

**CAPITAL AREA DISTRICT LIBRARY
BOARD MEETING
November 10, 2009**

Members Present: Debora Bloomquist, Margaret Bossenbery, Alma Staton,
Joan Trezise

Members Absent: Quenda Story, Sally Trout

Staff Present: Veronica Beecroft, Maureen Hirten, Sheryl Knox, Liz Kudwa,
Julie Laxton, Kim Stewart, Pat Taylor, David Votta,
Catherine Welscher, 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—Present
Story—Absent
Trezise—Present
Trout—Absent

COMMUNICATIONS

There were no formal communications.

PUBLIC COMMENTS ON AGENDA ITEMS

There were no public comments on agenda items.

CONSENT AGENDA

Alma Staton made a motion to accept the consent agenda. Debora Bloomquist seconded the motion. The motion carried.

I. Approval of Agenda

Alma Staton moved to approve the consent agenda including the minutes of October 21, 2009, and the October 1 through October 31 disbursements totaling \$1,078,081.91. Debora Bloomquist seconded the motion. The motion carried.

2. Approval of Minutes of October 21, 2009

This item was approved by consent.

3. Disbursements for October 2009

This item was approved by consent.

CHAIRPERSON'S COMMENTS

The CADL Conference begins at 8:30 a.m. with refreshments available at 8 a.m.

A chairperson for the Millage Committee is being sought and Board member participation is welcomed, along with suggestions for who might serve.

The Friends reception was appreciated with good attendance. Those involved were thanked for their planning and facilitation efforts.

OLD BUSINESS

1. Meridian Alternative High School

The potential Haslett Library relocation to the Meridian Alternative High School will be discussed on November 17th at the Meridian Township Board Meeting.

2. Mason Foundation Consideration

No current information is available.

3. CADL Artwork

Artwork for sale has been sent to an auction house.

NEW BUSINESS

General

1. Donation for Fine Amnesty

Lance Werner indicated that this topic has been discussed and while it is of interest, there are a number of details that would need to be worked out. Similar effort has been well-received by other communities whose libraries offer the incentive. Deb Bloomquist made a motion to endorse the effort. Joan Trezise seconded the motion. The motion carried.

2. Banning Procedures

Library theft is an ongoing concern at some CADL locations. A proposal was shared that we ask those who have not returned materials to return items or pay a replacement fee before being allowed to re-enter the library.

CADL's attorney will review our banning policy and consider language that might be included to address issues of theft where items are not returned. This topic will be revisited at an upcoming meeting.

3. CADL 2010 Days Closed

The proposed days closed listing was revisited internally and it was determined to recommend the proposal for 2010 remain as established. Debora Bloomquist made a motion to approve the days off listing with noted correction. Alma Staton seconded the motion. The motion carried.

4. HUM 231 Non-Union Page Policy Manual

Julie Laxton noted that language related to our former timecard system and the reference of signed timecards needs to be eliminated from HUM 231 Non-Union Page Policy Manual. Debora Bloomquist made a motion to approve the suggested changes. Joan Trezise seconded the motion. The motion carried.

5. Technology Plan

Sheryl Knox presented the Technology Plan update. The rationale and schedule are in accord with ERate funding requirement. The current plan expires in June, providing an opportunity to look ahead for three years to upcoming challenges. Broad goals were highlighted. Budget estimates are significantly less than our established budget as a conservative approach has been taken. Joan Trezise made a motion to approve the Technology Plan as proposed. Alma Staton seconded the motion. The motion carried.

6. Legislative Update

There was no update.

7. Community Contacts

Lance Werner shared that some new programs are being considered and collaboration is being sought with various community businesses and organizations.

Finance

I. October 2009 Financial Report

Pat Taylor presented the October 2009 Financial Report highlights. When considering a transfer to CD investment account, CADL's cash position is about \$400,000 higher than this time last year.

Income Statement Highlights Include:

Reimbursement from MMLC was issued at approximately \$75,000, in keeping with the budget. All anticipated revenues have been received, with approximately 98.5% accounted for.

Expense Notes Include:

An invoice was received on November 9th from Ingham County for personal property tax that has been settled through the tax tribunal. The resulting expense is being inquired about. An adjustment will be called for to the 2009

budget in order to finance this invoice. The settlement impact to CADL is about \$46,000. An allocation in the future for potential expenses was suggested.

Debora Bloomquist moved to accept the October 2009 Financial Report. Alma Staton seconded the motion. The motion carried.

2. Staffing Change Recommendation

Pat Taylor shared that the Purchasing Assistant vacancy was considered in keeping with CADL's decision to review vacancies. The proposal, due to the promotion of the Purchasing Assistant, was shared. The supply ordering process has been automated and allows for online orders by location rather than central coordination. This implementation has provided an opportunity to take the position from a full-time to a 25-hour part-time position.

Accounting tasks that were carried out with this position will be referred back to the Accounting Assistant who looks forward to absorbing those tasks and vendor management will be addressed by Pat Taylor.

Joan Trezise made a motion to accept the staffing change proposal. Alma Staton seconded the motion. The motion carried.

3. Travel Policy Change

Employees are reimbursed for travel incurred for meetings and other library business. As a result, they are operating their own vehicles and need to sign an agreement acknowledging that they are fully insured and CADL is not held responsible should there be an accident or claim.

Vince Spagnuolo, CADL's legal representative, suggested checking for an endorsement via insurance provision for "non owned autos." Enforceability issues were raised and some terminology changes were suggested to the agreement.

This topic will be revisited.

4. CADL 2010 Budget

No changes are proposed to the 2010 budget. Joan Trezise made a motion to support the 2010 budget as written. Alma Staton seconded the motion. The motion carried. Margaret Bossenbery thanked those who put forth great effort to plan the budget.

5. Date of 2010 Millage Election

Joan Trezise made a motion to set the millage election date for August 3rd, 2010. Alma Staton seconded the motion. The motion carried.

6. Legal Services Renewal for 2010

The recommendation to continue to use the legal services of Murphy, Brenton, and Spagnuolo was reviewed. Joan Trezise made a motion to approve the renewal proposal. Alma Staton seconded the motion. The motion carried.

DIRECTOR'S REPORT

The October Director's Report will be provided at a later date due to the revised meeting schedule.

PUBLIC, STAFF, AND BOARD COMMENTS

Joan Trezise expressed sympathy on behalf of the Board to Quenda Story on the loss of her husband.

Liz Kudwa was congratulated on MLA presentations.

An announcement was made about the CADL Holiday party being held December 5th from 7 – 9 p.m.

Copies of the CADL Conference agenda are available for those wishing to review it.

ADJOURNMENT

Debora Bloomquist made a motion to adjourn the meeting. Joan Trezise seconded the motion. The motion carried. The meeting adjourned at 6:33 p.m.