

**CAPITAL AREA DISTRICT LIBRARY
BOARD MEETING
December 19, 2007**

Members Present: Deb Bloomquist, Marge Bossenbery, Alma Staton, Quenda Story, Joan Trezise, Sally Trout, Stu Wilson

Members Absent: None

Staff Present: Veronica Beecroft, Sue Hill, Maureen Hirten, Sheryl Knox, Julie Laxton, Trent Smiley, Kim Stewart, Pat Taylor, Catherine Welscher

Others Present: Mark Pischea (The Rossman Group), Todd Samuelson and Mike Givler (H. J. Umbaugh and Associates)

CALL TO ORDER

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

ROLL CALL

The secretary called the roll:

Bloomquist—Present
Bossenbery—Present
Staton—Present
Story—Present
Trezise—Present
Trout—Present
Wilson—Present

COMMUNICATIONS

There were no communications.

PUBLIC COMMENTS ON AGENDA ITEMS

There were no public comments.

CONSENT AGENDA

I. Approval of Agenda

Joan Trezise made a motion to add items 1, 2, 4, 5, and 7 from the Finance Committee to the consent agenda. Sue Hill requested that Item #2, Community Workshops, be added under Development. It was suggested that “Rossman Group” be added as item #3. Stu Wilson seconded the motion.

Sally Trout moved to approve the consent agenda as amended including the Minutes of November 14, 2007, the Financial Report for November, and the November 1 through November 30 disbursements totaling \$1,060,728.91. Joan Trezise seconded the motion. The motion carried.

2. Approval of Minutes of November 14, 2007
This item was approved by consent.
3. Disbursements for November 2007
This item was approved by consent.

CHAIRPERSON'S COMMENTS

There were no comments by the Chairperson.

OLD BUSINESS

There was no old business.

NEW BUSINESS

General

1. Legislative Update
Sue Hill met with Mark Meadows to discuss the Capital Improvement Plan and penal fines issue. He is happy to support the CIP and discuss it with members of his community.
2. Community Contacts
There was no report.

Development

1. Update
 - The status of municipal resolution endorsements was reviewed.
 - Sue Hill participated in an interview related to an Impression Five newspaper article.
2. Community Workshops
Possible dates were discussed for community workshops conducted by Penchansky Whisler Architects. Proposed workshops would be held in each municipality to provide a good understanding of why we need better libraries. Joan Trezise made a motion to contract with Penchansky Whisler to conduct up to eight community workshops at a cost not to exceed \$25,000. Marge Bossenbery seconded the motion. The motion carried.
3. Rossman Report
Mark Pischea with The Rossman Group shared plans for moving forward with the Capital Improvement Plan to include initial steps and engaging people in the process. A plan that can be supported with time, talent and resources is

anticipated by the end of January. Training will proceed from there with community leaders and other key supporters including Board and staff members.

Director's Evaluation Committee

1. HUM 202, Director Evaluation Procedure

There were no comments.

Finance Committee

1. Sewage Pumps Purchase

This item was approved by consent.

2. Legal Services Renewal

This item was approved by consent.

3. Financial Advisor RFP Results

Todd Samuelson and Mike Givler of H. J. Umbaugh and Associates were introduced as members of the firm recommended for CADL's financial advising. Joan Trezise moved to hire H. J. Umbaugh and Associates to provide financial services to CADL at a fee not to exceed \$58,500. Deb Bloomquist seconded the motion. The motion carried.

4. Internet Access Vendor Recommendation

This item was approved by consent.

5. Purchase of RFID Gate

This item was approved by consent.

6. Position Changes/Reclassifications

Joan Trezise moved to reclassify the Computer Center Supervisor position as a Technology Librarian and to reclassify a 20 hour per week Reference Librarian position as a 15 hour per week Computer Assistant position. Marge Bossenbery seconded the motion. The motion carried.

7. MERS Contracts

This item was approved by consent.

Policy Review

GOV 102 Mission Statement

GOV 104 Board Code of Ethics

REL 201 Millage Support

REL 202 Support for Building Projects

No changes were proposed. Marge Bossenbery moved to renew all policies. Deb Bloomquist seconded the motion. The motion carried.

DIRECTOR'S REPORT

It is expected that a slight increase in usage and attendance will be recognized overall for the 2007 year.

1. Update

Various articles were shared including a promotional related to using library resources.

Deb Bloomquist, Marge Bossenbery, Quenda Story, and Joan Trezise expressed interest in attending the MLK Lunch on Monday, January 21st at the Lansing Center.

2. PLA

The Public Library Association will be in Minneapolis at the end of March. The deadline for early registration is January 18th. Board members should notify Maureen Hirten if they wish to attend.

3. Millage Election Results

A list of November 2007 election millage results pertaining to library millages was shared.

PUBLIC, STAFF, AND BOARD COMMENTS

Expense reimbursement requests for end-of-year accounting were requested.

CADL received two certificates pertaining to quality services from the Library of Michigan, including the enhanced and essential level. The certificates will be placed on display.

Joan Trezise expressed appreciation for the Board holiday dinner. Deb Bloomquist thanked Julie Laxton for coordinating the holiday party.

ADJOURNMENT

Stu Wilson moved to adjourn the meeting. Marge Bossenbery supported the motion. The meeting adjourned at 6:32 p.m.