

**CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING
May 17, 2023**

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

Members Absent: Brian Baer

Staff Present: Scott Duimstra, Janet Elliott, Jolee Hamlin, Julie Laxton, Sheryl Knox, 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 – Absent

Bloomquist – Present

Clifton-O'Donnell – Present

Croff – Present

Drake – Present

Jones – Present

Waltz – Present

Chris Waltz made a motion to excuse the absence of Brian Baer from the May Board meeting. Jeff Croff seconded the motion. The motion carried.

COMMUNICATIONS

The Board received a card from former board member Margaret Bossenbery thanking them for their farewell card and gifts.

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 New Business General items A, C, D, E and F and Finance item A to the consent agenda. Chris Waltz seconded the motion. The motion carried.

Chris Waltz made a motion to approve the consent agenda as amended. Jeff Croff seconded the motion. The motion carried.

- b. Approval of Minutes April 19, 2023
This item was approved by consent.

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

CHAIRPERSON'S COMMENTS

DeYeya Jones thanked retiring staff member Trent Smiley for his service to Capital Area District Libraries.

NEW BUSINESS

General

- a. June, July and August Board Meeting Dates
This item was approved by consent.

- b. Finance Committee Appointment
Jeff Croff volunteered to fill the vacant position on the Finance Committee.

Chris Waltz made a motion to approve Jeff Croff to serve on the Finance Committee. Sandy Drake seconded the motion. The motion carried.

- c. FIN 105 Purchasing Policy
This item was approved by consent.

- d. FIN 108 Grant Administration Policy
This item was approved by consent.

- e. FIN 211 Fixed Asset Disposal
This item was approved by consent.

- f. FIN 212 Asset Capitalization
This item was approved by consent.

- g. Legislative Update
There were no legislative updates.

- h. Community Contacts
Annual Reports have been taking place and are going very well with head librarians sharing about the values of the libraries and Executive Director Duimstra talking about the value that residents are receiving broken down by each municipality. Board members are also in attendance at annual report meetings and noted the positive feedback on the reporting.

Sandy Drake attended Friends of the Library meetings in Haslett, Leslie, Lansing, Mason and Williamston. She also attended the Haslett book sale and luncheon for library staff

as well as the MMLC meeting and the White Oak and Wheatfield annual report presentations.

Finance

a. April 2023 Financial Report

This item was approved by consent.

b. Staff Laptops Recommendation

It is recommended to purchase (83) Dell Latitude 5540 touchscreen laptops from Dell Marketing at a unit price of \$1,442.24 for a total of for \$119,705.92. Pricing is from the Midwestern Higher Education Commission (MHEC) purchasing contract.

Jeff Croff made a motion to approve the recommendation. Sandy Drake seconded the motion. The motion carried.

DIRECTORS REPORT

- MLA Advocacy Day took place on Tuesday, April 25 with over 100 librarians from around the state in attendance at the state capital. In spite of the rain and snow, attendees participated in a welcome ceremony emceed by Executive Director Duimstra, a read-in on the steps of the Capital as well as meetings with senators and representatives.
- MLA surveyed Michigan residents after advocacy day to gather data on public opinion surrounding book banning. The results of the survey were very positive and will be used in a marketing campaign in the fall.
- The 25th Anniversary Celebration that took place on Friday, April 28th was very successful. Executive Director Duimstra noted CADL Marketing Director Trent Smiley's efforts in planning and executing the event. Michigan Premier Events was the company hired to oversee the event, and they created a great recap video. Additional 25th anniversary events for families will be taking place this year as well as the creation of a poster by a local artist.
- The Mason renovation started on May 1 and is going well. Weekly update meetings are taking place throughout the first phase of the project. The library's limited-service model operating out of the accessible ramp entrance has been successful and is planned to continue from that space throughout the project. Per the agreement with the City of Mason, CADL staff will help the city fundraise for the project starting this summer.
- Registration for Summer Reading opened on Monday, May 15 and reading minutes can be recorded starting on June 1.
- A CADL Board Book has been published, and Executive Director Duimstra highlighted the efforts of Assistant Director Jolee Hamlin bringing staff together to create the book.
- Marketing Director, Trent Smiley is retiring, and May 17 is his last day. Executive Director Duimstra recognized him for all the great work he has done at CADL during his tenure and presented him with a framed CADL shirt that had been signed by staff and board members.

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

Debora Bloomquist echoed Executive Director Duimstra's comments about the 25th anniversary celebration and thanked staff for all their work making it happen. In addition, she reported on her attendance at a tribute for Aurelius Township supervisor, Larry Silsby, who passed away in April.

Debora Bloomquist asked about damage to one of the CADL IT vans. Staff noted there had been an accident, and that no one was injured. The van is awaiting review by the insurance adjustors.

Jolee Hamlin thanked the CADL marketing department for their help meeting deadlines for the CADL board book's publication so that it could be finished in time for summer reading.

ADJOURNMENT

Chris Waltz made a motion to adjourn the meeting. Debora Bloomquist seconded the motion. The motion carried. The meeting was adjourned at 6:00 p.m.