

**CAPITAL AREA DISTRICT LIBRARY
BOARD MEETING
October 17, 2007**

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

Members Absent: Alma Staton

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

Others Present: Timothy Bowman (Lansing resident)

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—Absent

Story—Present

Trezise—Present

Trout—Present

Wilson—Present

COMMUNICATIONS

There were no communications.

PUBLIC COMMENTS ON AGENDA ITEMS

There were no public comments on agenda items. Mr. Bowman inquired about the Ancestry.com database. Veronica Beecroft responded that the database will be available after the first of the year.

CONSENT AGENDA

I. Approval of Agenda

Marge Bossenbery moved that items 1-4 from New Business, items 2-3 from Finance as well as all items from Policy Review be added to the consent agenda. Marge Bossenbery further moved to place Finance Committee items before General topics on the agenda. Deb Bloomquist seconded the motion. The motion carried.

Deb Bloomquist moved to approve the consent agenda as amended including the Minutes of September 19, 2007, the Financial Report for September, the September 1 through September 30 disbursements totaling \$962,019.17. Joan Trezise seconded the motion. The motion carried.

2. Approval of Minutes of September 19, 2007
This item was approved by consent.
3. Receipt of September 2007 Financial Report
This item was approved by consent.
4. Disbursements for September 2007
This item was approved by consent.

CHAIRPERSON'S COMMENTS

There were no comments by the Chairperson.

PUBLIC HEARING – PROPOSED 2008 BUDGET

Quenda Story declared a public hearing related to CADL's 2008 proposed budget. There were no comments from members of the public. Joan Trezise moved to close the public hearing. Marge Bossenbery seconded the motion. The motion carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

General

1. 2008 Days Closed
This item was approved by consent.
2. 2008 Board Meeting Days
This item was approved by consent.
3. National Friends of Libraries Week
This item was approved by consent.
4. SER 103c Code of Conduct Guidelines
This item was approved by consent.
5. Legislative Update
There is no current information related to a legislative update.
6. Community Contacts
Sue Hill reported three community contacts related to the Capital Improvement Plan. Pat Taylor visited Aurelius and responded to inquiries. Maureen Hirten visited Webberville along with Sally Trout and replied to inquiries. Sue Hill met with the Labor Council this morning. The council was pleased to hear that the project will be budgeted at a prevailing wage. They would like an agreement to use union labor and this interest may be further discussed. The Labor Council expressed support for the Capital Improvement Plan.

Development

1. Update
 - The agenda for Tuesday's Development Committee Meeting was distributed.

- CADL's legal representatives will be presenting draft agreements and resolutions for local municipalities and Impression Five at the Development Committee Meeting next week.
- Board and staff members will be meeting tomorrow with the Intergovernmental Relations Committee.

Finance Committee

1. Audit Services

Joan Trezise moved that the 2008-2010 financial audits be conducted by the Rehmann Robson Group. Marge Bossenbery supported the motion. The motion carried.

2. NUA Merit Pay Plan

This item was approved by consent.

3. NUA Salary Ranges

This item was approved by consent.

4. Position Reclassification

This proposal is to reclassify two page positions to clerk positions. Joan Trezise moved to reclassify the positions as noted. Stu Wilson seconded the motion. The motion carried.

5. 2008 Position Changes

Joan Trezise moved that 2008 position changes be considered and voted on ad seriatim. Sally Trout seconded the motion. The motion carried.

Marge Bossenbery moved to add 5 Library Assistant hours at the Aurelius Library be approved. Stu Wilson seconded the motion. Opposition was raised to adding hours to very small libraries with concern voiced regarding the budget impact over time. Marge Bossenbery, Quenda Story, and Stu Wilson voted yes and Deb Bloomquist, Joan Trezise, and Sally Trout voted no. The motion failed.

Marge Bossenbery moved to add 5 Library Assistant hours at the Dansville branch. Stu Wilson seconded the motion. Marge Bossenbery, Quenda Story, and Stu Wilson voted yes and Deb Bloomquist, Joan Trezise, and Sally Trout voted no. The motion failed.

Marge Bossenbery moved to add 5 Library Assistant hours at the Foster branch location. Stu Wilson seconded the motion. Marge Bossenbery, Quenda Story, Joan Trezise, and Stu Wilson voted yes. Deb Bloomquist and Sally Trout voted no. The motion carried.

Sally Trout moved to create a Circulation Head position at Haslett. Marge Bossenbery seconded the motion. The motion carried.

Stu Wilson moved to add 5 Library Page hours at the Leslie Library. Marge Bossenbery seconded the motion. The motion carried.

Stu Wilson moved to add 10 Library Page hours at the Mason Library. Marge Bossenbery seconded the motion. The motion carried.

Stu Wilson moved to create a 20 hour per week Library Clerk position at the South Lansing Library. Marge Bossenbery seconded the motion. The motion carried.

Marge Bossenbery moved to delete the Reading Facilitator position. Deb Bloomquist seconded the motion. Library staff will continue to make reading a high priority. The RIF BABES program is being facilitated by Kim Stewart and is running smoothly. The motion carried.

6. Draft 2008 Budget

As a result of the outcome of the Position Changes proposal, the 2008 Draft Budget will be revised.

7. Policy Review

The following policies were approved by consent:

FIN 101	Establishment Agreement
FIN 102	Investment Policy
FIN 103	System Expansion Fund
FIN 104	Credit Card Policy
FIN 105	Purchasing Policy
FIN 202	Conflict of Interest
FIN 211	Fixed Asset Disposal Policy
FIN 211	Asset Capitalization Policy

DIRECTOR'S REPORT

- Library visits and circulation is in keeping with 2006 statistics. Attendance and circulation at Main has decreased related to ongoing construction, impacting overall statistics. In addition, there were three branch library closures for repairs/improvements.
- Growth has been seen in e-media resources following Marketing promotion.
- The wireless installation at the Main Library is going well.
- Thanks to Veronica Beecroft, Maureen Hirten, Julie Laxton, Scott Duimstra and others, the CADL Conference was very successful.

PUBLIC, STAFF, AND BOARD COMMENTS

A comment was made about a recent, primarily positive Lansing State Journal editorial regarding CADL's non-resident fee.

ADJOURNMENT

Stu Wilson moved to adjourn the meeting. Sally Trout supported the motion. The meeting adjourned at 6:19 p.m.