

CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING
May 15, 2024

Members Present: Debora Bloomquist, Quinn Clifton-O'Donnell, Sandy Drake, DeYeya Jones, Ashley Smith, Mark Stewart

Members Absent: Brian Baer

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

Others Present: Lindsay Dangl

CALL TO ORDER

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

ROLL CALL

Baer – Absent with notice
Bloomquist – Present
Clifton-O'Donnell – Present
Drake – Present
Jones – Present
Smith – Present
Stewart – Present

Mark Stewart made a motion to approve the absence of Brian Baer from the May 15, 2024 Board Meeting. Sandy Drake seconded the motion. The motion carried.

COMMUNICATIONS

The Board was informed of an ongoing FOIA request being addressed with input from CADL's attorney.

A letter from Child and Family Charities expressing thanks for CADL's help with their book drive was shared with the Board.

APPROVAL OF AGENDA

Quinn Clifton-O'Donnell made a motion to approve the agenda. Mark Stewart seconded the motion. The motion carried.

PUBLIC COMMENTS ON AGENDA ITEMS

There were no public comments on agenda items.

CONSENT AGENDA

Debora Bloomquist made a motion to approve the consent agenda. Sandy Drake seconded the motion. The motion carried.

- a. Approval of Minutes April 17, 2024
This item was approved by consent.
- b. Disbursements for April 2024
This item was approved by consent.

CHAIRPERSON'S COMMENTS

Board Chair DeYeya Jones referenced the move to holding Board meetings in the Conference Room and invited those in attendance to provide input. Input for consideration included weighing concerns about the appearance and comfort of the room with concerns about the accessibility of the room for guests and staff. CADL's attorney will prepare legal advice to aid the decision.

NEW BUSINESS

General

- a. Legislative Update
A first draft of the House budget included an increase in state aid for libraries. The budget would still have to pass in the Senate, and MLA continues to advocate for more state aid for libraries.
- b. Community Contacts, Comments and Questions
Sandy Drake attended the Friends of the Library meetings in Haslett and Lansing. She also enjoyed attending the Mason Friends' Storytime Masquerade Ball fundraiser.

Sandy Drake and Deb Bloomquist both attended the 50th Anniversary Celebration of the Haslett Friends.

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

Finance

- a. April 2024 Financial Report
Finance Director Miriam Mattison presented the April 2024 Financial Report.

Sandy Drake made a motion to accept the April 2024 Financial Report and place it on file. Quinn Clifton-O'Donnell seconded the motion. The motion carried.
- b. Delivery Vehicle Emergency Purchase and Vehicle Disposal Recommendation
The Executive Director approved the emergency purchase of a new delivery vehicle on Monday, April 29, 2024 for \$43,501.00. The "outer route" delivery box truck sustained a critical engine failure, and due its age and mileage, was not recommended to be replaced. A replacement vehicle was found, and an emergency purchase was approved. The \$43,501.00 purchase price includes a municipal discount of \$6,100. \$80,000 was allocated for the replacement of this vehicle in the 2024 budget.

It is recommended to scrap the 2014 box truck at PADNOS Recycling for disposal since it cannot be auctioned. After contacting several local auto parts and scrap yards,

PADNOS Recycling / cars4cash of Willow Street in Lansing offered to pay up to \$500 for the vehicle to be scrapped.

Quinn Clifton-O'Donnell made a motion to approve the Delivery Vehicle Emergency Purchase and Vehicle Disposal Recommendation. Sandy Drake seconded the motion. The motion carried.

DIRECTOR'S REPORT

- Executive Director Jenny Marr has been gathering proposals from promising Strategic Planning consulting companies and will present the options to the Board in June.
- CADL's 2023 Annual Report will be presented to the Board in June and municipality presentation signups will follow.
- The reopen date for the Mason Library has been pushed to June due to work outside the building being redone by the City and subsequent delays.

POLICIES - No changes, for review only

- a. FIN 101 Financial Policies
- b. FIN 102 Investment Policy
- c. FIN 104 Purchasing Card Policy
- d. FIN 105 Purchasing Policy
- e. FIN 107 Library Lost and Found Policy
- f. FIN 108 Fund Balance Policy
- g. FIN 109 Grant Administration Policy
- h. FIN 202 Conflict of Interest
- i. FIN 211 Fixed Asset Disposal
- j. FIN 212 Asset Capitalization

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

There were no public, staff or board member comments.

ADJOURNMENT

Sandy Drake made a motion to adjourn the meeting. Debora Bloomquist seconded the motion. The motion carried. The meeting was adjourned at 6:11 p.m.