

CAPITAL AREA DISTRICT LIBRARY

Board Meeting Minutes

Wednesday, June 21, 2006

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

Members Absent: None

Staff Present: Nancy Bujold, Sue Hill, Maureen Hirten, Julie Laxton, Trent Smiley, Kim Stewart, Pat Taylor, Catherine Welscher

Others Present: None

Call to Order

The Chairperson called the meeting to order at 5:30 p.m.

Roll Call

The secretary called the roll:

Bloomquist—Present

Bossenbery—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

I. Approval of Agenda

Joan Trezise moved to add all items under “Finance Committee” to the consent agenda.

Marge Bossenbery moved to second the motion with and add to the consent agenda all items under “Policy Review” and the following items:

General

1. SER 105 Internet Access Policy

2. SER 105A Computer Use Policy

3. TCH 101 Technology Plan, July 1, 2006 – June 30, 2008

Motion carried.

Stu Wilson moved to approve the amended consent agenda including the minutes of the May 17, 2006 regular meeting, the Financial Report for May, and the May 1 through May 31,

2006 disbursements totaling \$897,185.78. Alma Staton seconded the motion. Motion carried.

2. Approval of Minutes of May 17, 2006
This item was approved by consent.
3. Receipt of May Financial Report
This item was approved by consent.
4. Disbursements for May
This item was approved by consent.

Chairperson's Comments

Quenda Story attended a meeting with Tony Baltimore of Mike Rogers' office, along with Sue Hill and Marge Bossenbery. Mr. Baltimore seemed willing to help with procedural discussions related to building resolution and to advise on the potential for funding assistance. Sue Hill will draft follow-up correspondence reiterating the issues discussed. A suggestion was made to include a copy of CADL's Strategic Plan. A courtesy copy of the correspondence will be sent to Bob Trezise.

Pat Taylor, Sue Hill, and Quenda Story participated in a Lansing State Journal editorial board interview. While questions were responded to well, the meeting was a challenge. A letter was submitted to Lansing Chamber of Commerce requesting support.

Old Business

There was no old business.

New Business

General

1. SER 105 Internet Access Policy
This item was approved by consent.
2. SER 105A Computer Use Policy
This item was approved by consent.
3. TCH 101 Technology Plan, July 1, 2006 – June 30, 2006
This item was approved by consent.
4. Legislative Update
Sue Hill shared that the proposed state budget will include consideration of cutting state aid again. A conference committee report is pending. The MLA is working on language in all new tax increment finance authorities that give district libraries the option to opt out of TIFFA or DDA.
5. Community Contacts
A meeting was held in Williamston with Mayor, Ken Zichy, and City Manager, Lisa Hitchcock. A call was fielded from WILX 10 and Fox 47 who wished to do a story on children unattended at the library. Concerns had been voiced in regard to East Lansing library. Joan Trezise viewed the Summer Reading promotion on Channel 10 and commented

that it was well presented. Quenda Story commented that the millage posters are impressive.

Finance Committee

1. FIN 101 Financial Policies
This item was approved by consent.
2. REL 107 Gifts and Donations
This item was approved by consent.
3. REL 107a Collection of Literary Art for Children
This item was approved by consent.
4. Cooling Tower
This item was approved by consent.
5. VAV Boxes Third Floor
This item was approved by consent.

Policy Review

The following policies were approved by consent:

REL 102 New Library Facilities

REL 103 Media Relations

SER 106 Arrangement of Materials

Director's Report

The board reviewed the fourth notice letter that is now being mailed to patrons with overdue materials. Research reflects that when overdue notices are sent, there is generally a prompt response. Catherine Welscher is tracking this effort and preparing statistical analysis to reflect how effective the letter is.

Effective June 15, PIN numbers are no longer required to place MeLCat holds. This idea came from the Innovator's Group in response to concerns voiced through the Circulation Committee.

A letter regarding ethics was reviewed. Ingham County has established a practice to ensure that ethics policies are shared.

As reflected in Director's Report charts, numbers of materials being checked out have increased. Reports show that we're serving more children than ever with strong attendance at summer reading programs.

A record number of staff members have been elected to MLA positions. Trent Smiley is Chair of the Marketing Committee and the PR Committee for MLA's conference.

The first brochure regarding the millage proposal has been mailed to individuals who are 60 years of age or older. A second brochure will be mailed to households with children under 18. The "Time Well Spent" brochure may be mailed to all households.

A question was raised on page five of the Director's Report in reference to Supervisor's Meeting and QSAC standards. Maureen Hirten shared that standards are nearly ready to submit. There are only a few items at each level that haven't yet been achieved.

A request was made in reference to detailing out-of-district statistics.

Development Director's Report

Nancy Bujold provided an update in reference to television reporter and his questions. At the recent Williamston meeting a question was asked regarding location of new site. Work has been completed on the emergency West ramp. Steve Jackson will assist the City of Williamston with developing a timeline for city tasks and tasks that CADL will respond to upon completion of city tasks. The cost of the signage to have two signs on the building will be minimal.

Public Comments

There were no public comments.

Staff Comments

There were no staff comments.

Board Member Comments

Debora Bloomquist congratulated Sheryl Knox on first place Innovative award in public service category as noted in Director's Report. Stephen Bollinger won an award in reference to web-based OPAC (cataloging system). This is an international-level award.

Adjournment

Joan Trezise moved to adjourn the meeting. Alma Staton seconded the motion. Motion carried. The meeting adjourned at 6:25 p.m.