

# Capital Area District Library

## Board Meeting Minutes

### Wednesday, April 20, 2005

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

Members Absent: Paul Goulet

Staff Present: Sue Hill, Nancy Bujold, Catherine Welscher, Trent Smiley, Sheryl Knox, Pat Taylor, Sheryl Bass, Debbie Bailey and Sheryl Knox

Others Present: Jean Young and Hong Trebesh from Plante & Moran.

#### **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**

Copies of "I Love My Library Because . . ." were distributed to Board members. These comments were turned in during National Library Week. Nancy Bujold will be testifying at a legislative hearing on State Aid to Libraries where she will read some of these comments.

#### **Public Comments on Agenda Items**

There were no public comments on agenda items.

#### **Consent Agenda**

Board members asked for information regarding two disbursements - the Downtown Party Store, and Cesar Chavez Commission. The payment to the Downtown Party store is for parking spaces for ten employees. The payment to the Cesar Chavez Commission was for an advertisement in the program book for the Cesar Chavez Dinner, dinner tickets for two employees, and partial sponsorship of the entertainment. The Library selects civic and cultural events to sponsor based on our target audience. In 2006 the Library will increase event sponsorship by featuring an author at the Women's Expo. Funds for these activities come from the Marketing Budget.

Joan Trezise moved to approve the consent agenda including the Minutes of the March 16, 2005 regular meeting and the March 1 through March 31, 2005 disbursements totaling \$842,638.37. Stu Wilson seconded the motion. Motion carried.

## **Chairperson's Comments**

There were no comments from the Chair.

## **Presentation: 2005 Audit—Plante & Moran**

Jean Young and Hong Trebesh presented the 2005 Audit by Plante & Moran. The financial statement and management letter were briefly reviewed. The audit will be considered at the May Board Meeting.

## **Old Business**

### **1. Leavenworth Photographic Collection**

Larry Massie has been hired to appraise the Leavenworth Collection. His report is due on Friday, May 13th. Joan Trezise moved to table this item until the May Board meeting. Stu Wilson supported. Motion carried.

### **2. Cynthia Pugh Lawsuit**

Stu Wilson moved to instruct legal counsel to dismiss the lawsuit against Ms. Pugh. Marge Bossenbery supported. Motion carried.

## **New Business**

### **1. Election of Officers**

Stu Wilson moved to accept the recommendation of the Nominating Committee for officers for the upcoming year as listed below. Deb Bloomquist supported. Motion carried. The officers are as follows:

President	Quenda Story
Vice President	Marge Bossenbery
Secretary	Alma Staton
Treasurer	Joan Trezise

### **2. Committee Appointments**

Quenda Story appointed Joan Trezise, Stu Wilson, and Alma Staton to the Finance Committee. The Board concurred.

### **3. Strategic Planning Committee**

Deb Bloomquist moved to create a Strategic Planning Committee. Marge Bossenbery supported. Motion carried. Quenda Story will appoint members to the Committee in May.

### **4. Legislative Update**

A budget hearing on State Aid to Libraries will take place on April 21, 2005. Nancy Bujold plans to attend and testify.

### **5. Community Contacts**

Marge Bossenbery attended a meeting of the Ingham Township Board in Dansville to hear Peg Mawby, Head of the Dansville Library, present her annual report.

Sue Hill attended a meeting of the Stockbridge Township Board where Paul Crandall, Head of the Stockbridge Library, presented his annual report.

Nancy Bujold attended the Leslie Township meeting with Pat Worden. Pat Worden presented her annual report. Nancy Bujold spoke briefly afterwards.

All three townships were pleased with library services and very supportive of the library.

## **Finance Committee**

### **1. Financial Report**

Pat Taylor presented the March 2005 Financial Report.

### **2. Library of Michigan Digitization Grant**

The Library is considering applying for a grant to purchase a high-end laptop and other equipment and software for less than \$10,000.

### **3. Information Technology Staffing**

Joan Trezise moved to establish the Desktop Specialist position in Information Technology. Stu Wilson supported. Motion carried.

### **4. Eric Jerome Dickey**

Marge Bossenbery moved that CADL contract with Eric Jerome Dickey to make a presentation for a fee of \$10,000 plus expenses. Alma Staton supported. Motion carried. Deb Bloomquist, Marge Bossenbery, Alma Staton, Quenda Story, and Stu Wilson voted yes. Joan Trezise voted no.

### **5. Boling Janitorial Service**

Joan Trezise moved to contract with Boling Janitorial Service to clean the Main Library at an annual cost of \$50,730. Stu Wilson supported. Motion carried.

## **Policy Review**

Marge Bossenbery moved to accept the revisions to SER 107 Use of Facilities. Alma Staton supported.

Marge Bossenbery amended her motion to accept all revisions for the following policies:

- SER 107 Use of Facilities
- SER 108 Exhibits, Displays, Handouts, and Announcements
- SER 109 Sale of Items
- SER 203 Interlibrary Loan
- SER 301 Forest Parke Library

Alma Staton accepted the amendment. Motion carried.

## **Director's Report**

March statistics continue to show growth. Circulation is up 17% over last year.

A new public access catalog will be implemented soon. It will be much more attractive and user friendly. It will also include cover illustrations and content information for many popular materials.

The Director's Report has a different look, which outlines how each branch is making contact with the community, significant programs taking place at the branch, creating governmental contacts, attendance at professional activities, and activities of friends' groups.

## **Library Development Report**

The Friends of the Mason Library presented a check for \$2,500 to the City of Mason to cover the balance of funds needed to proceed with a library survey. Survey questions will be reviewed by the committee at the May 5 meeting.

Facilities Supervisor, Steve Jackson, Williamston Head Librarian, JoAnn Hegedus, and Nancy Bujold met with Lisa Hitchcock, Williamston's City Manager and her assistant, Catherine Garnham, to see the a potential library location in the Williamston Community Center.

Nancy Bujold met with Meridian Township Manager, Jerry Richards to discuss library needs and township involvement. Nancy Bujold and other managers will meet with Okemos staff members to review the space that will be available to the library in August.

Ingham County, the City of Lansing, Aurelius Township, Delhi Township, the City of Leslie, and Stockbridge Township have all adopted resolutions in honor of National Library Workers' Day.

Nancy Bujold reported that a meeting has been scheduled with Lansing Township to present the library's annual report.

### **Public Comments**

There were no public comments.

### **Staff Comments**

Pat Taylor thanked Accounting Assistant Debbie Bailey for her assistance during the audit period.

Nancy Bujold shared the latest edition of *Book Page*, which contains advertising for CADL, the Suze Orman program, and advertising in *Greater Lansing Woman*.

### **Board Member Comments**

Deb Bloomquist stated that she saw Christopher Paul Curtis and he presented a wonderful program.

### **Adjournment**

Marge Bossenbery moved to adjourn the meeting. Alma Staton supported. Motion carried.

The meeting adjourned at 7:05 p.m.

Respectfully submitted,

Alma Staton  
Secretary