

**CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING
March 15, 2023**

Members Present: Brian Baer, Debora Bloomquist, Margaret Bossenbery, Sandy Drake, DeYeya Jones, Chris Waltz

Members Absent: Jeff Croff

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

Others Present: Lindsay Dangl

CALL TO ORDER

The Vice-Chairperson called the meeting to order at 5:30 p.m.

ROLL CALL

Baer – Present
Bloomquist – Present
Bossenbery – Present
Croff – Absent
Drake – Present
Jones – Present
Waltz – Present

Margaret Bossenbery made a motion to excuse the absence of Jeff Croff from the March Board meeting. Chris Waltz 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 Finance after the Chairperson's Comments on the agenda. Chris Waltz seconded the motion. The motion carried.

Margaret Bossenbery made a motion to approve the consent agenda. Brian Baer seconded the motion. The motion carried.

- b. Approval of Minutes February 27, 2023
This item was approved by consent.

- c. Disbursements for February 2023
This item was approved by consent.

CHAIRPERSON'S COMMENTS

There were no Chairperson's Comments.

PRESENTATION

General

- a. Executive Director's Annual Report
Executive Director Scott Duimstra presented the 2022 Executive Director's annual report. He highlighted CADL departments, branches and goals.

NEW BUSINESS

General

- a. Appointment of Board Nomination Committee
The Board Chairperson will reach out to Board members about a Nominating Committee.
- b. Recommendation for Closing the Downtown Lansing Brand on Friday, April 28, 2023
Executive Director Duimstra presented the recommendation for closing on Friday, April 28, 2023 to allow for cleaning and decorating for the 25th Anniversary Celebration that evening. Margaret Bossenbery made a motion to approve the recommendation. Debora Bloomquist seconded the motion. The motion carried.
- c. Legislative Update
There were no legislative updates.
- d. Community Contacts
Sandy Drake assisted the Okemos Library Friends Group with set up and break down for their March book sale and attended their meeting.

Debora Bloomquist asked about House Bill 4149. Executive Director Duimstra explained that there was no movement on the bill.

DeYeya Jones inquired about issues of patrons vaping in the public restrooms. Executive Director Duimstra noted that it is an issue and that the fire alarm goes off when it occurs.

Finance

- a. February 2023 Financial Report
Finance Director Miriam Mattison presented the February 2023 Financial Report to the Board. Margaret Bossenbery made a motion to approve the finance report and place on file. Sandy Drake seconded the motion. The motion carried.

DIRECTOR'S REPORT

- A rough schedule for annual reports has been established. They will begin the second week of April and go through June.
- Executive Director Duimstra attended the Mason DDA meeting on Monday, March 13. They agreed to fund \$200,000 toward the Mason renovation.
- Discovery Layer presentation is being pushed to April. It is being released to the public later in March, and a full tour will be presented to the board in April.
- The audit is underway and will be presented at the April board meeting.

POLICIES – No changes, for review only

- a. HUM 241 Substitute Employees
- b. HUM 251 Temporary Employees
- c. HUM 301 Student Intern Policy
- d. REL 105 Volunteers
- e. REL 107 Gifts and Donations
- f. REL 107A Art Collection
- g. SER 301 Forest Parke Library

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

Sandy Drake noted that the Friends sold 168 shirts and brought the price down to \$7 per shirt.

Margaret Bossenbery announced that she would not be submitting her name for reappointment when her term is up in April.

ADJOURNMENT

Margaret Bossenbery made a motion to adjourn the meeting. Sandy Drake seconded the motion. The motion carried. The meeting was adjourned at 7:17 p.m.