

**CAPITAL AREA DISTRICT LIBRARY  
BOARD MEETING  
February 21, 2007**

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

**Members Absent:** Deb Bloomquist, Sally Trout

**Staff Present:** Sue Hill, Sheryl Knox, 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—Absent  
Bossenbery—Present  
Staton—Present  
Story—Present  
Trezise—Present  
Trout—Absent  
Wilson—Present

**COMMUNICATIONS**

There were no communications.

**PUBLIC COMMENTS ON AGENDA ITEMS**

There were no public comments.

**CONSENT AGENDA**

1. Approval of Agenda  
Marge Bossenbery moved to add items 1-7 from “New Business” under “Policy Changes” and “Okemos Remodeling Project,” under “Finance Committee” to the consent agenda. Alma Staton moved to approve the consent agenda as amended including the Financial Report for January, and the January 1 through January 31 disbursements totaling \$974,548.32. Joan Trezise seconded the motion. The motion carried.
2. Approval of Minutes of January 17, 2007  
This item was approved by consent.
3. Receipt of 2006 Year end and January 2007 Financial Reports  
These items were approved by consent.
4. Disbursements for January  
This item was approved by consent.

## **CHAIRPERSON'S COMMENTS**

There were no Chairperson comments.

## **OLD BUSINESS**

There was no old business.

## **NEW BUSINESS**

### **General**

1. HUM 105 Employee Recognition  
This item was approved by consent.
2. HUM 109 Tuition Reimbursement  
This item was approved by consent.
3. HUM 221 Administrative Staff Manual  
This item was approved by consent.
4. HUM 231 Page Manual  
This item was approved by consent.
5. REL 105 Volunteers  
This item was approved by consent.
6. REL 107a Literary Art for Children  
This item was approved by consent.
7. Legislative Update  
This item was approved by consent.
8. Community Contacts  
A meeting has been arranged for Monday, March 5<sup>th</sup> at 7 p.m. with the Ingham County Board Human Services Committee. Sue Hill will attend and Board members are welcome to attend.

### **Development Committee**

1. Update  
Letters were sent to those identified for Advisory Committee participation. So far, three have agreed to serve and one has declined. Sue Hill has corresponded with the Advisory Committee Chairperson, Liz Boyd, who confirmed that she is able to participate in all of the scheduled meetings. Ms. Boyd was sent background information and documentation relevant to the Capital Plan.

Marge Bossenbery provided an update from Monday's Liaison Committee Meeting with Impression 5 Museum.

Tentative future Liaison Committee Meetings have been scheduled for Monday, April 2<sup>nd</sup> and Monday, May 7<sup>th</sup> based on pending feedback from CADL's consultants. It is understood that we continue to explore options and have considerations beyond the downtown branch location.

The Director provided information regarding a survey of Meridian Township residents. The Board was asked to provide feedback on the rough draft of possible survey questions. Response will be appreciated by March 2<sup>nd</sup>.

Public meetings have been announced and advertised and will be held March 6-7. An e-mail announcement will be sent to CADL library card holders who have indicated that they wish to receive information about the library and have provided their e-mail addresses. Adult residents of the service area will be sent this e-mail announcement.

Another consideration is accommodating feedback on the Capital Plan via website. The consultants will be approached about considerations and suggestions.

Interested Board members are encouraged to attend and consider speaking at the February 27<sup>th</sup> Legislative Hearing. A guide was provided in the legislative update that was sent with the Board Meeting agenda packet. Joan Bauer is an Appropriations Committee member and MLA requested that libraries make appointments to speak with her in reference to state aid cuts.

### **Finance Committee**

#### **I. Okemos Remodeling Project**

This item was approved by consent.

### **DIRECTOR'S REPORT**

Circulation and use continues to increase. Circulation is up 11% from last year. A combination of programming, materials related to programming, and marketing contributes to increases. Excellent articles have been featured in various publications about the Women's Expo and other library events and services.

Board Members were asked to confirm their desire to attend ALA Conference and pre-conferences.

### **PUBLIC COMMENTS**

There were no comments from the public.

### **STAFF COMMENTS**

There were no comments from staff members.

### **BOARD MEMBER COMMENTS**

There were no comments from members of the Board.

### **DIRECTOR'S EVALUATION**

Joan Trezise moved that the Board go into Closed Executive Session as allowed under the Open Meetings Act, PA 127 of 1976 as last amended, to discuss the director's evaluation. Marge Bossenbery seconded the motion. A roll call vote was held:

Bloomquist—Absent  
Bossenbery—Aye  
Staton—Aye  
Story—Aye

Treize—Aye  
Trout—Absent  
Wilson—Aye

The Board went into closed session at 6:17 p.m. The Board returned from closed session at 7:15 p.m.

**ADJOURNMENT**

Marge Bossenbery moved to adjourn the meeting. Stu Wilson supported the motion. The meeting adjourned at 7:21 p.m.