

**CAPITAL AREA DISTRICT LIBRARY
BOARD MEETING
December 16, 2009**

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

Members Absent: None

Staff Present: Sheryl Bass, Veronica Beecroft, Jennifer DeGroat, Maureen Hirten, Liz Kudwa, Julie Laxton, Kim Stewart, Pat Taylor, Catherine Welscher

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—Present
Trezise—Present
Trout—Present

COMMUNICATIONS

Maureen received a report from Mason that was provided to the Library Board.

PUBLIC COMMENTS ON AGENDA ITEMS

There were no public comments on agenda items.

CONSENT AGENDA

Joan Trezise made a motion to move items 1-3 from Finance to the consent agenda. Sally Trout seconded the motion. The motion carried.

I. Approval of Agenda

Alma Staton moved to approve the consent agenda including the minutes of November 10, 2009, and the November 1 through November 30 disbursements totaling \$959,140.70. Debora Bloomquist seconded the motion. The motion carried.

2. Approval of Minutes of November 10, 2009

This item was approved by consent.

3. Disbursements for November 2009

This item was approved by consent.

CHAIRPERSON'S COMMENTS

The Board Chairperson inquired about holiday open houses at library locations. The Board would like to be informed of the open house schedule to consider attending.

OLD BUSINESS

1. Meridian Alternative High School

Maureen received an update from Jerry Richards reflecting that a sprinkler system is needed in the wing that is being considered for Haslett Library use. Restrooms also need evaluation. The issue will be taken to the Township Board in January for consideration, fundraising effort is taking place, and the project is progressing.

Some Board members have received correspondence from community members who are interested in the potential relocation.

NEW BUSINESS

General

1. Collection Agency Use

Veronica Beecroft provided an update on the proposal for collection agency use and the options of using the collections agency on a trial basis as well as thresholds for fees of \$75 or \$100.

A handout was also provided of the total amount owed by patrons, the number of patrons owing, and more.

Unique Management Systems provided a letter that they are in compliance with the Federal Fair Debt Collections Practices Act, Fair Credit Reporting Act, and applicable confidentiality laws.

Sally Trout made a motion to support use of Unique Management Systems for a six-month trial period at the \$100 threshold for fine collection. Debora Bloomquist seconded the motion. The motion carried.

Patron notification and language in circulation policy will be pursued.

2. Introduction of Head Librarian(s)

Maureen Hirten introduced Sheryl Bass as the Head Librarian of the Mason Library. Sheryl began as a book storage clerk and progressed through CADL, obtaining her MLIS from Wayne State University. She possesses a wealth of

qualities and is believed to be a perfect fit for the position. Sally Trout commented that she's heard positive feedback on Sheryl's new role.

Jennifer DeGroat was introduced as the new Head Librarian at the Aurelius Library. She also served in acting capacity for Aurelius and Mason, and served as acting Head Librarian at Williamston. Jennifer possesses her MLIS from Wayne State, has worked in the public school system, and in various positions with CADL.

3. Legislative Update
There was no update.
4. Community Contacts
There were no community contacts.

Finance

1. November 2009 Financial Report
This item was approved by consent.
2. 2009 Budget Adjustment
This item was approved by consent.
3. Chiller Replacement
This item was approved by consent.

DIRECTOR'S REPORT

Tickets will be purchased for the MLK luncheon on January 18th. Those interested in attending were asked to confirm their intent to attend. Two tickets will be obtained for Board Members.

PUBLIC, STAFF, AND BOARD COMMENTS

There were no public, staff, or Board Member comments.

ADJOURNMENT

Debora Bloomquist made a motion to adjourn the meeting. Sally Trout seconded the motion. The motion carried. The meeting adjourned at 6:11 p.m.