

CAPITAL AREA DISTRICT LIBRARIES BOARD MEETING

April 19, 2023

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

Members Absent:

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

Others Present: Kate Farwell, Jamie Rabe

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

COMMUNICATIONS

There were no communications.

PUBLIC COMMENTS ON AGENDA ITEMS

There were no public comments on agenda items.

CONSENT AGENDA

a. Approval of Agenda

Margaret Bossenbery made a motion to move New Business items C and D and all items under Finance to the consent agenda. Chris Waltz seconded the motion. The motion carried.

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

b. Approval of Minutes March 15, 2023

This item was approved by consent.

c. Disbursements for March 2023

This item was approved by consent.

CHAIRPERSON'S COMMENTS

Jeff Croft thanked Chris Waltz for serving as the nominating committee and compiling the slate of officers. He also thanked those who are willing to serve as officers.

NEW BUSINESS

General

a. 2022 Audit Presentation

Jamie Rabe and Kate Farwell presented the 2022 Audit Report.

Margaret Bossenbery made a motion to accept the 2022 Audit Report as presented. Sandy Drake seconded the motion. The motion carried.

b. Election of Officers

Chris Waltz presented the following slate for the election of officers:

- Chairperson – DeYeya Jones
- Vice Chairperson – Brian Baer
- Secretary – Debora Bloomquist
- Treasurer – Chris Waltz

Sandy Drake made a motion to approve election of officers. Margaret Bossenbery seconded the motion. The motion carried.

The Board discussed creating a policy to guide the nomination process. Chair Croft asked Executive Director Duimstra to work with legal counsel to draft a policy.

c. GOV 105 CADL Board Attendance Policy

This item was approved by consent.

d. Memorandum of Understanding with City of Mason

This item was approved by consent.

e. Mason Branch Temporary Closure Recommendation

Chris Waltz made a motion to approve the recommendation allowing for temporary closure of the Mason Branch during construction. Margaret Bossenbery seconded the motion.

The Board discussed and requested the addition of language noting that the closures would be communicated to the public in the same format as other emergency closures.

The motion carried.

f. Legislative Update

There were no legislative updates. Executive Director Duimstra said that House Bill 4149 is still in the House Judiciary Committee and he's not sure when it will be discussed in the committee.

g. Community Contacts

Sandy Drake attended Friends of the Library meetings in Haslett, Okemos, Lansing and Webberville. She assisted Friends groups in Leslie and Holt with their book sales. Sandy also attended several library events: the angora rabbit event at the Williamston Library, the gardening event at the Haslett Library, and the Sarah Miller author visit at the Dansville Library.

Sandy Drake and Debora Bloomquist attended the Kwame Alexander author visit. Debora gave the introduction at the event. Debora Bloomquist thanked Jolee Hamlin and Trent Smiley for their work on the event.

Finance

a. March 2023 Financial Report

This item was approved by consent.

b. Substitute Library Assistant and Library Clerk Pay Rates

This item was approved by consent.

DIRECTORS REPORT

- The Foster renovation is going well and is set to reopen on Monday, April 24. An official ribbon-cutting will take place in June.
- Advocacy Day is Tuesday, April 25. Executive Director Duimstra will be emceeding the welcome ceremony. The day's events will also include a read-in on the steps of the Capital as well as meetings with senators and representatives.
- A ribbon-cutting for the nature story walk at Fenner Nature Center will take place on Thursday, April 27 in conjunction with the Kiwanis Club of Lansing which partnered in the project.
- The 25th Anniversary Celebration will take place on Friday, April 28th. The event will be attended by current and past board members, staff, Friends groups, legislators and other supporters. In addition to networking opportunities, a program will recognize staff, donors and community partners.
- Annual reports are underway. The four municipalities completed thus far were all very receptive to the information provided.
- Genesee District Library is leaving the Mideastern Michigan Library Cooperative and moving to the Library Network cooperative. This will have a financial impact in the future.
- Margaret Bossenbery will not be continuing on the CADL Board. There is currently one applicant for the open Lansing City resident who is appointed by the Ingham County Board of Commissioners.
- CADL Marketing Director, Trent Smiley, is retiring. His last day is May 19. Over 40 applications were received for the position, and interviews will start the last week of April.

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

Debora Bloomquist noted the positive feedback received at the Annual Meetings she attended. She noted that the municipalities appreciated the information detailing the cost of services they received compared to what their residents pay in property taxes.

Debora Bloomquist also congratulated Miriam Mattison on the successful completion of the audit.

CLOSED SESSION

The Board went into Closed Executive Session as allowed under the Open Meetings Act. PA 127 of 1976 as last amended, to discuss Scott Duimstra's evaluation. A roll call vote was held:

Baer – Yes

Bloomquist – Yes

Bossenbery – Yes

Croff – Yes

Drake – Yes

Jones – Yes

Waltz – Yes

Margaret Bossenbery made a motion to move the Board into a closed session. Debora Bloomquist seconded the motion. The motion carried. The Board went into its closed session at 6:31 p.m.

Margaret Bossenbery made a motion to move the Board out of its closed session. Debora Bloomquist seconded the motion. The motion carried.

The Board returned from its closed session at 7:40 p.m.

Margaret Bossenbery made a motion to approve the increase of the Executive Director's salary. DeYeya Jones seconded the motion. The motion carried.

Margaret Bossenbery made a motion to approve the evaluation of the Executive Director. DeYeya Jones seconded the motion. The motion carried.

ADJOURNMENT

Margaret Bossenbery made a motion to adjourn the meeting. Sandy Drake seconded the motion. The motion carried. The meeting was adjourned at 7:42 p.m.