

**CAPITAL AREA DISTRICT LIBRARY
BOARD MEETING
December 17, 2008**

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

Members Absent: Stuart Wilson

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

Others Present: Eileen Droscha, Vince Spagnuolo, Al Whitfield

CALL TO ORDER

The Chairperson called the meeting to order at 5:31 p.m.

ROLL CALL

The secretary called the roll:

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

COMMUNICATIONS

Thank you correspondence was received from Karen Oswald in appreciation for the ten-year acknowledgement pin.

PUBLIC COMMENTS ON AGENDA ITEMS

There were no public comments on agenda items.

CONSENT AGENDA

Under the November Financial Report, it was proposed that “Innovative Server” and “Budget Revision” be added. Sally Trout made a motion to accept the Consent Agenda. Deborah Bloomquist seconded the motion. The motion carried.

1. Approval of Agenda
Sally Trout moved to approve the consent agenda as amended including the minutes of November 19, 2008, and the November 1 through November 30 disbursements totaling \$811,866.30. Quenda Story seconded the motion. The motion carried.
2. Approval of Minutes of November 19, 2008
This item was approved by consent.
3. Disbursements for November 2008
This item was approved by consent.

CHAIRPERSON'S COMMENTS

A notice of an art exhibit at the Okemos Library was shared.

NEW BUSINESS

1. Finance Committee Appointments
It was determined that the Finance Committee be re-appointed. Sally Trout and Deborah Bloomquist will serve alongside treasurer, Joan Trezise. The Committee will meet the Tuesday before the Committee of the Whole meeting at 4:00 pm.
2. Director Evaluation Committee Report
Members of the committee have met and determined that no change should be made to the current evaluation procedure.
3. HUM 201 Director Succession Policy
A draft succession plan was included in the meeting packet. The draft policy will be further reviewed in January.
4. Library Improvement Plan
A position statement was shared related to the Library Improvement Plan. The position statement was reviewed and discussed. It was suggested that the statement include CADL's position about responsibility for facilities.

Sally Trout made a motion that the Board pursue a plan that will result in the ownership or lease of library buildings with CADL solely responsible for facility maintenance and operations. Deborah Bloomquist seconded the motion. The motion carried. The position statement will be revised to reflect this language.

A letter from the Board Chairperson will be drafted to the municipalities indicating that CADL will pursue dialogue with municipal officials related to buildings and responsibility.

The Development Committee will be reestablished to develop and detail a plan. It was suggested that staff, at Sue Hill's discretion, review the existing Improvement Plan, determine how it might be revised, and make a recommendation related to what is believed a reasonable plan and timeline that might be acceptable to the public. It was further suggested that members of the Board take an active role in the process, and particularly with municipality correspondence.

Sally Trout, Joan Trezise, and Deborah Bloomquist expressed interest in being involved in meetings with staff. Margaret Bossenbery will further discuss with Sue Hill how to coordinate forward movement and will report back to the Board.

It was suggested that CADL invite all municipalities to an open-forum meeting to hold discussion. Each municipal board might consider appointing a liaison to participate in meetings as appropriate and aid in communication.

5. Strategic Planning Process

The strategic plan is a result of discussion with management. In conjunction with the Library Development Plan, a simplified strategic planning process is suggested. Staff members would develop ideas based on current trends and practices, focus groups would result to further develop, and a plan would then be presented to the Library Board. A final plan would be pursued by August and allow for budget appropriation in the following year.

Quenda Story made a motion to pursue a strategic plan for 1010 to 1014. Alma Staton seconded the motion. The motion carried.

6. 2009 Staff Goals

2009 goals were shared.

7. November Financial Report

Pat Taylor reviewed the Financial Statement through November. The balance sheet cash position was referred to as positive for this time of year in terms of fully funding operations through this year and into next year.

Income:

- Little activity is reflected on the revenue side as over 99% has been received.
- A donation of approximately \$44,000 was received related to the Margaret Clark Estate and one more distribution is anticipated for a total of approximately \$50,000.
- Interest income of approximately \$4,500 is significantly low.

Expenses:

- 87% is expended on salaries and benefits with approximately 3 payrolls left to process. No changes are anticipated.

