

**CAPITAL AREA DISTRICT LIBRARY  
BOARD MEETING  
November 15, 2006**

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

**Members Absent:** None

**Staff Present:** Nancy Bujold, Eileen Droscha, Sue Hill, Maureen Hirten, Steve Jackson, Kathy Johnson, Kim Stewart, Pat Taylor, Catherine Welscher

**Others Present:**

**CALL TO ORDER**

The Chairperson called the meeting to order at 6:05 p.m.

**ROLL CALL**

The secretary called the roll:

Bloomquist—Present  
Bossenbery—Present  
Staton—Present  
Story—Present  
Trezise—Present  
Trout—Present  
Wilson—Present

**COMMUNICATIONS**

There were no communications.

**PUBLIC COMMENTS ON AGENDA ITEMS**

There were no public comments.

**CONSENT AGENDA**

I. Approval of Agenda

Joan Trezise moved to add the following Finance Committee items to the consent agenda:

- Item 3, 2007 Administrative Employee Salary Ranges
- Item 4, 2007 Substitute Salary Ranges

Stu Wilson seconded the motion. The motion carried.

Sue Hill asked to add the Non-Union Administrative Employees Retirement Plan to the agenda as Item 7 under Finance Committee.

Marge Bossenbery moved to approve the consent agenda as amended, including the Minutes of October 18, 2006, the Financial report for October 2006, and the October 1 through October 31, 2006 disbursements totaling \$787,595.47. Sally Trout seconded the motion. The motion carried.

2. Approval of Minutes of October 18, 2006  
This item was approved by consent.
3. Receipt of October Financial Report  
This item was approved by consent.
4. Disbursements for October  
This item was approved by consent.

### **CHAIRPERSON'S COMMENTS**

On November 7, 2006, Michigan voters approved a constitutional amendment banning affirmative action in public employment, public education and state contracting. CADL has no concerns under this constitutional amendment because it has equal opportunity employment and purchasing plans rather than affirmative action plans.

### **OLD BUSINESS**

There was no old business.

### **NEW BUSINESS**

#### **General**

1. Legislative Update  
There was no legislative update.
2. Community Contacts  
There were no community contacts to report.

#### **Finance Committee**

1. Reorganization  
Joan Trezise moved to approve the reorganization proposal. Marge Bossenbery supported the motion. The motion carried.
2. 2007 Budgeted New Positions  
Deb Bloomquist moved to consider the administrative section separately from the public service section. Sally Trout seconded the motion. The motion carried.  
  
Deb Bloomquist moved to accept administrative positions as presented. Marge Bossenbery seconded the motion. The motion carried.  
  
Stu Wilson moved that the public services section be approved. Marge Bossenbery supported the motion. Both support and reservations were voiced regarding the proposal for additional public services positions.  
  
Sally Trout moved to amend Stu Wilson's motion to delay action on public service staff proposal for six months. Joan Trezise seconded the motion. A vote was taken on the amendment to delay the motion. The motion failed.  
  
A vote was taken on the main motion to approve the public services positions. Marge Bossenbery, Alma Staton, Quenda Story, and Stu Wilson voted for the motion. Deb Bloomquist, Joan Trezise, and Sally Trout opposed the motion. Motion carried.

3. 2007 Administrative Employee Salary Ranges  
This item was approved by consent.
4. 2007 Substitute Salary Ranges  
This item was approved by consent.
5. 2007 Draft Budget  
Marge Bossenbery moved to adopt the 2007 Budget as proposed. Stu Wilson seconded the motion. The motion carried.
6. Security Proposal  
Marge Bossenbery moved to hire Joseph Young and Associates for security services. Alma Staton seconded the motion. The motion carried.
7. Non-Union Administrative Employees Retirement Plan  
Non-Union Administrative Employees have requested that their Retirement Plan be changed from B-2 (2% multiplier) to B-4 (2.5% multiplier). Staff members are willing to pay the increased costs so this change will not have any financial impact on CADL. Joan Trezise moved to approve the change. Marge Bossenbery seconded the motion. The motion carried.

#### Policy Review

There were no changes to the following policies:

1. HUM 24 | Substitute Employees
2. HUM 25 | Temporary Employees

#### **DIRECTOR'S REPORT**

Sue Hill reported that the CADL Conference went well with positive feedback from staff. Many people mentioned McConnell awards being the highlight of the day. The morning speaker was not popular, but on the whole, it was an effective day.

CADL's Holiday Party will be held Saturday, December 9<sup>th</sup> from 7:30 – 9:30 p.m. at the Boji Tower Building. Live music will be provided and an invitation was extended for all to participate.

Nancy Bujold shared a letter from the City of Williamston regarding the complaint that was made about the planned relocation of the Williamston Library into the Williamston Community Center. The City of Williamston believes the complaint has been adequately addressed. Once an occupancy permit is provided, the library should be able to relocate within 4-6 weeks.

A purchase order has been placed for E-Tapestry donor software. The program is maintained on the Internet with secure records and handles donor maintenance and care, and will be fully integrated with the CADL website. The program generates thank you letters, accepts credit card donations, and more. Another company E-Tapestry interfaces with is Wealth Management, who can assist with identifying individuals we may wish to approach as potential donors.

Nancy Bujold shared that an annual fund donor letter was mailed last week. A list of over 14,000 names was submitted in order to target the best potential donor base. The mailing should be received in households over Thanksgiving with ample time to donate prior to the end of the year. Copies of the letter will be provided to the CADL Board. This is our first attempt at a major campaign to build new donors. A significant response is not anticipated, but the steps taken may help with future initiatives. This year's request letter seeks support for the accessibility fund.

**PUBLIC COMMENTS**

There were no comments from the public.

**STAFF COMMENTS**

Kathy Johnson expressed gratitude for the approval of new staff positions.

**BOARD MEMBER COMMENTS**

Alma Staton complimented the new CADL website.

Marge Bossenbery requested questions or comments for the pending meeting with Impression Five. Input is welcomed.

**ADJOURNMENT**

Stu Wilson moved to adjourn the meeting. Marge Bossenbery supported the motion. The meeting adjourned at 7:05 p.m.