

**CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING
July 19, 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, 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

A thank you card from SSI Scholarship recipient Megan Hills was shared with the Board.

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. Quinn Clifton-O'Donnell seconded the motion. The motion carried.

b. Approval of Minutes June 21, 2023

This item was approved by consent.

c. Disbursements for June 2023

This item was approved by consent.

CHAIRPERSON'S COMMENTS

DeYeya Jones noted that he attended the Lansing Promise golf outing. He also attended the Lansing City Council meeting with Brian Baer and the feedback at that meeting was very positive.

NEW BUSINESS

General

a. REL 103 Media Relations

Language in the policy was updated to clarify the process and staff responsibilities related to the media. Jeff Croff made a motion to approve the changes to the policy. Sandy Drake seconded the motion. The motion carried.

b. Ingham County Community Agency Grant Application

An application for a grant to help direct social service at Lansing Libraries was presented to the Board for approval. Jeff Croff made a motion to approve the application. Quinn Clifton-O'Donnell seconded the motion. The motion carried.

c. Executive Director Employment Agreement Extension

An agreement was presented to extend Executive Director Scott Duimstra's contract by 30 days to allow time to complete negotiations on a new contract. Brian Baer made a motion to approve the agreement. Chris Waltz seconded the motion. The motion carried.

d. Legislative Update

There were no legislative updates.

e. Community Contacts

Sandy Drake attended the Webberville Friends of the Library meeting as well as the annual report presentations in Webberville Village, Locke Township, and Williamstown Township. She also attended Summer Reading programs by the Bubbleman and Magician Baffling Bill at Haslett.

Debora Bloomquist attended annual report presentations at Webberville Village and Williamstown Township, and Brian Baer attended the City of Lansing and Ingham Township annual report presentations.

Finance

a. June 2023 Financial Report

Finance Director Miriam Mattison presented the June 2023 Financial Report to the Board. Jeff Croff made a motion to approve the finance report. Brian Baer seconded the motion. The motion carried.

b. 2022 Pension Actuarial Results

Finance Director Miriam Mattison presented the 2022 Pension Actuarial Results to the Board.

c. 2023 Tax Rate Request – L-4029

Finance Director Miriam Mattison presented the 2023 Tax Rate Request – L-4029 to the Board. A resolution fixing proposed millage rate/truth-in-taxation resolution pursuant to MCL 211.24e(7) was also presented. Chris Waltz made a motion to adopt the resolution. Sandy Drake seconded the motion. A roll call vote was held:

Baer - Yes

Bloomquist - Yes

Clifton-O'Donnell - Yes

Croff - Yes

Drake - Yes

Jones - Yes

Waltz – Yes

The motion carried.

DIRECTORS REPORT

- Hennes Communications is scheduled to do crisis communication training with the Board in September. Executive Director Duimstra participated in this training with the MLA Board and highly recommends it. The training focuses on how to respond to media requests during tense situations. The management team will also have a training session.
- Annual Report presentations are complete. The By the Numbers campaign was phenomenal and will be continued next year. Executive Director Duimstra's attendance at all the presentations resulted in many positive outcomes.
- The ALA Annual Conference took place in Chicago in June. Executive Director Duimstra attended on June 22 and accepted an award on behalf of the MLA. The Gerald Hodges Intellectual Freedom award was presented to the MLA in recognition of their My Right to Read campaign.
- The current insurance policy expires too close to the next board meeting, so the Board will need to hold a special meeting in August to approve a recommendation for an insurance provider. The meeting will take place on Wednesday, August 9 at 5:30 pm.
- CADL will partner with the Lansing Lugnuts for a Marvel Superhero Night on Friday, August 11. Board Chair DeYeya Jones agreed to make the first pitch on behalf of CADL.
- The Mason Library renovation is underway. The branch will close on Monday, July 24 to move modified services to the other side of the building. In spite of modified services, they have been running on regular hours and visits are only down to 3,000 from a 4,000 visit norm.
- Options are being explored for the house next door to the Downtown Library. This is the only building that the library owns, and a decision will need to be made on what to do with that space. Options will be presented to the board in the next few months.
- The Library Card Challenge contest between CADL branches runs from June through September. There are two traveling award cups which will be presented at CADL Conference. The cups will be awarded for the number of card holders and circulation activity. The contest helps educate staff on the activity that impacts library statistics.

POLICIES – No changes, for review only

- a. GOV 211 Non-District Municipality
- b. GOV 251 Aurelius Township Agreement
- c. GOV 252 Ingham Township Agreement
- d. GOV 253 Leroy township Agreement
- e. GOV 254 City of Mason Agreement
- f. GOV 255 Foster-City of Lansing Agreement
- g. GOV 256 South Lansing-City of Lansing Agreement
- h. GOV 257 City of Williamston Agreement
- i. GOV 258 Meridian Charter Township Agreement
- j. GOV 259 Delhi Charter Township
- k. GOV 260 City of Leslie Agreement
- l. GOV 261 Stockbridge Township

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

Sandy Drake asked about accuracy of the inventory of items included in some of the municipality agreements. Legal counsel noted that policies can be reviewed and addendums used to update as needed.

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

Jeff Croff made a motion to move the Board into a closed session. Brian Baer seconded the motion. The motion carried. The Board went into its closed session at 6:30 p.m.

Jeff Croff made a motion to move the Board out of its closed session at 7:09 pm. Brian Baer seconded the motion. A roll call vote was held:

Baer - Yes
Bloomquist – Yes
Clifton-O'Donnell - Yes
Croff - Yes
Drake - Yes
Jones - Yes
Waltz – Yes

The motion carried.

ADJOURNMENT

Sandy Drake made a motion to adjourn the meeting. Jeff Croff seconded the motion. The motion carried. The meeting was adjourned at 7:09 p.m.