- Under Professional Services, a budget adjustment is pending to add \$8,000 to absorb costs incurred due to union negotiations being more extensive than initially anticipated. \$5,000. \$3,000 is anticipated to Capital Improvement line related to some work the Rossman Group did.
- Under Technology, we are at 49.1% expended. The Intelletto purchase is not yet reflected and entails approximately \$100,000.
- Under Capital Outlay, 79% is expended and reflects property purchase next to the Downtown Facility. Savings will likely roll over for Downtown roof repairs and other facilities needs.

8. Budget Revision

This topic was added to the agenda. The budget revision recommendation was reviewed and the offset was explained. Sally Trout made a motion that the budget revision be approved. Deborah Bloomquist seconded the motion. The motion carried.

9. Innovative Server

This item was added to the agenda. Sheryl Knox shared the recommendation related to the purchase of the Innovative Server Replacement Program. This server pertains to acquisitions, cataloging, and all critical staff functions. The project is funded in the 2009 budget and was last pursued in 2004.

Innovative now has a new product that allows for spreading the cost of a new server over three years and accommodates other valued services. Pursuing approval now allows preferred timeline for receiving the server promptly while realizing other benefits.

Sally Trout made a motion to pursue the purchase of the Innovative Server Replacement Program in three yearly installments. Joan Trezise seconded the motion. The motion carried.

10. Legal Services Renewal

Joan Trezise made a motion that legal services be continued with the Murphy, Brenton, and Spagnuolo Law Firm. Sally Trout seconded the motion. The motion carried.

11. CADL's ICMA Grant Application

CADL's Business Librarian found a grant opportunity for the library pertaining to the Inter-City Management Association, seeking ways to strengthen the partnership between communities and libraries. A concept paper was developed pertaining to working with the City of Lansing Economic Development Corporation and other entities with mutual interests, such as Small Business and Technology located at LCC.

12. Meridian Township's ICMA Grant Application

The Meridian Township grant application was discussed along with agenda item #11.

13. Legislative Update

Sue Hill shared a handout related to tax capture. The MI Library Association is working with other entities to protect libraries from tax capture. It is asked that Senators be contacted to request reinstatement of protection. The message is that, "People vote to give funds to libraries; they don't vote to give funds to tax capture entities, and therefore, library funds should not be diverted."

14. Community Contacts

The Board Chairperson has communicated with the Mayor's office.

POLICY REVIEW

Policy review items were reviewed as follows:

GOV 102	Mission Statement
GOV 104	Board Code of Ethics
REL 201	Millage Support
REL 202	Support for Building Projects

A question was raised related to REL 201 as it includes no reference of e-mail/use of the Internet. CADL's parameters related to use of electronic materials and communication will be reviewed.

DIRECTOR'S REPORT

1. Report for November
Pending changes in shelving were shared. Prospective cost and benefit was referenced. Other modifications, including the Okemos and Foster Libraries were reviewed.
2. Internet Survey
An Internet survey is in progress and has been advertised on Channel 6, 10, and the LSJ websites with the incentive of a \$25 gift card opportunity. Close to 2,000 responses have been received to-date.
3. MLK Luncheon
Information was included in the Board packet pertaining to the MLK luncheon. Deborah Bloomquist, Margaret Bossenbery, Quenda Story, and Alma Staton expressed interest in attending along with Sue Hill, Trent Smiley, and Vince Spagnuolo.

PUBLIC, STAFF, AND BOARD COMMENTS

Eileen Droscha expressed gratitude for the holiday party and the chocolate. Staff who put the holiday party together were thanked.

CLOSED SESSION TO DISCUSS A WRITTEN LEGAL OPINION AND A COLLECTIVE BARGAINING AGREEMENT

Deborah Bloomquist moved that the Board go into Closed Executive Session as allowed under the Open Meetings Act, PA 127 of 1976 as last amended, to discuss a written legal opinion and a collective bargaining agreement. Sally Trout seconded the motion. A roll call vote was held:

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

The Board went into closed session at 7:10 p.m. The Board returned from closed session at 8:43 p.m.

ADJOURNMENT

Deborah Bloomquist moved that the meeting be adjourned. Sally Trout seconded the motion. The motion carried. The meeting adjourned at 8:45 p.m.