

**CAPITAL AREA DISTRICT LIBRARY
BOARD MEETING
November 14, 2007**

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

Members Absent: None

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

Others Present: Gary Bender, Vince Spagnuolo

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—Present

COMMUNICATIONS

There were no communications.

PUBLIC COMMENTS ON AGENDA ITEMS

There were no public comments.

CONSENT AGENDA

I. Approval of Agenda

Marge Bossenbery made a motion to move all policy review items to the consent agenda. A recommendation was made to add closed session to discuss a written legal opinion as well as the purchase or lease of property. It was recommended that "Time Well Spent Brochure" be added as item #6 under Finance.

Marge Bossenbery moved to approve the consent agenda as amended including the Minutes of October 17, 2007, the Financial Report for October, the October

1 through October 31 disbursements totaling \$813,813.38. Deb Bloomquist seconded the motion. The motion carried.

2. Approval of Minutes of October 17, 2007

This item was approved by consent.

3. Disbursements for October 2007

This item was approved by consent.

CHAIRPERSON'S COMMENTS

There were no comments by the Chairperson.

OLD BUSINESS

There was no old business.

NEW BUSINESS

General

1. SER 107 Meeting Rooms

The meeting room policy has been changed to require a library card in order to use a meeting room. Joan Trezise moved approve the proposed changes. Marge Bossenbery seconded the motion. The motion carried.

2. Legislative Update

Sue Hill met with Joan Bauer regarding library issues including state funding and the Capital Improvement Plan. Meetings with other representatives will be scheduled after the first of the year.

3. Community Contacts

There was no report.

Development

1. Millage Election Date

The Board considered possible election dates for the Capital Improvement Plan Millage and Bond. The wording of the ballot proposal is being developed. Joan Trezise moved to schedule August 5, 2008 as the election date. Stu Wilson seconded the motion. The motion carried.

2. Update

- Library Board and staff members met with Kathy Dunbar, Sandy Allen and Dr. Wallace of the Lansing School District.
- Timberland Development offered the Library a site between Mason and Holt for construction of a library. The Board thanked Timberland for its generous offer but explained that that CADL intends to develop libraries in downtown areas.
- Informational letters about the Capital Improvement Plan have been mailed to municipalities, villages, and townships.

- CADL representatives have been invited to the Human Services Committee Meeting on Monday, December 3rd to discuss the Capital Improvement Plan. Deb Bloomquist, Marge Bossenbery, Joan Trezise, and Sally Trout offered to attend the meeting with Sue Hill.
- Maureen Hirten and Pat Taylor attended a meeting of the Leslie Expansion Committee. The Expansion Committee determined to put activities on hold until after the CADL millage election.
- Pat Taylor prepared an RFP for a financial advisor. Responses are expected early in November and the Finance Committee will hold interviews in December.
- Three attorneys from Miller Canfield met with CADL's legal representation, Sue Hill and Pat Taylor regarding a bond proposal.
- Two construction firms have expressed interest in supporting the Capital Improvement Plan and informal conversations have been held.

Finance Committee

1. October Financial Report

The Finance Committee reviewed the October Financial Report. Revenues and expenditures are on schedule. It was noted that an additional \$26,000 was received from the county for delinquent collections.

2. 2008 Budget

The Board reviewed proposed budget changes. Marge Bossenbery moved to adopt the revised 2008 budget of \$12,322,942. Stu Wilson seconded the motion. The motion carried.

3. Substitute Pay Rates

Stu Wilson moved to authorize a 3% pay increase for substitute library clerks, substitute library assistants, and substitute librarians who are currently employed by CADL and set the pay rate for substitutes hired after January 1, 2008 as follows:

Substitute Clerk	\$9.50
Substitute Library Assistant	\$11.00
Substitute Librarian	\$17.14

Quenda Story seconded the motion. The motion carried.

4. Communication Consultant

The Board considered hiring a consultant to assist in communicating the Capital Improvement Plan to the public. Joan Trezise moved to contract with the Rossman Group to provide public relations services for the Capital Improvement Plan with fees and expenses not to exceed \$60,000. Marge Bossenbery seconded the motion. The motion carried.

5. RFID Equipment for Downtown Lansing

Nine Intelletto readers and one dual aisle security gate are needed for the Downtown Lansing Library. The Intelletto reduces time needed to tag items by at least 1/3 or more and requires no repetitive motion by staff. Stu Wilson moved to purchase 9 Intelletto units from Intelletto Technologies at a cost of \$27,175 and to purchase 1 dual-aisle RFID security gate from ITG at a cost of \$17,573.75. Joan Trezise seconded the motion. The motion carried.

6. Time Well Spent Brochure Printing

Marketing plans to insert the Time Well Spent brochure in newspapers rather than distribute it by mail for a savings of \$4-5,000. Marge Bossenbery moved to contract with Millbrook Printing to produce the Winter Time Well Spent Brochures at a price of \$10,998. Stu Wilson seconded the motion. Motion carried.

Policy Review

HUM 221	Administrative Employee Personnel Policy
HUM 231	Page Employee Personnel Policy
HUM 241	Substitute Employees
HUM 251	Temporary Employees
TCH103	Fax Policy

Policy review items were approved by consent.

DIRECTOR'S REPORT

- Photos of the Board will be taken at the next Board Meeting.
- The annual holiday party is planned for December 15th. Details were shared and the Board was invited to attend.
- Statistics are holding at about a 4% increase including circulation and attendance. Library card application numbers continue to increase.
- Information Technology staff continue to work on WiFi installation.
- The Silver Bells in the City event is this Friday. Library activities including a visit by Linc, face painting, and stilt walkers are planned.

PUBLIC, STAFF, AND BOARD COMMENTS

Joan Trezise referred to a note by the County Commission. Patricia Driscoll-White was introduced as a previous Board Member.

Deb Bloomquist thanked Kim Stewart, Maureen Hirten, and Nichole Welz for preparing the RIF grant proposal.

CLOSED SESSION TO DISCUSS A WRITTEN LEGAL OPINION

Marge Bossenbery 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 a written

legal opinion and the lease of real property. Deb Bloomquist seconded the motion. A roll call vote was held:

Bloomquist—Aye

Bossenbery—Aye

Staton—Aye

Story—Aye

Trezise—Aye

Trout—Aye

Wilson—Aye

The Board went into closed session at 6:42 p.m. The Board returned from closed session at 7:04 p.m.

ADJOURNMENT

Marge Bossenbery moved to adjourn the meeting. Deb Bloomquist seconded the motion. Motion carried. The meeting adjourned at 7:05 p.m.