

Capital Area District Library Board Meeting Minutes Wednesday, May 18, 2005

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

Members Absent: None

Staff Present: Pat Taylor, Trent Smiley, Eileen Droscha, Sue Hill, Beth Johns, Nancy Bujold, Julie Laxton, Catherine Welscher, Maureen Hirten, Bill Nelton

Others Present: None

Call to Order

The Chairperson called the meeting to order at 5:33 p.m.

Roll Call

The secretary called the roll:

Bloomquist—present
Bossenbery—present
Goulet—present
Staton—present
Story—present
Trezise—present
Wilson--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 add a discussion about the Mason Library to New Business as item #6. Marge Bossenbery supported. Motion carried.

Marge Bossenbery moved to add the Policy Review to the Consent Agenda. Alma Staton supported. Motion carried.

Joan Trezise moved to add Finance Committee items 2, 3, and 4 to the Consent Agenda. Marge Bossenbery seconded. Motion carried.

Joan Trezise moved to approve the Consent Agenda including the Minutes of the April 20, 2005 regular meeting and the April 1 through April 30, 2005 disbursements totaling \$789,144.08. Paul Goulet seconded the motion. Motion carried.

Chairperson's Comments

There were no comments by the Chairperson.

Presentation

Bill Nelton, Outreach Services Coordinator

Bill Nelton presented an overview of services provided by Outreach Services. He talked first about the new bookmobile. Patrons love the new one, the number of stops has increased and the patron count has increased. Outreach Services employs three full time and two half time staff members.

The Books by Mail program involves 169 patrons who receive books and other materials by mail. The typical patron is a female, widowed, between ages 70-95. Some are men and some are younger and disabled. Loss rate of materials is very low.

Book Nooks is another Outreach Service. There are 39 Book Nooks at 29 institutions in the Lansing area. These are depository libraries. Most of the Book Nooks are located at assisted living and nursing homes. The Ingham County Medical Care Facility has a mobile Book Nook. Materials are placed on a cart and a staff member there takes the cart around to the patients. There is one Book Nook at the Ingham County Jail that contains paperbacks only, and mostly westerns and adventure stories. The chaplain works with Bill to select materials. There are five Book Nooks for disadvantaged youth.

Reminiscing programs is a very popular activity by Outreach Services. Kits by BiFolkal are used in this program. CADL owns 20 kits (the entire collection). Each kit includes a movie, cassette tape of music from that era plus words to the music. The leader talks about the era, and then opens up the discussion to the group.

Outreach also works with refugees at the Refugee Center. 10% of Lansing's population are refugees. Of that percentage there are 39 ethnic groups. Most of the people at the center are kids, ages 13 to 20. 70% are female. The largest ethnic group is Cuban, but lately, many are Liberian. It is a challenging group to work with because they are between childhood and adulthood and between two cultures. The focus of the center is leadership and literacy skills. The use of Ellis—English language computer program—is also encouraged.

Future plans include outreach to migrants and the homeless. Overall, people served are very appreciative of CADL's Outreach Services.

Old Business

1. 2005 Audit

Marge Bossenbery moved to accept the 2005 Audit by Plante & Moran. Alma Staton supported. Motion carried

2. Leavenworth Collection

The written appraisal of the Leavenworth Collection is due on Friday, May 20, 2005. Marge Bossenbery moved to table this item and the Abrams Foundation Grant Application until May 24. Paul Goulet supported. Motion carried.

New Business

1. Strategic Planning Committee

About 50 people have been nominated for the Strategic Planning Committee. They will be contacted to see who might be interested. In addition Joan Trezise, Deb Bloomquist, Quenda Story, and Alma Staton volunteered to serve on the committee.

2. Special Board Meeting

Paul Goulet moved to schedule a special board meeting on May 24th instead of a committee of the whole meeting. Stu Wilson supported. Motion carried.

3. Change in Medical Prescription provider

This item was approved by consent.

4. Legislative Update

The Board reviewed the MLA Legislative Update.

