

**CAPITAL AREA DISTRICT LIBRARIES**  
**BOARD MEETING**  
October 18, 2023

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

**Members Absent:** DeYeya Jones

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

**Others Present:**

**CALL TO ORDER**

The Vice-Chairperson called the meeting to order at 5:34 p.m.

**ROLL CALL**

Baer – Present

Bloomquist – Present

Clifton-O'Donnell – Present

Drake – Present

Jones – Absent

Waltz – Present

Debora Bloomquist attended the meeting virtually via Teams due to a medical condition. During roll call she stated that she was attending from Sparrow Hospital in Lansing, Michigan.

Chris Waltz made a motion to excuse the absence of Debora Bloomquist from the October 11, 2023 Committee of the Whole 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 move General items A, B, C and D and Finance items B, C, D, E and F to the consent agenda. Brian Baer seconded the motion. The motion carried.

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

b. Approval of Minutes September 20, 2023

This item was approved by consent.

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

## **CHAIRPERSON'S COMMENTS**

There were no Chairperson's Comments.

## **NEW BUSINESS**

### **General**

- a. Dr. L. Robert McConnell Staff Award Selection  
This item was approved by consent.
- b. 2024 Board Meeting Dates  
This item was approved by consent.
- c. 2024 CADL Days Closed  
This item was approved by consent.
- d. HUM 104 Equal Employment Policy  
This item was approved by consent.
- e. Legislative Update  
Governor Gretchen Whitmer proclaimed October 2023 as Michigan Library Appreciation Month.
- f. Community Contacts  
Sandy Drake helped the Holt-Delhi and Williamston Friends with their book sales as well as attending the monthly meetings of the Haslett and Okemos Friends groups.

Sandy Drake hosted the system-wide Friends meeting on October 16 at the Okemos Branch. Brian Baer and Quinn Clifton-O'Donnell also attended, and CADL staff members Jolee Hamlin and Victoria Meadows presented at the meeting.

### **Finance**

- a. Finance Committee Appointment  
Chris Waltz made a motion to table this item until November. Brian Baer seconded the motion. The motion carried.
- b. September 2023 Financial Report  
This item was approved by consent.
- c. 2024 Draft Budget  
This item was approved by consent.
- d. Janitorial Service Recommendation  
This item was approved by consent.

e. Budget Revision – Copier/Printer Upgrades

This item was approved by consent.

f. Mason Renovation Recommendation

This item was approved by consent.

## **DIRECTORS REPORT**

- The Ingham County Board of Commissioners Human Services Commission interviewed a CADL Board candidate. The next step would be for approval by their full board at their October 24 meeting.
- The November Board meeting falls on the Wednesday before Thanksgiving. The Board was asked to consider whether that meeting date should be changed.
- Response to the 25<sup>th</sup> anniversary fleece given to staff last year was overwhelmingly positive, and a similar gift is being planned for 2023.
- Early Bird Registration has opened for the 2024 Public Library Association conference which will take place in Columbus, Ohio April 3-5. Board members should convey interest soon if they wish to attend.
- The MLA Conference is taking place this week in Kalamazoo. Three teams from CADL are presenting.
- The Downtown Branch will close early for Silver Bells again this year to accommodate City of Lansing recommendations regarding the parade route.
- Local History has completed the cataloging of over 300 hours of a 180 Oldsmobile employees Oral History project,
- Notification for the Michigan Labor and Economic Opportunity Grant for Mason fundraising is supposed to happen by Monday, October 23.
- The Board is invited to attend CADL Conference on Friday, November 10, 2023.
- Williamston Library has two recent staff promotions to celebrate as both involved internal candidates who have advanced into professional positions.
- A SSI success story happened at Williamston when staff were able to assist students with their algebra homework by accessing tudor.com with their SSI accounts.

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

Sandy Drake thanked Janet Elliott for attending the system-wide Friends meeting and taking notes.

## **ADJOURNMENT**

Quinn Clifton-O'Donnell made a motion to adjourn the meeting. Sandy Drake seconded the motion. The motion carried. The meeting was adjourned at 6:01 p.m.