

**CAPITAL AREA DISTRICT LIBRARIES**  
**BOARD MEETING**  
August 16, 2023

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

**Members Absent:** Jeff Croff

**Staff Present:** Scott Duimstra, Janet Elliott, Jolee Hamlin, Julie Laxton, Miriam Mattison

**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 – Absent

Drake – Present

Jones – Present

Waltz – Present

Chris Waltz made a motion to excuse the absence of Jeff Croff from the August Board meeting. Quinn Clifton-O'Donnell seconded the motion. The motion carried.

**COMMUNICATIONS**

There were no communications.

**PUBLIC COMMENTS ON AGENDA ITEMS**

There were no public comments on agenda items.

**CONSENT AGENDA**

a. Approval of Agenda

Chris Waltz made a motion to approve the consent agenda. Sandy Drake seconded the motion. The motion carried.

b. Approval of Minutes July 19, 2023

This item was approved by consent.

c. Approval of Minutes August 9, 2023

This item was approved by consent.

d. Disbursements for July 2023

This item was approved by consent.

## **CHAIRPERSON'S COMMENTS**

DeYeya Jones shared about his experience representing CADL by throwing one of the first pitches at the Lansing Lugnuts game on August 11.

## **PRESENTATION**

- a. 2023 Goals and 2020-2024 Strategic Plan Update – Scott Duimstra, Executive Director  
Executive Director Scott Duimstra provided an overview of where CADL is as an organization halfway through the year. The presentation highlighted five main goals which reflected back on strategic plan objectives.

## **NEW BUSINESS**

### **General**

- a. Executive Director Employment Agreement  
Brian Baer made a motion to approve the Executive Director Employment Agreement. Chris Waltz seconded the motion. The motion carried.
- b. SER 103A Unattended Children  
In addition to minor language changes, additional language was added to the policy to clarify that two staff must stay with unattended youth after closing.  
  
Chris Waltz made a motion to approve the changes to the policy as presented. Quinn Clifton-O'Donnell seconded the motion. The motion carried.
- c. SER 103C Code of Conduct Guide  
Language in the policy was updated to reflect changes to SER 103 Code of Conduct. Additional language was added to the policy regarding the communication of bans as well as guidelines related to Michigan Library Privacy Act (MCL 397.601 et seq).  
  
Chris Waltz made a motion to approve the changes to the policy as presented. Brian Baer seconded the motion. The motion carried.
- d. SER 103D Code of Conduct Penalties  
Language in the policy was updated to reflect changes to SER 103 Code of Conduct, specifically adding language to clarify cleanliness as well as allowances related to the length of bans and specification of larceny.  
  
Chris Waltz made a motion to approve the changes to the policy as presented. Sandy Drake seconded the motion. The motion carried.
- e. SER 110 CADL Cares  
Language in the policy was updated to reflect Assistant Director job title and correct name for the jeans day initiative.

Brian Baer made a motion to approve the changes to the policy. Quinn Clifton-O'Donnell seconded the motion. The motion carried.

f. 427 S. Capitol Discussion

Executive Director Scott Duimstra shared information regarding the property at 427 S. Capitol which is owned by CADL and is currently only being used for storage. A 2019 recommendation to demolish the property and create parking spaces would be very costly, and it is unlikely the City will grant permission for parking in that space. The other viable option is to sell the property, and a recommendation along that line will be presented to the Board at a future meeting.

g. Legislative Update

There were no legislative updates. Executive Director Duimstra reported that Governor Whitmer is very aware of the ALA's My Right to Read Campaign, and she has announced intent to write a proclamation for Right to Read Day and do a storytime leading into Banned Book Week. In addition, the ALA is working to change "Banned Book Week" to something with a more positive connotation like "Freedom to Read Week."

h. Community Contacts

Sandy Drake attended the 25<sup>th</sup> Anniversary Celebration at Leslie Library as well as Haslett's Touch a Truck event and Holt-Delhi's end of summer reading program celebration. She also helped the Aurelius Friends with their book sale and attended the Williamston Friends meeting.

