

**CAPITAL AREA DISTRICT LIBRARY
BOARD MEETING
August 12, 2009**

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

Members Absent: Alma Staton

Staff Present: Veronica Beecroft, Lynn Harper, Maureen Hirten, Kathy Johnson,
Sheryl Knox, Liz Kudwa, Kim Stewart, Pat Taylor, David Votta,
Lance Werner

Others Present: None

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

COMMUNICATIONS

A representative of the Cooley Law School sent correspondence about a grant declined.

PUBLIC COMMENTS ON AGENDA ITEMS

There were no public comments on agenda items.

CONSENT AGENDA

There were no changes to the consent agenda.

1. Approval of Agenda
Joan Trezise moved to approve the consent agenda as amended including the minutes of July 8 and July 15, 2009 and the July 1 through July 31 disbursements totaling \$850,213.57. Sally Trout seconded the motion. The motion carried.

2. Approval of Minutes of July 8 and July 15, 2009
This item was approved by consent.

3. Disbursements for July 2009

This item was approved by consent.

CHAIRPERSON'S COMMENTS

The Chairperson has followed up regarding the CADL Board member vacancy.

NEW BUSINESS

General

1. Change in MERS Benefit for Union Professionals

The resolution for changing MERS benefits was discussed. A change that does not impact the library in terms of expense is proposed and requires the signature of the Board Secretary as well as the Human Resources Director. Quenda Story made a motion to approve the change in MERS benefits. Sally Trout seconded the motion. The motion carried by unanimous vote.

2. Director Meetings with Local Municipal Officials

Lance Werner shared that he has visited all the library locations with Maureen's assistance. He wishes to meet with government officials in our service area on an individual basis and looks forward to meeting Friends group representatives.

The Library Board and Head Librarians will assist as appropriate with establishing contacts.

A reception at the Library to introduce Lance to the community may be appropriate.

Finance

1. Financial Report for July 2009

The Finance Committee met and reviewed July financials and upcoming finance items. The balance sheet highlights our cash position and reflects a CD portfolio investment. Joan Trezise made a motion to accept the July 2009 Financial Report. Debora Bloomquist seconded the motion. The motion carried.

2. Energy Reduction Projects

Measures are being put into place to become more energy-friendly. Two projects will be pursued with the approval of the Board. One entails replacing lighting at Downtown Lansing Library for reduced energy use and savings over time.

The second project entails replacing steam traps. The recommendation is to allocate money from Capital Improvement Fund in order to finance improvements. Net cost for both projects is estimated at \$21,315 with payback in less than two years.

Joan Trezise made a motion to approve energy reduction projects, both pertaining to electronic ballasts and steam trap replacement. Sally Trout seconded the motion. The motion carried.

3. Purchase of Electronic Ballasts

This item was discussed under item #2.

4. Chase High Balance Savings Account

CADL's checking account cash balance was receiving no interest and is now at .05% interest. By transferring funds to a High Balance Savings Account, .45% interest is realized. The proposal is to transfer funds from this account to checking account as needed to cover expenses while remaining balance would generate interest income.

Joan Trezise made a motion to adopt the proposal to transfer funds into High Balance Savings Account as outlined. Debora Bloomquist seconded the motion. The motion carried.

5. HUM 103 – Travel Policy Change

The proposed change reflects a requirement that travel by the Executive Director be authorized by the Board Treasurer or Board Chairperson. Joan Trezise made a motion to adopt the Travel Policy as revised. Quenda Story seconded the motion. The motion carried.

6. FIN 104 – Credit Card Policy Change

The revision proposal establishes that the Board Treasurer will approve purchases of the Executive Director and changes language related to travel arrangements, reflecting that arrangements are being made through the CADL Business Office. Language will be further revised to reflect that the Treasurer or Board Chairperson will authorize purchases. Joan Trezise made a motion to approve the FIN 104 Credit Card Policy with proposed revisions. Sally Trout seconded the motion. The motion carried.

DIRECTOR'S REPORT

The Director's Report will be available in September to reflect both July and August information.

I. Introduction of Lynn Harper, Youth Services Specialist

Lance Werner introduced Lynn Harper as the new Youth Services Specialist. Lynn has worked for CADL since 2003 and holds a degree from Wayne State and Grand Valley State University. Lynn also has a background in teaching. Lynn was congratulated and welcomed.

Lance Werner shared e-mail from Library of Michigan staff related to pursuing an update of the Quality Services Audit Checklist, a voluntary participation program.

Library of Michigan staff asked if a CADL Trustee would be interested in participating in QSAC level updating. Participation would allow our Board to have input in critical areas for focus toward quality service standards. Joan Trezise expressed interest in participating. Sally Trout is available as an alternate.

PUBLIC, STAFF, AND BOARD COMMENTS

Lance Werner shared how pleased he has been with staff assistance in his transition. He feels honored to be here.

Joan Trezise shared interest and discussion about the potential of CADL taking on the State Library's genealogy collection. While pursuing the possibility is appealing, there are serious space limitations. Lance Werner will continue to investigate potential and report back.

Maureen Hirten provided an update related to the Haslett Library's possible relocation. Four sample plans have been made available and will be reviewed.

Eileen Droscha announced that she is attending her last Board Meeting as she is retiring effective September 1. She stated that a fabulous organization has been built from the ground up and that she loves the Aurelius Library and the organization.

ADJOURNMENT

Margaret Bossenbery made a motion to adjourn the meeting. Quenda Story seconded the motion. The motion carried. The meeting adjourned at 6:19 p.m.