

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

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

Members Absent: None

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

Others Present: None

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

There were no communications.

PUBLIC COMMENTS ON AGENDA ITEMS

There were no public comments on agenda items.

CONSENT AGENDA

Joan Trezise moved to move items from the Finance section to the Consent Agenda. Margaret Bossenbery moved to add Building Committee Report to the agenda. The item was added under General as item 7. Sally Trout made a motion to accept the agenda as amended. Debora Bloomquist seconded the motion. The motion carried.

I. Approval of Agenda

Joan Trezise moved to approve the consent agenda as amended including the minutes of March 10, 2009 and March 18, 2009 and the March 1 through March

31 disbursements totaling \$854,986.56. Quenda Story seconded the motion. The motion carried.

2. Approval of Minutes of March 10 and March 18, 2009

This item was approved by consent.

3. Financial Report for March 2009

This item was approved by consent.

4. Disbursements for March 2009

This item was approved by consent.

CHAIRPERSON'S COMMENTS

Margaret Bossenbery referred to a CADL logo pin that was drafted at the recommendation of the Board. Photocopies were distributed to reflect the artwork. Pins will be made for Board members and may be available to give to individuals who support the library, to recognize committee efforts, and more.

NEW BUSINESS

There was no new business to report.

General

1. Election of Officers

Debora Bloomquist moved to reelect existing officers as reflected on Election of Officers document. Margaret Bossenbery seconded the motion. The motion carried by unanimous vote.

The current slate of officers was re-elected as follows:

Chairperson	Margaret Bossenbery
Vice-Chairperson	Quenda Story
Secretary	Alma Staton
Treasurer	Joan Trezise

2. Director's Job Description and Advertising Budget

The recommendation to approve the Library Director's job description was reviewed. A revision will be made to reflect "primary" representative of the library under bullet point 5. Other minor changes that were made by the contracting agency were discussed.

Joan Trezise moved to approve the job description and advertisement as amended. Debora Bloomquist seconded the motion. The motion carried.

The June 1 timeline for application submissions was reviewed. The advertisement is available at various websites and in standard journals. June 8 is being held to

review applicant submissions and discuss candidates; however, this activity may be rolled into the June 10 Committee of the Whole agenda.

3. Close Haslett to Install Circ Desk

The Haslett Library has received donations and bequest funds to install a new circulation desk. CADL would assume the cost of wiring and related expenses, while donated funds would be utilized to install the new desk. Due to the limited overall size of the library and interruptions that would be imposed during the installation, it was suggested that the library be closed on Thursday, May 21, to accommodate installation.

Quenda Story moved to close the library on Thursday, May 21 to allow the circulation desk installation and other appropriate tasks. Alma Staton seconded the motion. The motion carried.

4. SER 103a Unattended Children

Suggested revisions include changing the age in which children must be accompanied by a caregiver or parent at a library from four or younger to seven or under. Other related revisions were discussed.

Joan Trezise moved to approve SER 103a Unattended Children Policy revisions. Sally Trout seconded the motion. The motion carried.

5. Legislative Update

State aid will be reduced by approximately 25% in 2010 provided that legislation is not defeated at the House level. For CADL, this amounts to a reduction of approximately \$40,000.

6. Community Contacts

- Debora Bloomquist and Sally Trout attended the meeting at Leslie where the annual report was presented.
- A question was raised about the City of Mason's participating municipality request. The State Library received the request without taking action. The request is endorsed after 30 days of no action and given the time that has passed, the resolution is approved. Sue Hill will request written confirmation that the Library of Michigan received the request.
- Sue Hill attended the Stockbridge and City of Mason annual report presentations. Sally Trout attended the City of Mason meeting.

7. Building Committee Report

Sally Trout provided a report on building policies and proposed changes. "Capital Improvement Fund" was proposed as new language. It is also suggested that new facilities and system expansion fund language be removed from policies.

Appropriate advance communication and follow up will be pursued with potentially impacted entities.

Finance

1. Budget Revisions
This item was approved by consent.
2. Staffing Changes
This item was approved by consent.
3. Investment Strategy
This item was approved by consent.

DIRECTOR'S REPORT

Circulation is up approximately 10%. Wireless use is increasing.

James McBride and Anne Patchett are upcoming significant author events.

The OPAC system has two new features: the first allows patrons to reset PIN numbers and the second send e-mail reminders about nearly-due materials.

New patron computers are being received and are planned for installation in May and early June. The new Intelletto readers have been installed.

Board members and management staff are invited to tour Meridian High School. This alternative high school will close at the end of the 2008-09 school year and the building has been suggested as a possible new location for the Haslett Branch.

A circulation clerk was assaulted when an angry patron threw books that hit the clerk. The patron has been banned from the library for a year and charges are being pursued. The staff members and the security guard who were involved are to be commended for their handling of this incident.

PUBLIC, STAFF, AND BOARD COMMENTS

Joan Trezise expressed a desire that author contracts include an agreement to sign books at CADL-sponsored events.

ADJOURNMENT

Sally Trout moved that the meeting be adjourned. Quenda Story seconded the motion. The motion carried. The meeting adjourned at 6:24 p.m.