Brian Baer, Debora Bloomquist, and Sandy Drake attended the CADL Staff Picnic.

## **Finance**

a. July 2023 Financial Report

Finance Director Miriam Mattison presented the July 2023 Financial Report to the Board.

Chris Waltz made a motion to approve the finance report. Sandy Drake seconded the motion. The motion carried.

b. LAFUCU Account Signatory

It is recommended to add the Finance Director, Miriam Mattison, as an approved signatory on accounts for the Capital Area District Library at LAFUCU, and remove retired Finance Director, Pat Taylor, from the accounts.

Brian Baer made a motion to approve the LAFUCU Account Signatory recommendation. Chris Waltz seconded the motion. The motion carried.

c. Okemos Branch Youth Area Project

It is recommended to approve Library Design Associates to complete shelving modifications in the youth area at the Okemos Library and for Seeyle Group to install new carpets in the youth area and event room.

The total project is estimated at \$79,002, including a 5% contingency. The Friends of the Okemos Library have approved up to \$30,000 toward the project. The remaining \$48,785 will be funded by donations, including \$25,000 donated in memory of Asha and Rajaram Joshi.

Chris Waltz made a motion to approve the Okemos Branch Youth Area Project recommendation. Quinn Clifton-O'Donnell seconded the motion. The motion carried.

d. MI Community Center Grant

It is recommended that Capital Area District Libraries apply for the MI Community Center Grant through the Michigan Department of Labor and Economic Opportunity for the Mason Branch Renovation. The request will be for \$200,000 to help with the current funding gap for the exterior improvements to the library building. The funds are reimbursed, so funds from the Capital Projects Fund Balance would be used and then be reimbursed.

Chris Waltz made a motion to approve applying for this grant. Sandy Drake seconded the motion. The motion carried.

e. MERS NUA Group Discussion

Finance Director Miriam Mattison and Executive Director Scott Duimstra shared background information on the non-union administrative group defined benefits plan and explained current and future limitations to the plan. Options for improvement are being explored and will be presented at a future meeting.

## **DIRECTORS REPORT**

- The Mason Library renovation is in full swing and has entered the second phase. Survivor-themed shirts were given to Mason staff as a way to boost morale.
- A successful CADL Staff Picnic took place on August 13<sup>th</sup> thanks to the organizing efforts of Miriam Mattison and Julie Laxton. It was a great way to get to know the number of new staff who attended.
- The Summer Reading Challenge wrapped up at the beginning of August. One of the goals was to increase summer reading numbers by 2%. This goal was surpassed with a final increase of 5% as well as a completion rate of 39%.
- The Board will return to two meetings for the month of September. The Board meeting on September 20<sup>th</sup> will include crisis communication training by Hennes Communications.
- CADL Conference will take place on Friday, November 10<sup>th</sup>. A virtual option will be available, but staff will be encouraged to attend in person. Fun activities are scheduled for the afternoon.

- Haslett Library received a donation of Beanie Babies, and Youth Services Librarian Kate Newcombe devised a creative way to utilize them. They have been packed as Reading Buddies for distribution to patrons.
- Selection Specialist Jessica Trotter authored the “Fabulous Fall Reads” article in the latest issue of Library Journal.

**POLICIES** – No changes, for review only

- a. SER 101 Materials Selection
- b. SER 102 Circulation Policy
- c. SER 103 Code of Conduct
- d. SER 103B Patron Use of Phones
- e. SER 103E Conduct Appeal Process
- f. SER 106 Arrangement of Materials

**PUBLIC, STAFF, AND BOARD MEMBER COMMENTS**

Sandy Drake shared about the National Night Out event in her neighborhood. This year, they added a CADL Pop-up Storywalk, and it was very well received.

DeYeya Jones noted that the success of his pitch at the Lansing Lugnuts game was due to preparation and practice with one of the players on his football team who is also a catcher on the baseball team.

**ADJOURNMENT**

Debora Bloomquist made a motion to adjourn the meeting. Quinn Clifton-O’Donnell seconded the motion. The motion carried. The meeting was adjourned at 6:54 p.m.