

CAPITAL AREA DISTRICT LIBRARIES BOARD MEETING

June 12, 2024

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

Members Absent: Sandy Drake

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

Others Present: Lindsay Dangl

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 – Absent with notice

Jones – Present

Smith – Present

Stewart – Present

Brian Baer made a motion to approve the absence of Sandy Drake from the June 12, 2024 Board Meeting. Quinn Clifton-O'Donnell seconded the motion. The motion carried.

COMMUNICATIONS

There were no communications.

APPROVAL OF AGENDA

Brian Baer made a motion that prior to the adjournment of the meeting, a closed session be convened to consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained, in accordance with Sec. 8(1)(d) of the Open Meetings Act (OMA) MCL 15.268. Ashley Smith seconded the motion. The motion carried.

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

PUBLIC COMMENTS ON AGENDA ITEMS

There were no public comments on agenda items.

CONSENT AGENDA

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

- a. Approval of Minutes May 15, 2024
This item was approved by consent.
- b. Disbursements for May 2024
This item was approved by consent.

CHAIRPERSON'S COMMENTS

There were no Chairperson's Comments.

PRESENTATION

- a. 2023 Annual Report
Executive Director Jenny Marr presented a preview of the 2023 CADL Annual Community Impact Report. She clarified the audience for the report and provided an overview of the sections that will be included along with the general timeline for finalizing and presenting the report.

NEW BUSINESS

General

- a. Strategic Planning Proposals
Executive Director Jenny Marr shared proposals from four potential strategic planning consultants: Fast Forward Libraries, LibraryIQ, MCLS, and Strategiz. The Board requested that all four companies be invited to do presentations to help inform the decision-making process.
- b. Legislative Update
The Freedom to Read Act is supposed to be introduced to the Senate sometime this week. This legislation outlines parameters for materials challenges in public libraries.
- c. Community Contacts, Comments and Questions
Several Board Members attended the Mason Branch soft opening this week.

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

Finance

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

Mark Stewart made a motion to accept the May 2024 Financial Report. Brian Baer seconded the motion. The motion carried.
- b. June 2024 Budget Adjustment Recommendation
Finance Director Miriam Mattison explained recommended adjustments to the 2024 budget which combined to a return of \$38,300 to the Undesignated Fund Balance.

Mark Stewart made a motion to approve the June 2024 Budget Adjustment. Quinn Clifton-O'Donnell seconded the motion. The motion carried.

DIRECTOR'S REPORT

- Mason Branch reopened on Monday, June 10, celebrating the completion of the first two phases of the renovation. Phase 3 involves exterior work which is the responsibility of the City of Mason.
- The event software used on the CADL website was migrated to LibCal due to the unexpected termination of the prior software. A lot of work went into the migration behind the scenes, and implementation will continue with staff training on the new software. Technology Director Sheryl Knox and Marketing Director Victoria Meadows were instrumental in the successful migration.
- The current CADL Mobile App is being sunset by the vendor, and a new version will be launching on June 25. Technology Director Sheryl Knox and Collection Development Director Thais Rousseau have been working out details. Patrons will be prompted to update and transition to the new version.
- 2024 Summer Reading kick off events have been underway. Enrollment and media promotion are off to a great start.
- Planning for the 2024 CADL Conference has begun. This annual staff in-service day will take place on Monday, November 11, and Board members are invited to attend.
- The Human Resources Department has been very busy with lots of new hiring, due in part to internal promotions which create additional openings.
- Executive Director Jenny Marr and Assistant Director Jolee Hamlin have been participating in planning for an Ingham County “One Grand Read” collaboration between CADL, the East Lansing Library, Lansing Community College, and Michigan State University. The month-long celebration will take place in fall of 2025 and will center around a common book.
- The City of Leslie is working on replacing the HVAC at the Leslie Branch. If the temperature in the building is unable to be regulated, the library may need to be closed during next week’s heat wave.
- The owner of the South Lansing Branch building is doing roof repair in mid-July. They do not anticipate needing to close the library for this repair.

POLICIES - No changes, for review only

- a. GOV 201 Services, Facilities
- b. HUM 305 Pandemic Response Plan
- c. REL 102 New Library Facilities
- d. REL 201 Millage Support
- e. REL 202 Building Projects
- f. SER 107 Meeting Rooms Policy
- g. SER 204 Accessibility Policy

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

Debora Bloomquist extended a big thank you to Operations Director Michael Moore for all his hard work on the Mason Renovation.

CLOSED SESSION

Brian Baer made a motion to move into closed session as noted on the amended agenda and to invite Jenny Marr, Miriam Mattison, and Lindsay Dangel to join the closed session. Debora Bloomquist seconded the motion. A roll call vote was held:

Baer – Yes
Bloomquist – Yes
Clifton-O'Donnell – Yes
Drake – Absent
Jones – Yes
Smith – Yes
Stewart – Yes

The Board moved into its closed session at 6:43 p.m.

Brian Baer made a motion to move out of closed session. Quinn Clifton-O'Donnell seconded the motion. A roll call vote was held:

Baer – Yes
Bloomquist – Yes
Clifton-O'Donnell – Yes
Drake – Absent
Jones – Yes
Smith – Yes
Stewart – Yes

The Board moved out of its closed session at 7:47 p.m.

ADJOURNMENT

Debra Bloomquist made a motion to adjourn the meeting. Brian Baer seconded the motion. The motion carried. The meeting was adjourned at 7:48 p.m.