

**CAPITAL AREA DISTRICT LIBRARY
BOARD MEETING
January 16, 2008**

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,
Kim Stewart, Pat Taylor, Catherine Welscher

Others Present: Lisa Paszkiewicz and Tim Lebel of Aerialink

CALL TO ORDER

The Chairperson called the meeting to order at 5:34 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 as well as the following items to the consent agenda:

New Business, General:

1. SER 101 Materials Selection Policy
2. March Board Meeting
3. MERS Health Insurance Contract

Finance Committee:

1. Spring Time Well Spent Brochure
2. Parking Strategy/Recommendation

Stu Wilson moved to approve the consent agenda as amended including the Minutes of December 19, 2007, the Interim Financial Report for December, and the December 1 through December 31 disbursements totaling \$1,029,256.52. Sally Trout seconded the motion. The motion carried.

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

CHAIRPERSON'S COMMENTS

Art Show posters were shared.

OLD BUSINESS

There was no old business.

NEW BUSINESS**General**

1. SER 101 Materials Selection Policy
This item was approved by consent.
2. March Board Meeting
This item was approved by consent.
3. MERS Health Insurance Contract
This item was approved by consent.
4. Legislative Update
There was no report.
5. Community Contacts
There was no report.

Development

1. Update

Sally Trout, Deb Bloomquist, Sue Hill, Maureen Hirten, and Cheryl Lyons met with Delhi Township regarding the Capital Improvement Plan on Monday.

Quenda Story, Marge Bossenbery, and Sue Hill met with Eric Larson and Impression Five board members. An update on the current draft resolution, agreement, and lease were shared.

Finance Committee

1. Spring Time Well Spent Brochure

This item was approved by consent.

2. Parking Strategy/Recommendation

This item was approved by consent.

3. Real Estate Purchase Agreement

A minor revision was made to the agreement related to the seller compensating for occupying time beyond 30 days. Marge Bossenbery made a motion that the purchase agreement be approved as amended. Deb Bloomquist seconded the motion. The motion carried.

4. Internet Services Contract

An overview of Arialink, their unique qualifications, and what the project will include was provided. Terms, conditions, and contract language were included. The move to a fiber-based structure is a significant step forward and will take CADL's service potential to a new level. Marge Bossenbery made a motion to approve Arialink as CADL's Internet service provider. Joan Trezise seconded the motion. The motion carried.

Policy Review

REL 107 Gifts and Donations
REL 107a Children's Art Collection

Policy review items were approved by consent.

DIRECTOR'S REPORT

1. Director's Annual Report

Sue Hill presented the Director's Annual Report. Highlights included:

- CADL was very successful in 2007 and circulation is now more than ten items per capita.
- We have far more visits than almost any comparable library.
- Program attendance has gone down slightly, but most of the library locations have reached program space capacity.
- Internet use is growing.

- Purchase suggestions increased by 24%.
- Community relations and increased Board interaction with the community was recognized.
- All libraries were highly involved in their communities, with rotary groups, notable events, and more.
- Information technology has been significantly improved to include print management, computer replacements, and the development of a mobile computer lab.
- In addition to the Capital Improvement Plan, focus was placed on increasing efficiency.
- Finance efforts went smoothly in 2008 with positive audit feedback and improvements made to HR systems.
- Marketing focused on changes to the Time Well Spent distribution, eMedia emphasis, central programs, and more.
- Local libraries and staff were highly creative and implemented fun and appealing programs.

Goals for 2008 were shared including the primary goal of raising community awareness related to facilities needs.

PUBLIC, STAFF, AND BOARD COMMENTS

There was discussion regarding the non-resident fee and impact thus far.

Tickets to the Martin Luther King luncheon were distributed to board members.

It was suggested that Board Members be present and visible at the Mayor's "State of the City" speech.

Alma Staton confirmed that Board Members received Director's Evaluation materials.

ADJOURNMENT

Deb Bloomquist moved to adjourn the meeting. Marge Bossenbery supported the motion. The meeting adjourned at 6:40 p.m.