

CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING
March 20, 2024

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

Members Absent: Debora Bloomquist, Ashley Smith

Staff Present: Janet Elliott, Julie Laxton, Sheryl Knox, Jenny Marr, Miriam Mattison, Victoria Meadows, Michael Moore, Thais Rousseau

Others Present:

CALL TO ORDER

The Chairperson called the meeting to order at 5:30 p.m.

ROLL CALL

Baer – Present

Bloomquist – Absent with notice

Clifton-O'Donnell – Present

Drake – Present

Jones – Present

Smith – Absent with notice

Waltz – Present

Sandy Drake made a motion to approve the absence of Debora Bloomquist from the March 13, 2024 Committee of the Whole Meeting and the absences of Debora Bloomquist and Ashley Smith from the March 20, 2024, Board Meeting. Quinn Clifton-O'Donnell seconded the motion. The motion carried.

COMMUNICATIONS

There were no communications.

CONSENT AGENDA

a. Approval of Agenda

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

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

b. Approval of Minutes February 21, 2024

This item was approved by consent.

c. Disbursements for February 2024

This item was approved by consent.

PUBLIC COMMENTS ON AGENDA ITEMS

There were no public comments on agenda items.

CHAIRPERSON'S COMMENTS

There were no Chairperson's comments.

NEW BUSINESS

General

- a. GOV 103 Bylaws
This item was approved by consent.
- b. GOV 105 CADL Board Attendance Policy
This item was approved by consent.
- c. GOV 213 Public Participation
This item was approved by consent.
- d. HUM 102A Employee Use of Social Media
This item was approved by consent.
- e. Appointment of Board Nomination Committee
Board Chair DeYeya Jones appointed Debora Bloomquist, Sandy Drake and Ashley Smith to serve as the Board Nomination Committee and noted that he would ask Debora Bloomquist to chair the committee.
- f. Legislative Update
Senators introduced a package of three bills that would require a library staffed by a certified school librarian in every school district in Michigan.

Executive Director Jenny Marr attended the Lansing State of the City event last week and met with Lansing Mayor Andy Schor this week.

To celebrate March is Reading Month, Rep. Julie Brixie will be visiting the Okemos Library on March 26th as a guest reader for the Preschool Storytime. CADL staff provided a selection of books for Rep. Brixie to read and will help facilitate the storytime.

- g. Community Contacts, Comments and Questions
DeYeya Jones participated in a March is Reading month event at Post Oak School by reading to the 6th grade class.

Sandy Drake attended the MMLC Meeting and the Friends of the Library meetings at Williamston, Okemos, Haslett and Leslie. She also helped with the Okemos Friends book sale, and she attended the Mason Friends coffee time a couple of times just for fun. The CADL All Friends meeting will take place at the Okemos Library on April 9, and all are invited to attend.

Sandy Drake also mentioned that she promoted the Mason fundraising efforts to some of her Lions Club contacts, and they were planning to make donations for the Mason renovation.

Chris Waltz enjoyed an impromptu tour of the Mason Library from Head Librarian Heather Goupil.

Quinn Clifton-O'Donnell thanked the CADL Cares Team for their help with Child and Family Charities' "Fill the Bookshelf" campaign for Jackson House. CADL staff helped curate books for the Amazon Wishlist as well as both internal and external promotion.

Brian Baer reported on an email he received from a Lansing City Council member.

Patron comments and questions received during the month of February were included in the Board Packet.

Finance

a. February 2024 Financial Report

This item was approved by consent.

b. Fund Balance Reallocation

This item was approved by consent.

c. Budget Amendment Recommendations

This item was approved by consent.

d. Network Services RFP

It is recommended to renew WAN and Internet services from Zayo Group, LLC for a 3-year term for \$257,688.00. This includes a fiber WAN with 4 Gbps aggregate capacity at the head end and 1 Gbps capacity at each branch. Two Gbps of shared Internet access will be supplied through the head end.

The current 5-year contract with Zayo for wide area network (WAN) and Internet access expires at the end of June 2024, and an RFP and E-rate Form 470 was posted seeking 3-year and 5-year terms for these services. Four qualifying bids were received, and Zayo, the current vendor, offered the best value for services.

Current monthly recurring charges from Zayo are \$7,720.00. The new contract will be \$7,158.00, a 7.3% reduction. CADL will be applying for E-rate subsidy of these costs. The current discount rate for Category I services is 90%. After E-rate subsidy, the monthly cost should be \$715.80.

Brian Baer made a motion to approve the Network Services Recommendation as presented. Quinn Clifton-O'Donnell seconded the motion. The motion carried.

DIRECTOR'S REPORT

- During March is Reading Month, CADL Cares is partnering with Child and Family Charities to collect new books for Jackson House.
- There was a huge turnout for the Early Childhood Literacy Coalition event at Lansing Mall on March 17. WKAR partnered with CADL to provide over 400 literacy bags, all of which were distributed, at a rate of one per family.
- MLA News
 - Advocacy Day is April 16; six CADL staff are registered to attend along with the CADL Bookmobile.
 - MLA Spring Institute took place in Muskegon on March 7-8, and four CADL staff attended.
 - Two CADL staff are attending the MLA Leadership Academy which runs from April through the MLA Annual Conference in October. The MLA Annual Conference is in Traverse City this year and will be back in Lansing in 2025.
 - The MLA Call for Ambassadors and elections are in April. CADL's Executive Director Jenny Marr is running for President-Elect of MLA.
- The PLA Conference will be held April 3-5 in Columbus, Ohio, and five CADL staff are attending.
- The next CADL Workplace Wellness Event will take place on Friday, March 22 when Betty Huotari from Logical Placement will do a virtual presentation on "Spring Cleaning and How to Lose 20 lbs of Clutter!"
- A limited number of solar eclipse glasses will be available at the branches April 1 - 8, or until supplies run out. Glasses are being distributed one per family. Haslett and Okemos libraries both have viewing parties scheduled for the afternoon of the Solar Eclipse on April 8.

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

Executive Director Jenny Marr thanked the Board for their willingness to meet in the Conference Room and for their consideration in holding future meetings in this location.

ADJOURNMENT

Sandy Drake made a motion to adjourn the meeting. Chris Waltz seconded the motion. The motion carried. The meeting was adjourned at 5:51 p.m.