

**CAPITAL AREA DISTRICT LIBRARY  
BOARD MEETING  
July 15, 2009**

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

**Members Absent:** None

**Staff Present:** Veronica Beecroft, Maureen Hirten, Kathy Johnson, Sheryl Knox,  
Kim Stewart, Pat Taylor, Catherine Welscher

**Others Present:** Lance Werner

**CALL TO ORDER**

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

**ROLL CALL**

The secretary called the roll:

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

**COMMUNICATIONS**

Maureen Hirten informed the Board that Williamston Head Librarian, Michele Brussow, attended a recent Williamston Foundation Meeting. The Foundation is working with a professional for fundraising and capital campaign development and continuing to work with an architect to develop library facility plans.

**PUBLIC COMMENTS ON AGENDA ITEMS**

There were no public comments on agenda items.

**CONSENT AGENDA**

Joan Trezise made a motion to move items 1 and 2 from General and items 1-3 under Finance to the Consent Agenda. Maureen Hirten requested that Meridian Township be added to the agenda under General. Sally Trout made a motion to accept the agenda as amended. Quenda Story seconded the motion. The motion carried.

1. Approval of Agenda  
Joan Trezise moved to approve the consent agenda as amended including the minutes of June 8, 17, 22, 23 and 24, 2009 and the June 1 through June 30 disbursements totaling \$827,038.39. Debora Bloomquist seconded the motion. The motion carried.
2. Approval of Minutes of June 8, 17, 22, 23, and 24, 2009  
This item was approved by consent.
3. Financial Report for June 2009  
This item was approved by consent.
4. Disbursements for June 2009  
This item was approved by consent.

### **CHAIRPERSON'S COMMENTS**

There were no Chairperson's Comments.

### **NEW BUSINESS**

There was no new business to report.

#### **General**

1. Meridian High School  
This item was added to the agenda.

CADL has been approached about the potential for the Haslett Library to relocate into the building that had housed the Meridian High School. A meeting was held with an architect and input was offered on load-bearing walls and what would be required to make the space ideal for library use. Meridian Township Manager, Jerry Richards, would like to know the outcome of considerations to estimate the potential cost.

Information was distributed to the Board and discussed. With advisement from Steve Jackson and the architect, Ann Chapman, Pat Taylor, and Maureen Hirten compiled potential use information. A layout of the facility was shared with consideration of current configuration and potential library use.

Total square footage of the Meridian High School Building space projected for the library is just over 8,000. Haslett's current space is 3,500 square feet.

Estimated cost of \$75,000 to \$100,000 is projected as a one-time expense for move-in. There would also be additional costs of up to \$50,000 annually to effectively operate within the space. Visibility and supervision concerns were discussed. Reconfiguring the draft plan to best utilize existing staff as well as rearranging meeting room and some other space was suggested.

Sally Trout made a motion to advise Jerry Richards that we are interested in the project and need additional time to explore possibilities. Debora Bloomquist seconded the motion. The motion carried by unanimous vote.

2. Amendment to the Flexible Benefit Plan

This item was approved by consent.

3. SER 107 Meeting Room Policy Revision

This item was approved by consent.

4. Contract Approval for Director, Lance Werner

Joan Trezise made a motion to approve the proposed contract between the CADL Board and new Director, Lance Werner. Quenda Story seconded the motion. The motion carried by unanimous vote.

### **Finance**

1. Downtown Lansing Roof Replacement Bid Recommendation

This item was approved by consent.

2. Delivery Vehicle Bid Recommendation

This item was approved by consent.

3. Chase Bank Account Signature Changes

This item was approved by consent.

### **DIRECTOR'S REPORT**

Maureen Hirten reported that circulation has increased by about 8%. Statistical data reflected three significant drops in visits to include Dansville, South Lansing, and Holt. Some counter errors factor into the visitor statistics. Confirming how everything is counted and getting accurate visit statistics is a priority.

Drummmunity and the Bubbleman programs have drawn huge, enthusiastic audiences. Mason and Okemos have already exceeded last year's Summer Reading Program registration numbers. Mason's SRP's are being held in the basement of the City Hall.

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

Joan Trezise made a comment about this being the time to think about the way that we do things, with specific consideration of the time involved to collect a broad range of data toward statistical reports.

Alma Staton's signature is needed for the Chase Bank document in order to add the new Director to the account. An amendment to the Flexible Benefit Plan also needs to be signed.

### **ADJOURNMENT**

Sally Trout made a motion to adjourn the meeting. Quenda Story seconded the motion. The motion carried. The meeting adjourned at 6:14 p.m.