CAPITAL AREA DISTRICT LIBRARY
BOARD MEETING
January 17, 2007

Members Present: Deb Bloomquist, Marge Bossenbery, Alma Staton, Quenda Story, Joan Trezise, Sally Trout, Stu Wilson (arrived at 5:33 p.m.)

Members Absent: None

Staff Present: Veronica Beecroft, Mark Buzzitta, Rachel Charette, Sue Hill, Maureen Hirten, Sheryl Knox, Julie Laxton, Kim Stewart, Trent Smiley, Pat Taylor, Catherine Welscher

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
Staton—Present
Story—Present
Trezise—Present
Trout—Present
Wilson—Absent

COMMUNICATIONS
There were no communications.

PUBLIC COMMENTS ON AGENDA ITEMS
There were no public comments.

CONSENT AGENDA
1. Approval of Agenda
   Quenda Story made a motion to add "Art" under item 5 of "New Business." Joan Trezise moved to approve consent agenda as amended including the Financial Report for December, and the December 1 through December 31 disbursements totaling $1,066,110.88. Sally Trout seconded the motion. The motion carried.

2. Approval of Minutes of December 20, 2006
   The minutes will be corrected to reflect Stu Wilson's absence. The vote will be corrected to reflect that under "Director Evaluation Committee," Deb Bloomquist voted "no."

Alma Staton made a motion to approve minutes as amended. Deb Bloomquist supported the motion. The motion carried.

3. Receipt of December Financial Report
   This item was approved by consent.

4. Disbursements for December
   This item was approved by consent.

CHAIRPERSON'S COMMENTS

There were no comments.

PRESENTATIONS

Annual Report – Sue Hill shared the 2006 Annual Report including a review of statistics. CADL is doing very well. Visits per capita data reflects that numerous people use our libraries for purposes of checking out items in addition to many other reasons such as using computers, reading newspapers, and more. Revisiting the 2006 year to compose the report was a positive experience.

Marge Bossenbery expressed appreciation for the hard efforts of staff throughout the year. A comment was made about a press release to share positive information.

Sue Hill announced Veronica Beecroft as CADL's new Director of Associate Collections.

A Day in the Life of Your Library – Mark Buzzitta was introduced and shared his presentation reflecting the CADL library branches, staff, and events over the 2006 calendar year.

OLD BUSINESS

There was no old business.

NEW BUSINESS

General

1. 2007 CADL Conference
   Stu Wilson moved to close the library on October 8th for the CADL Conference. Joan Trezise seconded the motion.
   The motion carried.

2. REL 107 Gifts and Donations
   Marge Bossenbery moved to adopt the Gifts and Donations Policy as amended. Stu Wilson seconded the motion. The motion carried.

3. Legislative Update
   MLA has hired a new lobbying firm called Governmental Consultant Services. An overview of legislative session and who is participating in various committees is included. Information may be shared quarterly.

4. Community Contacts
   Sally Trout was asked to update Mason City Council about CADL's Capital Improvement Plan. Sally and Sue Hill reported provided an update.

5. Art
   There was extensive conversation from a proposal that CADL representatives participate in area and Library Friends sponsored art fairs to suit numerous purposes. A reference was made to Policy REL 107a,

"Collection of Literary Art for Children." The policy doesn't specifically pertain to participating in community events to see what might be available for purchase and acquiring art from local artists was expressed as desirable.

Development Committee

6. Update
   Joan Trezise is contacting people who might be willing to chair the Capital Improvement Plan Advisory Committee. If the candidates recommended by the Board are not available, she will work with Marge Bossenbery to identify and approach other individuals.

Finance Committee

1. Telephone Service
   Pat Taylor announced that based on telephone service quotes, it is in CADL's best interest to renew our AT&T agreement. AT&T is willing to offer State of Michigan pricing, which reduces expenses by 50%.

2. Security Services for South Lansing
   The proposal for South Lansing security services and background on requested time coverage was shared. Numerous teens visit the library after school until close and behave in a confrontational manner. Police are generally responsive, but a 30-45 minute wait can apply.

   Stu Wilson moved to contract with Joseph A. Young & Associates, Inc. to provide security services for the South Lansing Library in the afternoon and evenings. Alma Staton seconded the motion. The motion carried.

3. LSTA Grant Applications
   Joan Trezise moved to vote on grant applications separately. Sally Trout seconded the motion. The motion carried.

   Stu Wilson moved to apply for a Library Services and Funding Act (LSTA) grant of $5,509 entitled "Collaboration and Partnership" to create a digital audio collection, comply with the LSTA Statement of Assurances, and allocate $1,377 from year-end funds for the required 20% cash match. Deb Bloomquist seconded the motion. The motion carried.

   Questions were raised about emergent literacy and what would be done with kits under the proposed grant funding for Engaging Youth. This grant would provide tools to daycare providers, train in the use of kits, and encourage daycare providers to use them. Both concerns and support were voiced. Marge Bossenbery moved to apply for a Library Services and Funding Act (LSTA) grant of $12,149 entitled "Engaging Youth" to create an emergent literacy collection of Literacy Kits, to comply with the LSTA Statement of Assurances, and allocate $6,886 from year-end funds for the required 20% cash match. Stu Wilson seconded the motion. Deb Bloomquist, Joan Trezise, and Sally Trout voted no. Marge Bossenbery, Alma Staton, Quenda Story, and Stu Wilson voted yes. The motion passed.

Policy Review

There are no changes to the following policy:

1. SER 101 Materials Selection Policy

Marge Bossenbery made a motion to support SER 101. Stu Wilson seconded the motion. The motion carried.

DIRECTOR'S REPORT

Potential dates were made available from consultants for site visits. The first site visit is February 1 at 5:30. On March 28, the consultants would provide a report at 5:00 p.m. Board members will check their schedules and respond to Sue Hill.

The visit of the two MLA attorneys is scheduled for February 13 at 5:30.

Board minutes have been added to the website and photos will be added by the end of the month. The staff member who handles this work is on leave.

A list of ALA conference information and accommodations is available. Board Members interested in attending should notify Maureen Hirten and advise if they would like reservations made for them. CADL's Travel Policy will be provided upon request.

PUBLIC COMMENTS

There were no comments from the public.

STAFF COMMENTS

Trent Smiley announced that Scott Turow's books are being checked out increasingly as a result of CADL promotion. A VIP reception will be held with Mr. Turow March 27 at 5:30, prior to the public presentation.

BOARD MEMBER COMMENTS

There was conversation about ensuring that CADL Board members attend community meetings. CADL representatives attend municipality meetings at least once per year and more as needed.

Sally Trout expressed interest in working smarter and pursuing methods for increasing efficiency. Staff should be asked for efficiency suggestions with a reward system for those who make successful recommendations. Quenda Story referred to past department updates and reports at Board meetings. She found the reports helpful.

Evaluation Committee information was distributed to the Board. Evaluation feedback is needed on or before the deadline.

Deb Bloomquist invited everyone to Gardner Middle School on Wednesday, January 24 at 1 p.m. The Mosaic Youth Group will be giving a presentation in the auditorium. They will also be at Main, Holt, and Okemos Branches.

ADJOURNMENT

Marge Bossenbery moved to adjourn the meeting. Joan Trezise supported the motion. The meeting adjourned at 7:50 p.m.

Respectfully submitted,

Alma Staton
Secretary