

CAPITAL AREA DISTRICT LIBRARIES BOARD MEETING

June 21, 2023

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

Members Absent:

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

Others Present: Lindsay Dangl

CALL TO ORDER

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

ROLL CALL

Baer – Present

Bloomquist – Present

Clifton-O'Donnell – 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

Jeff Croff made a motion to approve the consent agenda. Debora Bloomquist seconded the motion. The motion carried.

b. Approval of Minutes May 17, 2023

This item was approved by consent.

c. Disbursements for May 2023

This item was approved by consent.

CHAIRPERSON'S COMMENTS

DeYeya Jones welcomed everyone to summer in light of it being the first day of the summer solstice.

NEW BUSINESS

General

- a. Welcome Victoria Meadows, Marketing & Communications Director
Executive Director Scott Duimstra introduced CADL's new Marketing and Communications Director, Victoria Meadows, to the Board of Trustees. Board members introduced themselves and welcomed her.
- b. SER 103 Code of Conduct
Additional language was added to the policy clarifying privacy rights of individuals related to the taking of photographs and recordings by members of the public. Jeff Croff made a motion to approve the changes to the policy. Quinn Clifton-O'Donnell seconded the motion. The motion carried.
- c. SER 111 Use of Photographic Images Consent Policy
Additional language was added to the policy clarifying consent of individuals being photographed, filmed or recorded by CADL. Jeff Croff made a motion to approve the changes to the policy. Brian Baer seconded the motion. The motion carried.
- d. FIN 101 Financial Policies
Language in the policy was modified to reflect changes in staffing and electronic payment practices. Jeff Croff made a motion to approve the changes to the policy. Brian Baer seconded the motion. The motion carried.
- e. FIN 104 Credit Card Policy
Language in the policy was modified to reflect the incorporation of virtual spending card options as well as changes in staffing and alignment of staff spending limits. Sandy Drake made a motion to approve the changes to the policy. Chris Waltz seconded the motion. The motion carried.
- f. Legislative Update
There were no legislative updates, but Executive Director Duimstra commented on the state budget. He noted that the budget is currently flat and emphasized the need for advocacy promoting the importance of libraries and the need for increased state aid.
- g. Community Contacts
Sandy Drake attended the Lansing Friends of the Library meeting as well as the Haslett Friends book drive and the Okemos and Stockbridge Friends book sales. She also handed out bags of books at the Williamston Touch-a-Truck event and handed out ice cream at the Webberville community picnic with the Webberville Friends group. She was excited to report on some book sharing that has been happening between some of the Friends of the Library groups, specifically, Williamston giving 20 boxes of books to the Haslett Friends group whose book donations have decreased significantly. Sandy Drake also attended the Leroy Township annual report presentation.

Debora Bloomquist attended the Aurelius annual meeting as well as the Vevay, Dansville and Leroy Township meetings.

Brian Baer attended the Lansing Township meeting with Executive Director Scott Duimstra and Head Librarian Melissa Cole.

Finance

a. May 2023 Financial Report

Finance Director Miriam Mattison presented the May 2023 Financial Report to the Board. Jeff Croff made a motion to approve the finance report. Sandy Drake seconded the motion. The motion carried.

DIRECTORS REPORT

- Summer Reading has started. There are 5,200 registered thus far, a significant increase over the numbers for 2022. Summer Reading guides were distributed to the Board. Executive Director Duimstra highlighted Webberville Head Librarian Amanda Vorce's "Storytimes Around Town" programming.
- The MLA Annual Conference will take place in Kalamazoo in October. Executive Director Duimstra reminded the Board that they each have a membership to MLA and their expenses are covered. He noted that CADL staff would be presenting two sessions at the conference.
- Student Success Initiative scholarships were presented to two graduating high school seniors.
- Executive Director Duimstra presented at the Mason Rotary Club regarding the Mason Library renovation.
- The Mason Library is successfully maintaining modified services during renovation, and visits are only down by about 1,000 per month. Projections for the renovation appear to be on track, although there is a gap of about \$140,000 in funding.
- Executive Director Duimstra participated in a crisis communication training with the MLA Board. He hopes to bring the training back to CADL staff and board members this fall. The training focused on how to respond to media requests during tense situations.
- Board members were reminded that a new group photograph will be taken ahead of the July 19 board meeting.
- A ribbon-cutting took place at the newly renovated Foster Library branch. The event was attended by Mayor Andy Schor and State Representative Emily Dievendorf as well as CADL staff and board members.

POLICIES – No changes, for review only

- a. GOV 210 Services, Facilities
- b. HUM 112 Inclement Weather Closing Policy
- c. HUM 305 Pandemic Response Plan
- d. REL 102 New Library Facilities
- e. REL 201 Millage Support
- f. REL 202 Building Projects
- g. SER 107 Meeting Rooms Policy
- h. SER 204 Accessibility Policy

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

Debora Bloomquist complimented staff on the front window display of the Downtown Library.

CLOSED SESSION

The Board went into closed session to consult with legal counsel to consider attorney client material exempt from disclosure pursuant to MCL 15.268(l)(h). A roll call vote was held:

Baer - Yes

Bloomquist – Yes

Clifton-O'Donnell - Yes

Croff - Yes

Drake - Yes

Jones - Yes

Waltz – Yes

Sandy Drake 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 6:11 p.m.

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

ADJOURNMENT

Jeff Croff made a motion to adjourn the meeting. Debora Bloomquist seconded the motion. The motion carried. The meeting was adjourned at 7:10 p.m.