

**Capital Area District Library
Board Meeting Minutes
Wednesday, October 20, 2005**

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

Members Absent: Alma Staton

Staff Present: Pat Taylor, Rachel Charette, Eileen Droscha, Sue Hill, Beth Johns, Nancy Bujold, Catherine Welscher, Maureen Hirten

Others Present: None.

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—present
Staton—absent
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

Bossenbery moved to accept the consent agenda. Wilson asked to amend the motion by moving the items under Policy Review to the consent agenda. Goulet supported. Bossenbery accepted Wilson's amendment and moved to approve the consent agenda as amended, including the Minutes of the September 21, 2005 regular meeting, the September 1 through September 30, 2005 disbursements totaling \$816,462.79 and the following policies:

Policy Review

FIN 102	Investment Policy
FIN 103	System Expansion Fund
FIN 104	Credit Card Policy
FIN 105	Purchasing Policy
FIN 202	Conflict of Interest
FIN 211	Fixed Asset Disposal Policy
FIN 212	Asset Capitalization Policy

Motion carried.

Chairperson's Comments

Quenda Story reported that she had discussed CADL's position on Meridian Township's proposed DDA with Jerry Richards, the Meridian Township Manager.

Presentation

Sue Hill reported on the Strategic Plan and Library Service Strategies. The emphasis of the committee was on the needs of the local community. The committee was asked to select strategies that would best address their needs. They came up with the following:

- Community Center
- Community Support
- Cultural Awareness and Disabilities
- Current Topics and Titles
- Literacy/Educational Support
- General Information

These areas became topics for staff committees. There was wide participation among staff on these committees.

The Strategic Planning Committee was then asked to prioritize the strategies proposed by each staff committee. Staff came up with the specific tasks for their committee, which the Strategic Planning Committee then prioritized. They used a forced choice method, rating each item as high, medium, or low.

The Committee then prioritized the choices as to most important and created a list of ranked order. Facilities are the top need. Participants wanted a community gathering space. They would like to make our space more inviting and more attractive by providing wireless service, fax service, art exhibits, and programming that brings people together.

Current topics and titles was the second need. The committee felt that it was important to maintain a collection of high demand print, video, and audio materials and to provide author events and other programs on current topics.

In terms of literacy, CADL would work to support schools and other organizations that are already working in this area. CADL would be careful not to duplicate work that was already being done.

The most important need in the marketing area was for additional support staff to help arrange programs centrally, coordinate news releases, write articles, etc. The Committee also recommended sending out a mass mailing of the program guide to households in service area.

Old Business

1. SER 102 Circulation Policy

Paul Goulet moved to accept SER 102 Circulation Policy as revised. Marge Bossenbery seconded. Motion carried.

This was tabled at the last meeting so that further work on the question of grandparents and other caregivers authorizing library cards for the children in their care could be done. There would be several unintended outcomes if CADL allows this, so the policy will remain as it is, with the stated revisions.

New Business

General

1. SER 105A Computer Use Policy

Marge Bossenbery moved to approve SER 105A Computer Use Policy. Stu Wilson seconded the motion. Motion carried.

2. RIF Grant Application

Marge Bossenbery moved to authorize the renewal of the RIF BABES grant with the understanding that CADL will provide \$11,000 matching funds. Stu Wilson supported. Deb Bloomquist and Joan Trezise abstained due to their connection with Lansing RIF. Motion carried.

Trent Smiley arranged for an article about the Babes program, which will appear in *Parenting*, the *LSJ* publication.

Nancy Bujold is working on fundraising for this project and has targeted local obstetricians, family physicians and pediatricians.

Sue Hill thanked Beth Johns for her efforts coordinating this project and writing the grant application. Joan Trezise thanked the RIF volunteers.

3. Legislative Update

The Board reviewed the legislative update from Karoub Associates.

4. Community Contacts

There were no community contacts.

Finance Committee

I. FIN 101 Financial Policies—Tax Abatement Policy

Joan Trezise moved to accept the revision to FIN 101. Stu Wilson supported. Motion carried.

2. Resolution—DDA

Joan Trezise moved to adopt the resolution to exempt CADL property tax revenues from capture in the Meridian Township DDA. Paul Goulet supported. Motion carried.

Policy Review

This item was approved by consent.

Director's Report

The new patron computers were rolled out at the South Lansing Branch. Rachel says they are wonderful and she has received lots of positive feedback.

September was the “Smartest Card Contest.” The goal was to increase the number of registrations by 2%. Staff made that goal. Once PC Reservation is in place, the number of new cards will increase dramatically.

The Board reviewed the average hourly circulation at each branch. Next year would be a good time to survey the public to see if other hours would be more convenient. Sunday summer hours have been very successful.

The Board reviewed the workload index, which compares the amount of transactions from location to location. At South Lansing 25% of the circulation is now done using self-check out. This allows staff time to concentrate on other areas.

Development Director

CADL has applied for membership in the Tri-County Regional Economic Development Team.

Nancy Bujold reported an update on facility plans for Holt and Leslie.

Extra space at the Okemos location is no longer available because they extended the lease for the current tenant through March 2006 and maybe beyond.

The Mason Ad Hoc Library Committee reviewed the survey results. 300 residents were called and most have lived in Mason for more than 10 years. People want to keep the library in the downtown area.

Public Comments

There were no public comments.

Staff Comments

There were no staff comments.

Board Member Comments

Paul Goulet updated the Board on the work of the Facilities Committee. He would like funds in the 2006 budget so that CADL can have professional building inspection in all facilities. \$50,000 is a rough figure for this. Joan Trezise added that the attorney should be heavily involved in this, which will add to the cost. She would like to start this off this right after the next millage.

The Facilities Committee will meet again on November 7.

Adjournment

Stu Wilson moved to adjourn. Joan Trezise supported. Motion carried.

Respectfully submitted,

Alma Staton
Secretary