

**CAPITAL AREA DISTRICT LIBRARY
BOARD MEETING
March 18, 2009**

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

Members Absent: None

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

Others Present: Rehmann Robson Representative, Dave Fisher

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

COMMUNICATIONS

There were no communications.

PUBLIC COMMENTS ON AGENDA ITEMS

There were no public comments on agenda items.

CONSENT AGENDA

Sue Hill made a motion to add a closed session to discuss the lease of a building. Joan Trezise made a motion to move Finance items 1 and 3 to the Consent Agenda. Debora Bloomquist made a motion to accept the Consent Agenda as amended. Sally Trout seconded the motion. The motion carried.

I. Approval of Agenda

Debora Bloomquist moved to approve the consent agenda as amended including the minutes of February 23, 2009 and the February 1 through February 28 disbursements totaling \$1,088,395.15. Quenda Story seconded the motion. The motion carried.

2. Approval of Minutes of February 23, 2009

This item was approved by consent.

3. Financial Report for February 2009

This item was approved by consent.

4. Disbursements for February 2009

This item was approved by consent.

CHAIRPERSON'S COMMENTS

Margaret Bossenbery thanked those who gave input and helped to shape the Director's job description.

PRESENTATION

2009 Audit Report

Dave Fisher, Principal in charge of audit with Rehmann Robson, presented the 2008 Audit Report. Highlights from the report included:

- A clean opinion was provided on financial statements.
- Total fund balance was approximately \$3 million. Total revenue was approximately \$12 million. Bottom line excess revenue was approximately \$48,000.
- The fund balance is at approximately 22%. Financial analysts recommend between 10 – 15% for fund balance, so this position is in good standing.
- Property taxes result to 87% of revenues and salaries and benefits are approximately 63% of expenses, comparable to similar libraries.
- Cash, cash equivalents, and assessments are primarily in certificate of deposit and money market government funds.
- Financial records are in very good shape. No adjusted entries were proposed. The audit was considered clean.
- A separate management letter was drafted that is required via new government standards, reflecting that there were no difficulties in completing the audit and no disagreements with management.
- The comment and recommendation portion involves considering internal control matters. Insignificant items that were brought up last year were both addressed within the year. This year, another suggested enhancement is to obtain a payroll maintenance report to summarize all changes in payroll rates to allow for someone within the payroll arena to conduct regular review for internal control measures. Another suggestion is related to cash receipts process documentation of register and printout review.

The expertise of the Finance Department and those whose work relates to financial records is highly appreciated.

NEW BUSINESS

General

1. Nominating Committee Appointments
Quenda Story, Debora Bloomquist, and Joan Trezise accepted appointment to the Nominating Committee.

2. SER 102 Circulation Policy
There were no changes from the discussion at the Committee of the Whole Meeting to SER 102 Circulation Policy. Sally Trout made a motion to approve the policy revisions as noted. Quenda Story seconded the motion. The motion carried.

3. Legislative Update
No was no legislative update.

4. Community Contacts
Sally Trout reported that Debora Bloomquist, Alma Staton, Catherine Welscher and she visited Ingham Township for CADL's annual report. Thais Rousseau presented the report in an engaging, lively fashion.

The Marketing Department was praised for efforts related to the Annual Report and Time Well Spent.

Sue Hill attended the Sockbridge Township Meeting where Paul Crandall presented the annual report.

Finance

1. Union Contract
This item was approved by consent.

2. Disability Insurance
A revised statement was shared related to offering union employees paid disability insurance. The contract signed this evening will be effective immediately, however, UNUM is not able to enter a contract immediately, so there will be a lapse of coverage for one month, beginning in May. If that month is not paid, staff won't be grandfathered in and would not be eligible for benefits for 24 months. The recommendation is to pay the additional month while accommodate enrollments and educating staff for coverage beginning in May.

Joan Trezise moved to extend disability insurance coverage for benefited union staff members through the end of April. This will allow those staff members to sign up for coverage without limitations caused by pre-existing conditions. Margaret Bossenbery seconded the motion. The motion carried.

PUBLIC, STAFF, AND BOARD COMMENTS

Pat Taylor has been working with Marianne Hartzell to finalize the contract with Hartzell-Mika. Some changes have been made in consultation with CADL attorney. It is anticipated that the contract will be finalized shortly.

Sue Hill distributed information about the Citizen's Request for Reevaluation of Library Materials. The Board reviewed the Materials Selection Policy, the Library of Michigan Michigan Public Trustee Manual, the Bill of Rights and the Librarian's Code of Ethics.

Sue Hill shared Director's Report highlights including the following:

- The IT Department is testing the upgrade for public access computers.
- Marketing has been extremely successful with programming and experienced the best attendance ever at events.

CLOSED SESSION

Debora 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 the lease of property. Sally Trout seconded the motion. A roll call vote was held:

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

The Board went into closed session at 6:16 p.m. The Board returned from closed session at 6:31 p.m.

ADJOURNMENT

Deb Bloomquist moved that the meeting be adjourned. Sally Trout seconded the motion. The motion carried. The meeting adjourned at 6:32 p.m.