

**CAPITAL AREA DISTRICT LIBRARY  
BOARD MEETING  
October 15, 2008**

**Members Present:** Debora Bloomquist, Margaret Bossenbery, Alma Staton,  
Quenda Story, Joan Trezise, Sally Trout, Stuart Wilson

**Members Absent:** None

**Staff Present:** Veronica Beecroft, Sue Hill, Maureen Hirten, Trent Smiley,  
Kim Stewart, Pat Taylor, Catherine Welscher

**Others Present:** None

**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**

A note of appreciation was received from Randy Dykhuis.

**PUBLIC COMMENTS ON AGENDA ITEMS**

There were no public comments on agenda items.

**CONSENT AGENDA**

Joan Trezise moved to add items 1, 3 – 7, and 10 from New Business to the Consent Agenda. Deb Bloomquist seconded the motion. Motion carried.

I. Approval of the Consent Agenda

Quenda Story moved to approve the Consent Agenda as amended including the minutes of September 17, 2008, the Financial Report for September, and the September 1 through September 30 disbursements totaling \$929,583.84. Sally Trout seconded the motion. The motion carried.

2. Approval of Minutes of September 17, 2008

This item was approved by consent.

3. Receipt of September 2008 Financial Report

This item was approved by consent.

4. Disbursements for September 2008

This item was approved by consent.

### **CHAIRPERSON'S COMMENTS**

A Board retreat will be held sometime before the end of the year. Marge Bossenbery is talking with Board members about the Agenda.

### **PRESENTATIONS**

I. Common Ground – Trent Smiley

A campaign is being developed for the start of the year called “Lean on an Old Friend” and will promote the library as a money-saving option in difficult financial times. The message of value will be carried through the 2009 year.

CADL has partnered with the Women’s Expo for approximately five years and this partnership has proved worthwhile. In furthering partnership goals toward reaching the public, plans are underway to work with Common Ground. This partnership will include a contest opportunity involving the winner featured as a music performer.

The contest will entail developing music from a featured book. Throughout the competition, downloadable books will be promoted with acknowledgement of other media including MP3 players and emphasis on music. Information about downloadable media, banners, staff representation, and more will be on hand throughout the Common Ground Festival to promote CADL.

Programming emphasis in 2009 will pertain to discovering the potential of the library with related promotion. Effort to appeal to multiple interests and audiences will begin in January with Common Ground involvement presenting a fitting finale.

### **PUBLIC HEARING**

I. Public Hearing on the 2009 Budget

There were no comments from members of the public on the 2009 Budget.

### **NEW BUSINESS**

I. McConnell Awards

This item was approved by consent.

2. 2009 Board Meeting Days  
A request was made to change the September Board Meeting to September 23<sup>rd</sup> rather than September 16<sup>th</sup>. Stuart Wilson moved that the September Board meeting be held on September 23<sup>rd</sup> and that the Meeting Days be adopted as revised. Sally Trout seconded the motion. The motion carried.
3. 2009 Days Closed  
This item was approved by consent.
4. MMLC Plan of Service  
This item was approved by consent.
5. 2008 Budget Revisions  
This item was approved by consent.
6. FIN 104 Credit Card Policy  
This item was approved by consent.
7. FIN 211 Fixed Asset Disposal Policy  
This item was approved by consent.
8. GOV 103 Bylaws  
Quenda Story moved to table discussion on this policy. Alma Staton seconded the motion. The motion carried.
9. GOV 201 Services, Facilities, Furniture and Equipment  
Quenda Story moved to table discussion on this policy. Alma Staton seconded the motion. The motion carried.
10. HUM 221 Administrative Employees Policy Manual and HUM 231 Page Policy Manual  
This item was approved by consent.
11. Legislative Update  
A proposal for a new tax increment finance authority was shared. The State of MI is considering a TIFA (tax increment financing authority). The Michigan Library Association is working to oppose revenue capture from libraries.
12. Community Contacts  
Sue Hill is serving on the Lansing School District Right Size Committee.

## **DIRECTOR'S REPORT**

- I. Report for September
  - Significant effort has been made to determine how to respond to roofing issues at the Downtown Lansing Library.
  - Open enrollment issues are being addressed in light of negotiations

- A new staff Intranet is being introduced and a website committee has formed.
- Complimentary letters were shared related to personnel.
- An employee has been terminated for not following circulation procedures and using position for personal benefit. Changes are anticipated to the Circulation Policy to help safeguard against abuse and other efforts will be made to promote high integrity.
- A Donor Tree Ceremony is planned at next month's Committee of the Whole Meeting. The ceremony will begin at 5:30 p.m. with the meeting following afterward.
- Sunday marks the beginning of National Friends of the Libraries Week. An event is being held at the Okemos Library in honor of all Friends members.
- The CADL Conference will be held November 11<sup>th</sup>.

An observation was made related to the increase in staff diversity as positive progress toward diversity goals.

### **PUBLIC, STAFF, AND BOARD COMMENTS**

Pat Taylor met with our financial advising group and someone a bond representative. The cost of issuing debt is approximately 20% higher than it was in the spring. Cost to issue bonds would be approximately \$600,000 more annually than at the time the Library Improvement Plan was developed.

Gate transmitters were provided to Board members for business parking purposes.

Joan Trezise made a statement in favor of a Finance Committee. Conveying information and providing input to the Board is challenging apart from additional time to focus on financial issues. The Board would be more able to provide careful scrutiny of financial matters with some form of committee involvement.

### **ADJOURNMENT**

Stuart Wilson moved that the meeting be adjourned. Alma Staton seconded the motion. The motion carried. The meeting adjourned at 6:51 p.m.