

**CAPITAL AREA DISTRICT LIBRARY
BOARD MEETING
March 12, 2008**

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

Members Absent: None

Staff Present: Debbie Bailey, Maureen Hirten, Julie Laxton, Kim Stewart, Pat Taylor, Catherine Welscher

Others Present: Dave Fisher, Rehmann Robson

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

PUBLIC COMMENTS ON AGENDA ITEMS

There were no public comments.

CONSENT AGENDA

1. Approval of Agenda
Marge Bossenbery made a motion to move all policy review items to the consent agenda. Joan Trezise supported the motion. The motion carried.

Deb Bloomquist moved to approve the consent agenda as amended including the Minutes of February 20, 2008, the February 2008 Financial Report and the February 1 through February 29 disbursements totaling \$1,457,591.37. Sally Trout seconded the motion. The motion carried.

2. Approval of Minutes of February 20, 2008
This item was approved by consent.

3. Receipt of February 2008 Financial Report
This item was approved by consent.
4. Disbursements for February 2008
This item was approved by consent.

CHAIRPERSON'S COMMENTS

There were no Chairperson's comments.

PRESENTATION

Dave Fisher from the Rehmann Robson group provided CADL's audit report results. Very good financial records were confirmed by the auditors. Items for enhanced internal controls were shared.

Finance staff was commended for their accounting efforts and excellent work through the year.

OLD BUSINESS

Bond Council Bid

Stu Wilson moved to remove the bond council bid from tabled items for discussion. Sally Trout seconded the motion. The motion carried. Joan Trezise made a motion to contract with Miller Canfield, Paddock, and Stone to provide bond counseling services at a cost not to exceed \$125,000. Stu Wilson seconded the motion.

A roll call vote was held:

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

Marge Bossenbery made a motion to contract with Dykema Gossett to provide bond counseling services at the cost not to exceed \$44,000. Deb Bloomquist seconded the motion. The motion carried.

NEW BUSINESS

General

1. SER 102 Circulation Policy
Effort will be made to limit Circulation Policy changes to no more than twice per year. Page 20 and page 25 reflect proposed changes to indicate that one magazine or one book may be checked out with the Youth One Book Card. Allowing renewals one time for all 7-day audio visual materials is also

recommended. Marge Bossenbery made a motion to adopt policy changes as suggested. Sally Trout seconded the motion. The motion carried.

2. Nomination Committee Appointments

There was discussion related to selection of Nomination Committee members. The role of the Board members in the community and an outward focus rather than inward is believed to put a more critical emphasis on committee efforts. It was suggested that Sally Trout, Alma Staton, and Marge Bossenbery discuss roles and make a recommendation for committee members. Bylaws related to the Nomination Committee were reviewed and the current appointments were asked to review the policy. The Nominating Committee was asked to meet and obtain the input of each board member prior to appointments being made.

3. Legislative Update

There was no report.

4. Community Contacts

Veronica Beecroft is attending the Williamston Community Foundation Meeting this evening.

Deb Bloomquist and Sally Trout went to a Delhi Township meeting where Cheryl Lyons presented the CADL Annual Report.

Alma Staton and Deb Bloomquist attended the Aurelius Meeting where Eileen Droscha presented CADL's Annual Report.

Development

I. Update

There was no update.

Finance Committee

I. Mezzanine HVAC Coil Bid

A replacement coil is suggested in order to continue to have air conditioning option on the Mezzanine level. The replacement is meant to be a temporary fix that would hold for five to ten years. Myers Plumbing presented the low bid. Nelson Trane would be involved in interfacing based on proprietor rights. The expense of approximately \$25,620 is less than original considerations made at the end of 2007. Joan Trezise made a motion to adopt the proposal as written. Marge Bossenbery seconded the motion. The motion carried.

Policy Review

SER 103	Code of Conduct
SER 103A	Unattended Children
SER 103B	Patron Use of Telephone
SER 202	Outreach Service Policy
SER 203	Interlibrary Loan
SER 204	Accessibility Policy
TCH 101	Technology Plan, 2008 – 2010

Policy review items were approved by consent.

DIRECTOR'S REPORT

- There was a significant turnout at the Theo and Thelma event.
- Sue Hill provided ribbon-cutting ceremony at the Women's Expo.
- The Lifestyle Series is proving quite popular.
- Statistics reflect that 2.3% of total patrons are non-residents.
- Library visits are down slightly. Electronic users statistics reflect lower usage and may be related to eliminating computer use for Youth One Book Card users and non-resident fee implications.

PUBLIC, STAFF, AND BOARD COMMENTS

- A reminder was given that the Capital Area Reads finale is being held at the Lansing Center on April 19th. Board members were asked to let Maureen Hirten know if they would like tickets to the event.
- Training with Rossman Group speakers is tomorrow.
- The second focus group, consisting of the Holt community and the senior population, meets tomorrow.
- A letter addressed to the Board from the U.S. General Services Administration was shared in praise and thanks to David Votta for help with obtaining photos.
- Sheryl Knox provided a report from the Institute of Museum and Library Services about the impact of the Internet on libraries and Museums.

ADJOURNMENT

Marge Bossenbery moved to adjourn the meeting. Deb Bloomquist supported the motion. The meeting adjourned at 6:44 p.m.