

Capital Area District Library
Board Meeting Minutes
Wednesday, January 19, 2005

Members Present: Deb Bloomquist, Marge Bossenbery, Alma Staton, Quenda Story, Joan Trezise, Stu Wilson

Members Absent: Paul Goulet

Staff Present: Catherine Welscher, Trent Smiley, Pat Taylor, Nancy Bujold, Eileen Droscha, Sheryl Bass, Sue Hill

Others Present: Ed Noonan (Williamston Community Library Foundation)

Call to Order

The Chairperson called the meeting to order at 5:32 p.m.

Roll Call

The secretary called the roll:

Bloomquist—present
Bossenbery—present
Goulet—absent
Staton—present
Story—present
Trezise—present
Wilson--present

Communications

Quenda Story acknowledged the thank you note from Aurelius.

Public Comments on Agenda Items

There were no public comments on agenda items.

Consent Agenda

Joan Trezise moved to approve the consent agenda including the Minutes of the December 15, 2004 regular meeting and the December 1 through December 31, 2004 disbursements totaling \$1,144,934.08. Stu Wilson seconded the motion. Motion carried.

Chairperson's Comments

The Chairperson had no comments.

Old Business

1. Library Development Proposal

Stu Wilson moved to approve the recommendation to create the position of Library Development Director at a new M6 salary level, \$68,842--\$86,052. Joan Trezise supported. Motion carried.

Concern was expressed that the position is being funded with rollover funds and that other options were not being discussed.

New Business

General

1. SER 201 Library Programs and Events

Stu Wilson moved to approve SER 101. Marge Bossenbery supported. Motion carried.

2. SER 105 Internet Access Policy & SER 105a Computer Use Policy

Stu Wilson moved to adopt SER 105 and SER 105a. Joan Trezise supported. Motion carried.

3. Williamston Proposal

Deb Bloomquist moved to accept the recommendation to provide information about CADL and the Williamston Library to residents and local government officials in the Williamston area and offer to pay a portion of the initial planning studies related to the building project including a public opinion survey. Alma Staton supported. Motion carried.

The Board discussed some of the things that the library can do to help the Williamston Community in acquiring a new library. Ed Noonan explained how the Williamston Community Library Foundation could help in marketing the idea to the community of Williamston.

4. Legislative Update

There were no comments regarding legislative updates.

5. Community Contacts

Nancy Bujold reported that she attended a meeting of the Williamston Community Library Foundation. There was some talk of a new library for Williamston.

Finance Committee

1. Financial Report for December 2004

Pat Taylor presented the Financial Report for 2004. He expects the books to be closed on January 21, 2005.

2. Disposal of Library Property

Joan Trezise moved to accept the recommendation to dispose of excess furniture and equipment as indicated in the inventory dated January 19, 2005. The inventory consists

of ten Victorian and Victorian-style pieces of furniture and 3258 stereographs. Marge Bossenbery supported. Motion carried.

4. Disposal of Computers

Joan Trezise moved to accept the recommendation to allow staff to dispose of CADL's old computers as authorized by the Finance Director, with the preference that they be donated to non-profit community organizations rather than sold. Stu Wilson supported. Motion carried.

Policy Review

1. SER 101 Materials Selections Policy

Joan Trezise moved to approve SER 101 Materials Selection Policy. Stu Wilson supported. Motion carried.

2. REL 107 Gifts and Donations Policy

Joan Trezise moved to approve REL 107 Gifts and Donations Policy. Stu Wilson supported. Motion carried.

The Board asked to be kept aware of any partnership agreements.

Director's Report

Sue Hill reported that Eileen Droscha is on the cover of *Age Wise* magazine.

On Saturday, January 29, 2005, at 11:00AM there will be a memorial service for Helen Earley. CADL has started receiving money and donations of materials.

Sue Hill presented her annual report to the Board.

Public Comments

There were no public comments.

Staff Comments

Nancy Bujold invited the Board to attend a farewell reception for Kevin Tomlinson, Head Librarian of the Mason Branch, who has accepted another position at Marshall District Library.

Trent Smiley reviewed two promotional proposals for Suze Orman. The Lansing State Journal Coffee Club is a monthly promotional partner. They will promote the library two weeks in advance of the program. They are promoting it on their website. Additionally, Channel 10 is offering free publicity for Suze Orman. Suze will also be featured in *Greater Lansing Woman* in March.

Board Member Comments

Stu Wilson recommended that members of the Marketing Department address the Board about the process of putting together the winter program brochure, so that they can be formally recognized. Also, Stu is proud to be sponsoring RIF BABES.

Board members thanked Sue Hill for her hard work in preparing the Director's Annual Report.

Stu Wilson commented that there are many instances in the Annual Report where we could give bonuses to staff members for their exemplary service in the past year. He commended Sue on hiring a wonderful staff. The report emphasizes that we can really move forward with the addition of the development person.

Deb Bloomquist stated that it is very exciting what Sue and her staff has done.

Marge Bossenbery reminded Board members that two weeks from today she must have the evaluations of the Director. On February 7, 2005 the Evaluation Committee meets to compile information for the meeting on February 9. Sue's evaluation will take place on February 17 in a closed session.

Adjournment

Stu Wilson moved to adjourn the meeting. Marge Bossenbery supported. Motion carried.

The meeting adjourned at 8:13 p.m.

Respectfully submitted,

Paul Goulet
Secretary