

CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING
November 15, 2023

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

Members Absent:

Staff Present: Janet Elliott, Jolee Hamlin, Julie Laxton, Sheryl Knox (6:02pm), Victoria Meadows, Miriam Mattison, Sophie Steiner, Thais Rousseau

Others Present: David Klevorn

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

Drake – Present

Jones – Present

Smith - Present

Waltz – Present

COMMUNICATIONS

There were no communications. Board Chair DeYeya Jones welcomed new board member Ashley Smith, and brief introductions were shared.

PUBLIC COMMENTS ON AGENDA ITEMS

Debora Bloomquist made a motion to add the item “Executive Director Search Team Conversation” to the agenda under General item D. Chris Waltz seconded the motion. The motion carried.

CONSENT AGENDA

a. Approval of Agenda

Chris Waltz made a motion to approve the consent agenda. Quinn Clifton-O'Donnell seconded the motion. The motion carried.

b. Approval of Minutes October 18, 2023

This item was approved by consent.

c. Disbursements for October 2023

This item was approved by consent.

PUBLIC HEARING

a. Public Hearing on CADL 2024 Budget

The Board voted to begin the Public Hearing at 5:34 pm.

Baer – Aye

Bloomquist – Aye

Clifton-O'Donnell – Aye

Drake – Aye

Jones – Aye

Smith – Aye

Waltz – Aye

There were no public comments on the 2024 CADL Budget. The Board closed the Public Hearing at 5:35 pm.

CHAIRPERSON'S COMMENTS

DeYeya Jones explained his absence from the October 18 Board Meeting.

PRESENTATION

a. NUA MERS Presentation – Miriam Mattison, Finance Director

- b. Finance Director Miriam Mattison presented information on retirement options for the NUA (non-union administrative staff) group. She reviewed the recommendations approved in 2019, clarified the current situation, and shared two options for addressing the concerns along with the pros and cons of each.

NEW BUSINESS

General

a. HUM 202 Director Evaluation Policy

Language in the policy was altered to provide clarity and reduce redundancy.

Chris Waltz made a motion to approve the HUM 202 Director Evaluation Policy. Quinn Clifton-O'Donnell seconded the motion. The motion carried.

b. Glenn & Trish Granger Foundation Grant Application

It is recommended to apply for a \$75,000 grant to the Glen & Trish Franger Family Foundation in support of the Mason Library Renovation and to submit the grant application to meet the November 15, 2023 semi-annual deadline.

The grant request is for \$75,000; \$60K of which is earmarked for interior costs and \$15K of which is earmarked for exterior costs. CADL has no financial obligations as part of this grant application.

Quinn Clifton-O'Donnell made a motion to approve submission of the Glenn & Trish Granger Family Foundation Grant application. Brian Baer seconded the motion. The motion carried.

c. Legislative Update

MLA is providing a workshop on the Freedom to Read Act due to concerns on how it might impact a library's ability to weed collections.

d. Community Contacts

Sandy Drake attended the Leslie, Lansing, Mason, Stockbridge and Dansville Friends meetings. She helped with the Haslett Friends booksale, and she helped Stockbridge set up for their silent auction. In addition, she attended CADL Conference as well as author visits by Rod Sadler at Leslie and John Robinson at Stockbridge.

e. Executive Director Search Team Conversation

Quinn Clifton-O'Donnell made a motion to add closed session to the agenda. Chris Waltz seconded the motion. The motion carried.

The Board went into Closed Executive 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

Drake – Yes

Jones – Yes

Smith – Yes

Waltz – Yes

Quinn Clifton-O'Donnell 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 6:15 pm.

Brian Baer made a motion to move the Board out of its closed session. Quinn Clifton-O'Donnell seconded the motion. The motion carried. The Board moved out of its closed session at 6:30 pm.

Finance

a. October 2023 Financial Report

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

Chris Waltz made a motion to approve the finance report. Brian Baer seconded the motion. The motion carried.

b. November 2023 Budget Revision

Finance Director Miriam Mattison explained recommended revisions to the 2023 budget which combined to a \$188,300 total requested return to the Undesignated Fund Balance.

Chris Waltz made a motion to approve the November 2023 Budget Revision. Quinn Clifton-O'Donnell seconded the motion. The motion carried.

c. CADL 2024 Budget

Finance Director Miriam Mattison presented the 2024 Budget, noting that no changes were made to the draft presented in October.

Chris Waltz made a motion to approve the CADL 2024 Budget. Debora Bloomquist seconded the motion. The motion carried.

d. Parking Space Recommendation

It is recommended that Capital Area District Library enter a new contract with Abraham Washington, LLC to lease 60 parking spaces at the 418 S. Washington Avenue location for a ten-year period. The monthly rate for each spot will be \$75.33 and will remain the same over the life of the contract. This will permit part-time staff currently parking at the 427 S. Capitol property to move to the gated lot and allow all Downtown CADL staff to park in the same lot.

