones from the September Committee of the Whole meeting. Debora Bloomquist seconded the motion. The motion carried.

**COMMUNICATIONS**

There were no communications.

**PUBLIC COMMENTS ON AGENDA ITEMS**

There were no public comments on agenda items.

**CONSENT AGENDA**

I. Approval of Agenda

Debora Bloomquist made a motion to move Finance items 1, 3, and 5 to the consent agenda and to table the Marketing Fall 2022 Campaign and New Staff Member Introduction: Quinn Alexander to the October Board meeting. Brian Baer seconded the motion. The motion carried.

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

2. Approval of Minutes August 17, 2022

This item was approved by consent.

3. Disbursements for August 2022

This item was approved by consent.

## **CHAIRPERSON'S COMMENTS**

CADL had a great summer and Jeff Croff is excited for fall programming!

## **PRESENTATION**

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

This item was moved to the October Board meeting agenda.

## **NEW BUSINESS**

### **General**

1. New Staff Member Introduction: Quinn Alexander, Marketing & Communications Coordinator

This item was moved to the October Board meeting agenda.

2. Appoint McConnell Award Committee

Jeff Croff appointed the following members to the McConnell Award Committee:

- Sandy Drake (Chair)
- Debora Bloomquist
- DeYeya Jones

3. Legislative Update

There were no legislative updates.

4. Community Contacts

- Sandy Drake attended the Friends meetings for Williamston, Lansing, Stockbridge and Haslett. She helped the Okemos Friends set up and take down their book sale. Sandy also attended the MMLC Board meeting. Lastly, she attended to the Leslie Branch's Patio Ribbon Cutting.
- Debora Bloomquist attended the Carole Lindstrom library event.

### **Finance**

1. August 2022 Financial Report

This item was approved by consent.

2. Okemos Branch Roof Recommendation

Chris Waltz made a motion to approve the Okemos Branch Roof Recommendation. Brian Baer seconded the motion. The motion carried.

3. Delivery Vehicle Auction Recommendation

This item was approved by consent.

4. Janitorial Service Recommendation

Chris Waltz made a motion to approve the Janitorial Service Recommendation. Sandy Drake seconded the motion. The motion carried.

5. RFID Pads Recommendation

This item was approved by consent.

### **DIRECTOR'S REPORT**

- Executive Director Duimstra shared an email from a Stockbridge Elementary School teacher about how wonderful the Stockbridge Branch was in providing materials for their students.
- The Dansville Branch is the first CADL branch to have a Picture Book Neighborhood, where books are grouped by popular topics to allow children and their families to browse more easily.
- Materials challenges are on the rise in public libraries in Michigan. The Michigan Library Association conducted a training for library trustees on how to respond to materials challenges. CADL Board members were able to attend the training live or view the archived webinar.
- The Michigan Library Association Annual Conference will be held in Port Huron, MI on October 19-21. On Wednesday, October 19, the Michigan Library Awards ceremony will take place. At the ceremony, CADL's Webberville Head Librarian, Amanda Vorce will be awarded the Rising Star Award for her fantastic work at the Webberville Branch.
- The staff in-service day on November 11, 2022 will be a half-day event held both in-person and virtually.
- Next year will be CADL's 25<sup>th</sup> anniversary. Staff are planning special events and recognitions that will occur throughout the year.

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

Debora Bloomquist reflected on how wonderful the 50<sup>th</sup> anniversary Downtown Lansing building festivities were and is excited for the library's 25<sup>th</sup> anniversary celebration!

### **ADJOURNMENT**

Chris Waltz made a motion to adjourn the meeting. Sandy Drake seconded the motion. The motion carried. The meeting was adjourned at 5:50 p.m.