

**CAPITAL AREA DISTRICT LIBRARY  
BOARD MEETING  
November 19, 2008**

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

**Members Absent:** Debora Bloomquist

**Staff Present:** Veronica Beecroft, Sue Hill, Sheryl Knox, Julie Laxton, Kim Stewart, Pat Taylor, Catherine Welscher

**Others Present:** Marlene Epley

**CALL TO ORDER**

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

**ROLL CALL**

The secretary called the roll:

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

**COMMUNICATIONS**

One item of communications was distributed.

**PUBLIC COMMENTS ON AGENDA ITEMS**

There were no public comments on agenda items.

**CONSENT AGENDA**

Sue Hill proposed a revision to the agenda to add “Board Meeting Dates” as #6 under New Business. Joan Trezise made a motion to add numbers 1-5 from New Business to the Consent Agenda. Sally Trout seconded the motion. Motion carried.

I. Approval of Agenda

Sally Trout moved to approve the consent agenda as amended including the minutes of October 15, 2008, the Financial Report for October, and the October 1 through October 31 disbursements totaling \$1,142,580.43. Joan Trezise seconded the motion. The motion carried.

2. Approval of Minutes of October 15, 2008  
This item was approved by consent.
3. Receipt of October 2008 Financial Report  
This item was approved by consent.
4. Disbursements for October 2008  
This item was approved by consent.

### **CHAIRPERSON'S COMMENTS**

A listing of holiday open houses at the branches and Friends meetings will be shared with the Board.

One board meeting is proposed in December with a cancellation of the December 10<sup>th</sup> Committee of the Whole.

Joan Trezise made a motion to cancel the December 10<sup>th</sup> Committee of the Whole Meeting. Sally Trout seconded the motion. The motion carried.

### **NEW BUSINESS**

1. SER 103 Code of Conduct  
This item was approved by consent.
2. SER 104a Privacy Statement  
This item was approved by consent.
3. SER 108 Exhibits, Displays  
This item was approved by consent.
4. Authority Control  
This item was approved by consent.
5. Non-Union Salary Range Adjustments  
This item was approved by consent.
6. Board Meeting Dates  
A suggestion was made to reschedule the November Committee of the Whole Meeting so the CADL Conference could be held on the November 11<sup>th</sup> date. Quenda Story moved to reschedule the November COW Meeting to Tuesday, November 10<sup>th</sup>. Joan Trezise seconded the motion. The motion carried.
7. 2009 Budget  
Stuart Wilson made a motion to adopt the 2009 budget as outlined. Sally Trout seconded the motion. The motion carried.

8. Legislative Update

There was no legislative update.

9. Community Contacts

Sue Hill is serving on the Lansing School Board's Right Sizing Committee. The committee seems to be considering the possibility of closing or combining some schools. The committee is evaluating the possibilities such as a bond issue or sinking fund to raise money for building improvements. Various subcommittees are meeting to share ideas.

Sue Hill will also attend a meeting of "Design Lansing" tomorrow. This Committee involves community input in the creation of the City of Lansing development and zoning plan.

Meridian Township is considering an ordinance that would allow the township to prosecute retail fraud cases. This change would also have the effect of diverting money from the library penal fine fund to the Township.

The first distribution of the Margaret Clark Estate (approximately \$43,000) was received. Mrs. Clark's will designated that these funds be used for the benefit of the Leslie Library.

## **DIRECTOR'S REPORT**

I. Report for October

- A successful CADL Conference was held and those who planned and organized were thanked. Significant money was saved by using the Foster Community Center and using local caterers. Margaret Bossenbery and Joan Trezise made positive remarks that were well-received.
- The RIF program year is ending and the application for renewed funding has been submitted. This program continues to go very well.
- The holiday party is being held at the Michigan Historical Museum at 7:30 p.m. Invitations were distributed to Board members.
- The Silver Bells in the City event takes place on Friday.
- CADL is now selling flash drives to the public for \$6.
- A publication from Capital Gains was shared about the Business Librarian's entrepreneur contest. Significant donations have been received from established businesses toward this contest.

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

Comments were made about circulation statistics and the various categories of types of materials circulating. Computer use is high.

Joan Trezise asked a question about the parking lot and responsibility. Concerns related to the lot were reported to the owner.

Sheryl Knox explained the configuration and use of mobile computer labs.

**ADJOURNMENT**

Joan Trezise moved that the meeting be adjourned. Sally Trout seconded the motion. The motion carried. The meeting adjourned at 6:13 p.m.