5. Community Contacts

Joan Trezise attended Lansing Township meeting where Nancy Bujold presented CADL's annual report.

Marge Bossenbery and Deb Bloomquist attended a meeting of the Ingham County Commissioners, where Nancy Bujold presented CADL's annual report. The Commissioners were very receptive and had a number of questions about the bookmobile, the Suze Orman program, and the "Time Well Spent" brochures.

6. Mason

The Mason Library was closed on Thursday, May 12th due to mold. Testing of the area, completed by Dr. Mark Banner of Mold Free, found stachybotrus (black mold) in the library basement. The library will remain closed until while this problem is remediated. Mold infested dry wall, ceiling tiles, and carpeting need to be removed and those areas treated before the building can be reopened. In the meantime library staff members have been assigned to other locations.

Quenda Story said that the City of Mason has been notified several times about building problems. They were not told about the mold problem because CADL didn't know about it at the time.

Quenda Story and Nancy Bujold attended Mason City Council meeting on Monday where Barbara Faiks gave the annual report. Nancy Bujold reviewed CADL's relationship with communities (the community provides a building that is acceptable to CADL and CADL provides the staff, materials, and day-to-day operational expense.)

Finance Committee

1. Financial Report

Pat Taylor presented the Financial Report for April 2005. The Finance Department is preparing a report on the Suze Orman event. We are waiting for the Wharton Center to pay us for ticket sales. It may take a few months to get the final count.

2. Finance Committee Meeting Dates

This was approved by consent.

3. Laser Printers

This was approved by consent.

4. FIN 104 Credit Card Policy

This was approved by consent.

5. Lobby Furniture

Paul Goulet moved to purchase the lobby furniture through Library Design Associates at a cost of \$16,947.07. Joan Trezise supported. Motion carried.

6. Holt Expansion

Paul Goulet moved to reserve \$89,700 from the system expansion fund to be used as CADL's portion to pay for the expansion of the Holt Delhi Library. Alma Staton supported. Motion carried.

Policy Review

SER 104 Privacy Policy

SER 104a Privacy Statement

HUM 105 Employee Recognition

HUM 106 Service Club Membership

HUM 301 Student Intern Policy

The policies listed above were approved by consent.

Director's Report

Statistics continue to rise. Circulation went up about 19%.

Suze Orman's show was exciting and the other Ink guests were great, too.

Tech Logic worked on the RFID system at South Lansing and installed new software to get the RFID tags working better. A component on the gates that is malfunctioning still needs to be replaced.

The website is now continually refreshed with new features. A new OPAC is also being tested. Stephen Bollinger will demonstrate this next month.

MLA elections are being held right now. Five staff members are running for office.

Library Development

Meridian Township will allow the library to use additional space at the Okemos Library when the current tenant vacates that property.

The City of Williamston has offered to provide space for the Williamston Library in a community center. The proposed site has about the same public space as the current facility but slightly more staff space. Nancy Bujold has given the Williamston City Manager a list of things that would need to be done to make the space acceptable for a library. If everything goes well, the move will take place in September or October.

Nancy Bujold met with Pat Worden and Rollie Olney, Leslie City Manager, to talk about expansion of the Leslie Library. Land for an expansion would need to be acquired from the school district. The Library will receive a bequest of about \$50,000 from the Margaret Clark Estate.

Nancy Bujold spoke with Jeff Garrity, who is the head of the Bath Township ad hoc library committee. He will be directing questions to us, East Lansing and other local library systems.

Public Comments

There were no public comments.

Staff Comments

There were no staff comments.

Board Member Comments

Stu Wilson predicted that the next branch to express a problem will be Foster. Joan Trezise added that Foster is a branch that is not addressed enough. It is terribly inadequate.

Adjournment

Paul Goulet moved to adjourn. Alma Staton supported. Motion carried.

The meeting adjourned at 7:35 p.m.

Respectfully submitted,

Alma Staton
Secretary