

CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING
January 25, 2023

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

DeYeya Jones made a motion to excuse the absence of Chris Waltz from the January COW meeting. 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 item B and Finance items C, D, and E to the consent agenda. Brian Baer seconded the motion. The motion carried.

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

b. Approval of Minutes December 21, 2022

This item was approved by consent.

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

CHAIRPERSON'S COMMENTS

Board Chair Jeff Croff thanked Chelsea Koenigsknecht for her time serving the CADL Board.

NEW BUSINESS

General

- a. Mason Branch Renovation Update
Scott Duimstra presented the Mason Branch Renovation update before the full Board.
- b. FIN 101 Financial Policies
This item was approved by consent.
- c. Legislative Update
There were no legislative updates.
- d. Community Contacts
Sandy Drake attended the meetings of the Friends of the Haslett Library, Friends of the Webberville Library, and Friends of the Mason Library.

Finance

- a. December 2022 Financial Report
This item was approved by consent.
- b. Downtown Lansing Branch Air Handler Emergency Purchase
The total repair quote was \$14,610. It includes removal of broke/damaged bearings, removal of motor and replace with one on-site, perform Belzona repair to damaged/scored shaft, assemble new bearings on shaft, place one new pulley on the new motor and replace the fan pulley, place new belts on pulleys and align and test operations.
- c. BS&A Software Recommendation
This item was approved by consent.
- d. Horizon Bank Account Signatory Recommendation
This item was approved by consent.
- e. PFCU Account Signatory Recommendation
This item was approved by consent.

DIRECTOR'S REPORT

- CADL was a sponsor or the Dr. Martin Luther King, Jr. Commission of Mid-Michigan Luncheon. Executive Director Duimstra thanked the Board members who attended the luncheon with him and showed the plaque CADL received for being a sponsor.

- The next CADL Cares campaign will be a partnership with Sleep in Heavenly Peace, the national organization that builds twin beds for children. From February 6 – February 28, CADL branches will have donation boxes for new comforters, sheet sets, and pillows that will be donated to Sleep in Heavenly Peace.
- The Winter Reading Challenge has started and will go until February 28. Over 1,000 people have registered for the program.
- As part of CADL's 25th anniversary, during the month of February, CADL will have a Show Your Love campaign where members can write what they love about their library on hearts that will be displayed in the library.
- The system-wide Friends event will be on Tuesday, January 31 from 6-8pm. The focus of the event will be on developing policies and procedures for Friends groups.
- Executive Director Duimstra heard from CADL's legal counsel and there doesn't need to be a Director's Report at the February Board meeting when the 2022 Annual Report is given.
- Executive Director Duimstra thanked Chelsea Koenigsknecht for her time at CADL. She has been a great employee.

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. DeYeya Jones seconded the motion. The motion carried. The meeting was adjourned at 6:18 p.m.