

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

Members Present: Deb Bloomquist, Marge Bossenbery, Alma Staton, Quenda Story (arrived 6:08 p.m.), Joan Trezise, Sally Trout, Stu Wilson

Members Absent: None

Staff Present: Debbie Bailey, Veronica Beecroft, Sue Hill, Maureen Hirten, Sheryl Knox, Julie Laxton, Trent Smiley, Kim Stewart, Pat Taylor, Catherine Welscher

Others Present: None

CALL TO ORDER

The acting 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— absent
Trezise— present
Trout— 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

Stu Wilson moved to add all items under Policy Review to the consent agenda. Joan Trezise moved to amend the motion by adding items 1-4 from Finance Committee to the consent agenda. Stu Wilson accepted the amendment. Joan Trezise supported the motion. The motion carried.

Alma Staton moved to amend the revised consent agenda to include items 1-4 from the New Business, General section to the consent agenda. It was further recommended that Item 7, Williamston Move, be added to the New Business section under General. Joan Trezise supported the motion. The motion carried.

Alma Staton moved to approve the consent agenda as amended including the Minutes of February 21, 2007, the Financial Report for February, and the February 1 through February 28 disbursements totaling \$1,062,518.71. Deb Bloomquist seconded the motion. The motion carried.

2. Approval of Minutes of February 21, 2007
This item was approved by consent.
3. Receipt of February 2007 Financial Report
These items were approved by consent.
4. Disbursements for February
This item was approved by consent.

CHAIRPERSON'S COMMENTS

There were no Chairperson comments.

PRESENTATION

Jean Young from Plante and Moran provided the 2006 audit review. Jean shared CADL's financial position via report including assets, liabilities, total revenue, expenditures, fund balance, and other data as indicated on report charts.

A letter clarifying the auditor's responsibility was shared. There were no items to report and no significant changes.

OLD BUSINESS

There was no old business.

NEW BUSINESS

General

1. Nominating Committee
This item was approved by consent.
2. HUM 107 Harrassment
This item was approved by consent.
3. SER 105A Computer Use Policy
This item was approved by consent.
4. SER 204 Accessibility Policy
This item was approved by consent.
5. Legislative Update
Sue Hill shared the director's report addendum including the MLA legislative update. State Legislative Day is scheduled for April 19th at LCC.
6. Community Contacts
Sue Hill has made two recent community contacts including a visit to the Ingham County Human Services Committee, where she shared CADL's Capital Improvement Plan. Sally Trout and Sue Hill met with Marty Colburn in Mason and a positive conversation was held regarding library possibilities.
7. Williamston Move
The Certificate of Occupancy was given to relocate the Williamston Library. Authority to close the library for two weeks is being sought. Joan Trezise moved to close the library for two weeks to allow for relocation. Sally Trout seconded the motion. The motion carried.

Development Committee

I. Update

- The Advisory Committee held its first meeting and most board members were in attendance. The Chairperson, Liz Boyd, was highly effective and attendance was relatively good. Members seemed enthusiastic about the project.
- One more out-county representative is needed for the Advisory Committee.
- The next Advisory Committee Meeting will be March 29th and includes the building planners.
- The next architect visit meeting is Wednesday, March 28th at 5:30 p.m.

Finance Committee

I. 2007 Budget Revisions

This item was approved by consent.

2. RFID Tag Bid

This item was approved by consent.

3. Administrative Copier

This item was approved by consent.

4. Delivery Vehicle

This item was approved by consent.

5. Non-Resident Fee

January 2008 is the recommended target timeline for implementing non-resident fees due to numerous tasks involved to implement fees. Three months notice is ideal to patrons in keeping with protocol. Staff training, rewriting procedures, editing and reprinting brochures and other tasks require adequate time to address. The ideal target timeline for advising patrons is October.

Joan Trezise made a motion that the CADL board direct administration to prepare a plan for paid cards for all non-residents who use our libraries. A recommendation is requested by next month's meeting. Stu Wilson seconded the motion. The motion carried.

Director's Evaluation Committee

I. Contract Extension

Stu Wilson made a motion to adopt the contract extension as presented at the Committee of the Whole. Marge Bossenbery seconded the motion. Joan Trezise moved to amend the contract to substitute the 5% guaranteed raise for the next five years to 3% with added language that in addition to the 3% guaranteed raise, following the director's evaluation, the Board will also consider a discretionary additional raise from 1% to 10%. Stu Wilson accepted the amended motion. The vote was as follows:

Bloomquist—yes
Bossenbery— yes
Staton— yes

Story— yes
Trezise— yes
Trout— yes
Wilson— yes

The motion carried.

A question was raised regarding the evaluation timeline. Sally Trout made a motion to adjust the evaluation timeline to November prior to the contract. Stu Wilson seconded the motion. Concern was raised for keeping the contract timeline in agreement with fiscal timeline. The vote was as follows:

Bloomquist—yes
Bossenbery— no
Staton— yes
Story— no
Trezise— yes
Trout— yes
Wilson—yes

The motion carried.

2. Bonus

Stu Wilson made a motion to authorize a \$5,000 bonus based upon 2007 performance. Deb Bloomquist seconded the motion. The vote was as follows:

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

The motion carried.

Policy Review

1. SER 102 Circulation Policy
This item was approved by consent.
2. SER 103A Unattended Children
This item was approved by consent.
3. SER 103B Patron Use of Telephone
This item was approved by consent.
4. SER 202 Outreach Service Policy
This item was approved by consent.
5. SER 203 Interlibrary Loan
This item was approved by consent.

DIRECTOR'S REPORT

- Sue Hill expressed gratitude for contract extension and bonus. She enjoys her job and is looking forward to the challenges ahead.
- She asked Board members to give ALA or MLA renewal notices to Kim Stewart for organizational renewal.
- A schedule is being prepared for Annual Reports to the Municipalities.
- Maureen Hirten and Sue Hill are planning to attend a conference about library planning in Wisconsin, April 23rd-26th. Board members are encouraged to attend.
- Next week the architects will meet with the Board and Advisory Committee. An additional Advisory Committee member is needed.
- A copy of the Meridian Township survey was shared. Findings include that modest improvement may be needed. A combined library is feasible but there was both strong opposition and support for the idea. Further research is needed and an educational campaign might be in order. There is more support for doing something than nothing. Results will be made available to Meridian Township.
- Building updates were shared to include the Okemos and Williamston facilities.
- Special events were announced to include the Scott Turow presentation and VIP reception. All Board members received tickets. An exclusive reception will be held for Library Friends with Elizabeth Berg. Invitations are being prepared for mailing.
- A desire was expressed to hold a reception for E. Lynn Harris. Sue Hill will speak with Trent Smiley about the contract language and arrangement and update the Board.

PUBLIC, STAFF, AND BOARD COMMENTS

Pat Taylor announced that the public elevator has been fixed.

Sue Hill was thanked for her graciousness during contract negotiations and for everything she does for CADL. Appreciation was expressed for her visit to the county commissioners.

The Board discussed a meeting of the Nominating Committee. A brief meeting will be held prior to next month's Committee of the Whole Meeting.

ADJOURNMENT

Marge Bossenbery moved to adjourn the meeting. Deb Bloomquist supported the motion. The meeting adjourned at 6:52 p.m.