Per FIN 105 Purchasing Policy, new service contracts with a commitment greater than \$50,000 annually must undergo legal counsel evaluation, which has been successfully completed.

Brian Baer made a motion to approve the Parking Space Recommendation. Sandy Drake seconded the motion. The motion carried.

e. Janitorial Agreement Contract Recommendation

It is recommended to approve the Boling Janitorial Services contract at \$179,109 for 1/2/24-12/31/24.

Boling Janitorial was selected as the vendor to provide services after an RFP process and was approved by the CADL Board in October 2023. Per FIN 105 Purchasing Policy, new service contracts with a commitment greater than \$50,000 annually must undergo legal counsel evaluation, which has been successfully completed.

Quinn Clifton-O'Donnell made a motion to approve the Janitorial Agreement Contract Recommendation. Sandy Drake seconded the motion. The motion carried.

f. Server Cluster and SAN Storage Purchase

It is recommended to purchase (1) Dell Unity XT 380 Hybrid storage area network (SAN) with (7) 1.6TB SSD drives and (8) 4TB NL-SAS drives, (3) Dell PowerEdge R650xs servers, 5 years of software maintenance, support and 24x7 onsite warranties,

and implementation services for \$67,967.62 from Avalon Technologies, Inc. via Midwestern Higher Education Compact (MHEC) contract pricing. MHEC is a competitively bid contract vehicle from which CADL is eligible to purchase.

The current hardware hosting CADL's virtualized server platform and almost all of the on-premises servers has performed well and been highly reliable; however, it is currently beyond warranty and end of life. The recommended hardware would meet current needs with sufficient room to grow if needed.

Chris Waltz made a motion to approve the Server Cluster and SAN Storage Purchase. Sandy Drake seconded the motion. The motion carried.

g. NUA MERS Recommendation

It is recommended to reopen the DB plan for the NUA group to new and existing professional staff.

Changes include the following:

1. Open the DB plan for new and existing professional staff.
2. Bring new and existing professional staff in at the date of hire.
3. Bring the DC assets over into the DB plan.
4. Employee contribution rate will be calculated by MERS and estimated to be 4.07% as of January 1, 2024.
5. Continue the contributions from the Pension Reserve Fund each year during the budget process.
6. Evaluate the status of the pension results annual.

This allows CADL to maintain benefits that were promised to staff. The changes will give the same pension benefits to ALL professional staff and fix the inequity that currently exists. It will stabilize rates for the participants in the plan, while keeping the cap with CADL and stabilizing CADL's payments.

Chris Waltz made a motion to accept the recommendation as presented. Quinn Clifton-O'Donnell seconded the motion. The motion carried.

DIRECTORS REPORT

- Interim Executive Director Jolee Hamlin welcomed Ashley Smith to the board. She met with Ashley earlier in the week and will have an orientation meeting with her at the end of the month. Tours of the library branches will be scheduled after that, and board members are welcome to accompany her.
- CADL Conference went well, including Mr. McConnell's speech and great sessions for all in attendance. Jolee thanked everyone who was able to attend and praised staff for all their work making it happen.
- The first Library Card Challenge competition took place in 2019, and this year, Stockbridge Library was awarded the trophy at CADL Conference in recognition of their 7.4% increase in registered patrons. The Circ Active award went to Dansville Library for an increase of almost 2%. Foster Library placed second in both categories.

- Outcome on the application for a MI Community Center Grant through the Michigan Department of Labor and Economic Opportunity for the Mason Library Renovation has been delayed. Applicants were given the opportunity to contribute additional letters of support, and 18 additional letters of support were added to CADL's application.
- An infographic is being created for use by the City of Mason in their capital campaign fundraising efforts related to the Mason Library Renovation.
- Local artist Marissa Tawney Thaler is creating murals on the walls of the Children's Room at the Mason Library.
- The Lansing Libraries partnered with the Early Childhood Literacy Coalition to provide a series of grant-funded Scholastic Family Literacy Workshops. The workshops lasted over three weeks and included information, dinner and interactive stations for both parents and children. Future workshops will take place at the Meridian and Dansville Libraries.
- There is a potential opportunity to talk with City of Lansing and learn more about their plans to move City Hall into the Old Mason Temple with the hope of exploring the possibility of CADL being part of the conversation.
- City Pulse Top of the Town 2023 included several CADL nominees and winners. Haslett and Downtown were both nominated for Best Library with Downtown winning the category. Miss Cassie, Miss Kate and Jill Abood were all nominated for Best Librarian, and Miss Kate Newcomb won.

POLICIES – No changes, for review only

- a. HUM 105 Employee Recognition Policy
- b. HUM 201 Director Succession Policy
- c. HUM 202a Director Evaluation Board Form
- d. HUM 202b Director Evaluation Staff Form

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

Jolee Hamlin shared a message from building security that there was an active shooter still at large in the area and asked those in attendance to be mindful when leaving.

ADJOURNMENT

Sandy Drake made a motion to adjourn the meeting. Debora Bloomquist seconded the motion. The motion carried. The meeting was adjourned at 7:15 p.m.