

**CAPITAL AREA DISTRICT LIBRARY
BOARD MEETING
February 17, 2010**

Members Present: Debora Bloomquist, Margaret Bossenbery, Alma Staton
Quenda Story, Joan Trezise, Sally Trout

Members Absent: None

Staff Present: Veronica Beecroft, Maureen Hirten, Sheryl Knox, Liz Kudwa,
Julie Laxton, Kim Stewart, Pat Taylor, Catherine Welscher,
Lance Werner

Others Present: None

CALL TO ORDER

The Chairperson called the meeting to order at 5:31 p.m.

ROLL CALL

The secretary called the roll:

Bloomquist—Present
Bossenbery—Present
Staton—Present
Story—Present
Trezise—Present
Trout—Present

COMMUNICATIONS

Communications were received about the Friends of Michigan Library membership opportunity.

PUBLIC COMMENTS ON AGENDA ITEMS

There were no public comments on agenda items.

CONSENT AGENDA

Debora Bloomquist made a motion to move item I from the New Business section to the Consent Agenda. Sally Trout seconded the motion.

I. Approval of Agenda

Sally Trout moved to approve the consent agenda including the minutes of January 20, 2010, the Financial Report for January 2010, and the January 1 through January 31 disbursements totaling \$835,101.87. Quenda Story seconded the motion. The motion carried.

2. Approval of Minutes of January 20, 2010
This item was approved by consent.
3. Financial Report for January 2010
This item was approved by consent.
4. Disbursements for January 2010
This item was approved by consent.

CHAIRPERSON'S COMMENTS

Margaret Bossenbery noted that millage progress needs to be coordinated. Three Board Members can participate on the Millage Committee. The Board Chairperson will appoint Board representation with consideration of interest.

OLD BUSINESS

Lance Werner provided an update about the Michigan Board for Innovation and Reinvention. Significant collection cutbacks and staff reductions are anticipated. A letter from our Board Chairperson will be issued to extend an offer of assistance.

An update on the building policy review topics was requested. These policies will be reviewed at the March Board meetings.

NEW BUSINESS

General

1. REL 105, Volunteers
This item was approved by consent.
2. CADL Video Footage
Quenda Story asked about the use of the video footage by independent advocates. Because the interest does not pertain to a CADL-sponsored campaign, it is important that the CADL logo/name not be included with footage that is used by independent advocates.

Haslett representatives wishing to use footage agreed to ensure review/approval related to any individuals shown and the CADL name.

Quenda Story made a motion to allow Andy Such and Melinda Barr to use CADL footage with appropriate CADL preview and approval. Debora Bloomquist seconded the motion. The motion carried.
3. Legislative Update
Lance Werner shared that he receives Michigan legislative updates, including significant information introducing bills that don't all pertain to library matters and are often tentative. It was agreed that Lance should use his discretion in determining what will be of interest to share with the Board.

4. Community Contacts

Lance Werner shared that CADL's Annual Report is being coordinated with the Marketing Department and should be available in early March. Once some dates/times have been established, a sign-up sheet for presentation of the report to CADL municipalities will be made available.

FINANCE

I. 2010 Budget Revisions

One minor change is noted, as reflected on page 22 of the packet, indicating a \$2,000 rollover to 2010 from hardware line item for a scanner that was to be purchased in 2009 and will move forward to 2010.

Joan Trezise indicated that there was discussion about further reducing the governance conference line item in acknowledgement of staff protocol. Following discussion, Joan Trezise made a motion to amend the amount under Governance from \$5,000 to \$2,500. Alma Staton seconded the motion.

Alma Staton and Joan Trezise voted yes in favor of reducing the budget. Debora Bloomquist, Quenda Story, and Sally Trout voted no. The motion failed.

Quenda Story made a motion to approve budget revisions as discussed. Debora Bloomquist seconded the motion. The motion carried.

DIRECTOR'S 2009 ANNUAL REPORT

Lance Werner thanked staff for their efforts in pulling the Director's Report together. Highlights from statistics that were of particular interest were shared as follows:

- In 2009 patrons borrowed 9.1% more items than in 2008. Increasing circulation trends are expected to continue.
- Valid library card use declined over 2008.
- Visits to CADL decreased by 2% in 2009. It is believed that electronic resources are being more widely used and may be attributed to the decline in visits.
- Website statistics reflect that CADL's website was visited nearly as much in 2009 as library locations.
- Reference transactions have increased since 2008 as has program attendance. CADL continues to work on developing programs to respond to community needs and is pursuing partnerships for free/low cost programming.
- Electronic reference questions increased by 51% in 2009 over 2008.
- Patrons used 284,006 hours of public computer use, an increase of 8% over 2008.

- Wireless internet use has skyrocketed following the 2008 implementation at CADL locations. Use is expected to continue to increase.
- EEO statistics reflect a higher percentage of minority staff than before in CADL's history.
- Lance has participated in 290 meetings since coming on board in August and mentioned some prospective business partners and other outreach efforts he has made.

Joan Trezise mentioned an instance in which the Reference Department answered a highly obscure question within 10 minutes. She commended the reference team for their outstanding performance.

Debora Bloomquist asked about correspondence from a concerned patron related to potential discontinuation of OCLC services. This topic will be further addressed at an upcoming meeting. Lance Werner will share the response that was sent to the patron.

A question was raised about technical services lower processing numbers. Reasoning pertains to 2008 backlog that didn't exist in 2009 as well as a change in philosophy about use of leftover funds.

Lance Werner agreed to follow up on the use of Helen Earley Estate funds.

PUBLIC, STAFF, AND BOARD COMMENTS

Maureen Hirten provided a reminder about Joan Smith's open house next Thursday from 4 – 6 p.m. at the Okemos Library.

CLOSED SESSION

Joan Trezise 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 the Director's performance evaluation. Sally Trout seconded the motion. A roll call vote was held:

Bloomquist—Aye
 Bossenbery—Aye
 Staton—Aye
 Story—Aye
 Trezise—Aye
 Trout—Aye

The Board went into closed session at 6:16 p.m. The Board returned from closed session at 7:05 p.m.

ADJOURNMENT

Sally Trout made a motion to adjourn the meeting. Debora Bloomquist seconded the motion. The meeting adjourned at 7:05 p.m.