

**CAPITAL AREA DISTRICT LIBRARY  
BOARD MEETING  
January 21, 2009**

**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, Sheryl Knox,  
Julie Laxton, Trent Smiley, Kim Stewart, Pat Taylor,  
Catherine Welscher

**Others Present:** Tom Messner, Lansing resident

**CALL TO ORDER**

The Chairperson called the meeting to order at 5:34 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 on agenda items.

**CONSENT AGENDA**

Deborah Bloomquist made a motion to move items 1-3 from New Business and item 1 under Finance to the Consent Agenda. Sally Trout seconded the motion. Sue Hill requested the addition of "Director's Search RFP" and "Mason Library" under General. Quenda Story made a motion to accept the Consent Agenda as amended. Sally Trout seconded the motion. The motion carried.

1. Approval of Agenda  
Quenda Story moved to approve the consent agenda as amended including the minutes of December 17, 2008, and the December 1 through December 31 disbursements totaling \$1,199,792.05. Deborah Bloomquist seconded the motion. The motion carried.
2. Approval of Minutes of December 17, 2008  
This item was approved by consent.
3. Disbursements for December 2008  
This item was approved by consent.

### **CHAIRPERSON'S COMMENTS**

Margaret Bossenbery shared a resolution in gratitude of Stuart Wilson, who is retiring from the CADL Board effective the end of the month. Stuart expressed appreciation for the recognition.

### **NEW BUSINESS**

#### **General**

1. UAW Side Agreement  
This item was approved by consent.
2. HUM 201 Director Succession Policy  
This item was approved by consent.
3. REL 201 Millage Support  
This item was approved by consent.
4. Library Improvement Plan  
Statement language was reviewed. Alma Staton made a motion to approve the plan as amended. Sally Trout seconded the motion. The motion carried.

The February 26<sup>th</sup> meeting with municipality officials was discussed and an update was provided.

5. Director's Search RFP  
Pat Taylor shared an RFP draft for an Executive Search Firm to assist with the search for the Executive Director vacancy. The RFP will be issued on January 23<sup>rd</sup> with responses due by early February for Finance Committee review. The timeline was reviewed to include a potential decision at the February 18<sup>th</sup> Board meeting.

The scope of work and additional potential services was discussed. It was suggested that selection assistance and background checking optional services be

moved to the scope of work section. Cost for services was discussed and pricing for additional services will be requested.

It was suggested that an RFP be posted online and known firms be advised of the need.

Quenda Story made a motion to approve the proposal with the addition of items 1-8 from additional services under scope of work. Alma Staton seconded the motion. The motion carried.

6. Mason Library

Sue Hill provided an update on concerns related to the Mason Library. A letter was shared from Dr. Fischer of Michigan State University. He visited staff at the library and believes the odor is directly related to illnesses staff has been suffering.

Ingham County and Mason officials visited the library and were unable to identify a problem. A special enzyme is recommended for restroom use. Cleaning staff will apply the enzyme and City of Mason staff will clean following the treatment.

All staff has suffered as a result of odors and patrons have complained. This concern has been ongoing since December and action is necessary. A meeting is recommended between library and city officials to discuss options. Sally Trout volunteered to participate in a meeting and relayed that the City Administrator wishes to be notified of each instance of the odor.

Action, including contacting experts for air testing immediately upon the next observed concern, contacting the State Health Department, examining window well areas, and pursuing a meeting with city officials will be pursued.

7. Legislative Update

A highlight of MLA legislative victories was shared as well as concern related to potential State Aid relocation.

The Board reviewed an announcement from MLA related to the economic stimulus package. It is believed that categories of funding will be allocated for different types of construction projects with money distributed to the states. Other criteria were reviewed.

CADL needs to prepare an inventory of projects that may meet established criteria. Six potential locations have been identified to include Meridian Township, Mason, Leslie, Downtown, Williamston, and Foster.

Lobbying and contacts should be at the State level as the governor's office will be heavily involved. It was further suggested that representatives be persistently lobbied.

It was suggested that state representatives receive copies of proposals sent with a cover letter. Margaret Bossenbery, Joan Trezise, and Sue Hill will meet on Friday to put information together.

8. Community Contacts

No community contacts were reported.

**Finance**

I. Patron Computer Purchase

This item was approved by consent.

**DIRECTOR'S ANNUAL REPORT FOR 2008**

The Director's Annual Report for 2008 was distributed. Sue Hill acknowledged those who assisted with the compilation of the annual report and shared highlights, including the following:

- Statistics do not reflect much increase, however, this is the first year of non-resident fee implementation.
- Circulation continues to be very high, higher than the Michigan average. We have good collections that match patron demands.
- Visits were very high
- Internet access is stable but higher than Michigan's average
- Program attendance increased this year
- Events, including the Library Friends event, were recapped
- Information technology was referenced on page 15 with the rollout of wireless internet
- The Library Improvement Plan was a significant project in 2008. Staff devoted extensive time and energy to the cause of facility improvement.
- Significant savings were realized from financial efforts
- Popular Marketing programs including an event with Walter Mosley were reviewed

**PUBLIC, STAFF, AND BOARD COMMENTS**

Comments were shared including praise from Joan Trezise for Stuart Wilson. His presence will be greatly missed.

**ADJOURNMENT**

Joan Trezise moved that the meeting be adjourned. Stuart Wilson seconded the motion. The motion carried. The meeting adjourned at 7:07 p.m.