

**CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING**

August 21, 2024

Members Present: Brian Baer, Debora Bloomquist, Sandy Drake, DeYeya Jones, Quinn O'Donnell, Mark Stewart

Members Absent: Ashley Smith

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

Others Present: Lindsay Dangl, Kelly Bila, Lisa Fletcher

CALL TO ORDER

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

ROLL CALL

Baer – Present

Bloomquist – Present

Drake – Present

Jones – Present

O'Donnell – Present

Smith – Absent with notice

Stewart – Present

Quinn O'Donnell made a motion to approve the absence of Ashley Smith from the August 21, 2024, Board Meeting. Brian Baer seconded the motion. The motion carried.

COMMUNICATIONS

There were no communications.

APPROVAL OF AGENDA

Debora Bloomquist made a motion to approve the agenda. Brian Baer seconded the motion. The motion carried.

PUBLIC COMMENTS ON AGENDA ITEMS

There were no public comments on agenda items.

CONSENT AGENDA

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

- a. Approval of Minutes July 17, 2024
This item was approved by consent.

- b. Approval of Minutes July 24, 2024
This item was approved by consent.
- c. Disbursements for July 2024
This item was approved by consent.

CHAIRPERSON'S COMMENTS

There were no chairperson's comments.

NEW BUSINESS

General

- a. Legislative Update
The Legislature has not been in session during the summer.

Executive Director Jenny Marr met with the MLA Lobbyist and Rep. John Fitzgerald regarding a bill he sponsored that would divert penal fines from libraries. MLA is working with him to amend the bill with an alternate path for funding that doesn't involve penal fines.

- b. Community Contacts, Comments and Questions
Sandy Drake attended the Stockbridge, Williamston and Lansing Friends of the Library meetings. She helped with the Okemos and Aurelius Friends' book sales and the Leslie Friends' Book Bash. Sandy also met with MMLC Director Eric Palmer.

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

Finance

- a. July 2024 Financial Report
The July 2024 Financial Report was included in board meeting materials.

Debora Bloomquist made a motion to accept the July 2024 Financial Report. Brian Baer seconded the motion. The motion carried.

DIRECTOR'S REPORT

- CADL's Summer Reading Challenge wrapped up with a total of 6,511 participants and almost 6 million minutes read. Registrations were down a little from last year, but completion rates were up.
- The Smokey Bear Reading Challenge will be coming in September.
- CADL is coordinating with schools for the Student Success Initiative by getting library cards issued for students at participating schools. In addition, CADL staff provided teacher training over the summer and are making video tutorials.
- New air conditioning units were installed at the Leslie Branch in mid-July, and the South Lansing Branch also had new HVAC units replaced by the landlord.
- The Williamston Branch will be closed on August 24 for a school event.

- CADL staff have been meeting with the City of Mason to close out Phase 2 of the Mason Branch renovation. The City is making plans for Phase 3 which includes the exterior landscaping and waterproofing issues.
- CADL is being awarded a \$25,000 LSTA grant through the Library of Michigan which will be used by Local History to support the digitization of the Stebbins Real Estate collection “Standard Card Files.”

POLICIES - No changes, for review only

- a. SER 101 Materials Selection
- b. SER 102 Circulation Policy
- c. SER 103A Unattended Children
- d. SER 103B Patron Use of Phones
- e. SER 103C Code of Conduct Guide
- f. SER 103D Code of Conduct Penalties
- g. SER 103E Conduct Appeal Process
- h. SER 106 Arrangement of Materials
- i. SER 110 CADL Cares

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

There were no public, staff or board member comments.

CLOSED SESSION

Brian Baer made a motion for a closed session to 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, and that Lindsay Dangl, Kelly Bila, Lisa Fletcher, Jenny Marr, and Michael Moore be invited to attend. Sandy Drake seconded the motion. A roll call vote was held:

Baer – Yes
 Bloomquist – Yes
 Drake – Yes
 Jones – Yes
 O’Donnell – Yes
 Smith – Absent
 Stewart – Yes

The Board moved into its closed session at 5:42 p.m.

Quinn O’Donnell made a motion to move out of closed session. Sandy Drake seconded the motion. A roll call vote was held:

Baer – Yes
 Bloomquist – Yes
 Drake – Yes
 Jones – Yes
 O’Donnell – Yes
 Smith – Absent

Stewart – Yes

The Board moved out of its closed session at 7:15 p.m.

BUILDING COMMITTEE UPDATE

Debora Bloomquist made a motion to table the Building Committee update. Brian Baer seconded the motion. The motion carried.

ADJOURNMENT

Brian Baer made a motion to adjourn the meeting. Debora Bloomquist seconded the motion. The motion carried. The meeting was adjourned at 7:17 p.m.