

CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING
December 20, 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, Sheryl Knox, Victoria Meadows, Miriam Mattison, Michael Moore, Thais Rousseau

Others Present: Jenny Marr

CALL TO ORDER

The Chairperson called the meeting to order at 5:32 p.m.

ROLL CALL

Baer – Present

Bloomquist – Present

Clifton-O'Donnell – Present

Drake – Present

Jones – Present

Smith – Present

Waltz – Present

COMMUNICATIONS

Board Chair DeYeya Jones reported on an email received from an individual questioning whether the Open Meetings Act had been followed during the special meeting on December 4, 2023. Mr. Jones noted that per legal consultation, they did not violate the Open Meetings Act and a response was sent to the individual confirming the process. Continued communication with the individual will go through the attorney.

PUBLIC COMMENTS ON AGENDA ITEMS

Chris Waltz made a motion to move Finance items A, B, C, D and F to the consent agenda. Brian Baer seconded the motion. The motion carried.

Brian Baer made a motion to add General item D "Evaluation of Interim Executive Director" to the agenda. Chris Waltz seconded the motion. The motion carried.

A board member asked about the length of time for the Public Hearing as recorded in the minutes for the November 15, 2023 Board Meeting. Staff confirmed that the time was acceptable and in keeping with policy and best practice.

CONSENT AGENDA

- a. Approval of Agenda

Brian Baer made a motion to approve the agenda as amended. Quinn Clifton-O'Donnell seconded the motion. The motion carried.

Debora Bloomquist made a motion to approve the consent agenda as amended. Quinn Clifton-O'Donnell seconded the motion. The motion carried.

- b. Approval of Minutes November 15, 2023
This item was approved by consent.
- c. Approval of Minutes December 4, 2023
This item was approved by consent.
- d. Disbursements for November 2023
This item was approved by consent.

CHAIRPERSON'S COMMENTS

Board Chair DeYeya Jones thanked everyone for the sweatshirts. It was noted that the sweatshirts were a year-end gift for CADL staff in lieu of chocolates that were given in the past. Mr. Jones wished everyone a Merry Christmas and Happy New Year.

NEW BUSINESS

General

- a. Commendation Letter for Bri Slocum Recommendation
It is recommended that the Capital Area District Libraries' Board of Trustees write a Letter of Commendation on behalf of security guard Bri Slocum who showed remarkable presence of mind in her actions when an individual was shot in the parking lot of the South Lansing Library and entered the library for assistance.

Interim Executive Director Jolee Hamlin read a draft of the letter to be sent on behalf of the Board.

Brian Baer made a motion to accept the letter as written. Chris Waltz seconded the motion. The motion carried.

- b. Legislative Update
There was no legislative update.
- c. Community Contacts
The Friends of the Library groups did not meet this month but attended the celebrations at each library instead. Sandy Drake had fun attending these celebrations as well. She enjoyed the tour Head Librarian Heather Goupil gave at Mason. Ms. Drake also provided cookies for the Webberville celebration, was a people counter at Leslie, and saw the alpacas at Williamston and Stockbridge.

Debora Bloomquist attended the holiday celebration at Foster and reported on the enjoyment of the llamas she had there.

d. Evaluation of Interim Executive Director

The contract states that there will be a 3-month review of the interim executive director, and a committee needs to be formed to conduct that review when the 3-month period is reached. Board Chair DeYeya Jones asked for volunteers. Debora Bloomquist, Brian Baer and Quinn Clifton-O'Donnell volunteered to be on the committee, and Debora Bloomquist volunteered to chair the committee.

Finance

a. November 2023 Financial Report

This item was approved by consent.

b. December 2023 Budget Adjustments

This item was approved by consent.

c. Legal Services Renewal Recommendation

This item was approved by consent.

d. 2024 Pay Increase for Library Page Employees Recommendation

This item was approved by consent.

e. HUM 221 Non-Union Administrative Employee Policy Manual

The section of the policy detailing retirement benefits was updated to reflect the opening of the defined benefits plan and clarify restrictions on accumulated vacation, personal and sick time.

Brian Baer made a motion to approve HUM 221 Non-Union Administrative Employee Policy Manual as presented. Deb Bloomquist seconded the motion. The motion carried.

f. City of Lansing HRCS Grant Recommendation

This item was approved by consent.

DIRECTOR'S REPORT

- Staff members are very appreciative of the CADL hooded sweatshirts they received as a year-end gift from the Board.
- Former security guard Bri Slocum came into the library today and is slowly recovering from the trauma related to the victim of the shooting in the South Lansing Library parking lot.
- The Student Success Initiative scholarship application opened today. This is the second year of the program which will award \$1,000 scholarships to two area students. The scholarships are underwritten by Kroger Rewards and CATA.
- On Christmas Eve, Youth Services Librarian Lindsay Anderson will do a reading of *The Night Before Christmas* on WKAR radio. Youth Services Specialist Marisela Garza will do a Spanish reading.
- December programming included 21 holiday storytimes, 19 holiday and winter crafts, 27 take and makes, 11 open houses with animals, and 19 various and related holiday programs.

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

Marketing and Communications Director, Victoria Meadows, extended an invitation to the Board to participate in the SSI scholarship application review process which will take place in the spring.

Sandy Drake wished everyone a Merry Christmas.

DeYeya Jones welcomed Jenny Marr and thanked her for making the trip down for the meeting.

Jenny Marr expressed excitement for the end of January when she will start as the new executive director at CADL. She noted that the staff who have reached out to her have been very welcoming.

Debora Bloomquist gifted everyone a lottery ticket.

ADJOURNMENT

Debora Bloomquist made a motion to adjourn the meeting. Brian Baer seconded the motion. The motion carried. The meeting was adjourned at 5:59 p.m.