

**CAPITAL AREA DISTRICT LIBRARY
BOARD MEETING
May 20, 2009**

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

Members Absent: Debora Bloomquist

Staff Present: Veronica Beecroft, Michele Brussow, Sue Hill, Maureen Hirten,
Sheryl Knox, Julie Laxton, Kim Stewart, Pat Taylor,
Catherine Welscher

Others Present: None

CALL TO ORDER

The Chairperson called the meeting to order at 5:34 p.m.

ROLL CALL

The secretary called the roll:

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

COMMUNICATIONS

There were no communications.

PUBLIC COMMENTS ON AGENDA ITEMS

There were no public comments on agenda items.

CONSENT AGENDA

Quenda Story made a motion to move items 1, 3, 4, 5, and 6 from General and item 2 from Finance Committee to the Consent Agenda. Joan Trezise made a motion to accept the agenda as amended. Sally Trout seconded the motion. The motion carried.

I. Approval of Agenda

Joan Trezise moved to approve the consent agenda as amended including the minutes of April 15, 2009 and the April 1 through April 30 disbursements totaling \$1,245,445.03. Sally Trout seconded the motion. The motion carried.

2. Approval of Minutes of April 15, 2009

This item was approved by consent.

3. Financial Report for April 2009

This item was approved by consent.

4. Disbursements for April 2009

This item was approved by consent.

CHAIRPERSON'S COMMENTS

Margaret Bossenbery has corresponded with the Mayor's office related to the CADL Board member vacancy.

NEW BUSINESS

There was no new business to report.

General

1. Building Committee Recommendations

This item was approved by consent.

2. Appointment of Cooperative Board Member

Alma Staton was reappointed to the Cooperative Board.

3. HR Policies

This item was approved by consent.

4. Administrative Employees Manual

This item was approved by consent.

5. Internet and Computer Use Policies

This item was approved by consent.

6. SER 109 Sale of Items

This item was approved by consent.

7. Legislative Update

State Aid is being cut by 4% for the current budget. Additional reductions are expected for next year.

8. Community Contacts

- Joan Trezise will serve on a committee concerning the census.
- Some Board and management team members visited the Meridian High School. CADL will investigate the extent of renovations possible to make the space suitable for library use.

- A letter will be sent to the Lansing Township Board responding positively to their interest in opening a new branch near the Eastwood Towne Center.

Finance

1. HR Director Additional Hours

It was suggested that a lump sum pay increase be offered to Julie Laxton retroactively beginning with January 1 in recognition of her past efforts. Sally Trout made a motion to increase the HR Director's hours from 20 to 25 per week when her maternity leave ends and in addition, offer her a bonus of \$6,000. Joan Trezise seconded the motion. The motion carried.

2. Plumbing Services Recommendation

This item was approved by consent.

DIRECTOR'S REPORT

1. Broadband Summit Update

Quenda Story, Sue Hill, and Sheryl Knox attended the Broadband Summit. CADL is the most successful library in the State at obtaining ERate funding. Sheryl Knox was as presenter at the Summit where she spoke about CADL successes.

While details related to federal stimulus funding are not available, it is expected that the application timeline will be very brief, making advanced preparation beneficial.

2. Introduction of Michele Brussow, Williamston Branch Head

Michele Brussow was welcomed as the new Williamston Head Librarian. Michele formerly worked at the South Lansing Library.

3. Report for April 2009

- While circulation has increased, visits are down.
- The Ann Patchett author visit was well-received. Ann Patchett gave a stunning performance and great presentation.
- Final phases of the online timecard system are being implemented. It has been a challenge to integrate the system, but is beneficial in streamlining the process for requesting and tracking leave and more.
- A Planning Meeting was recently held with staff. CADL's vision, mission, and value statements were reviewed and strategic responses were considered. Feedback has been compiled and reviewed by the management team and highlighted for the Board's consideration. This information will be made available next month at the Committee of the Whole Meeting.

- Patron computers are being rolled out and staff will be working over Memorial weekend to address installation so that patron service is not disrupted.

PUBLIC, STAFF, AND BOARD COMMENTS

There were no public, staff or board comments.

ADJOURNMENT

Joan Trezise moved that the meeting be adjourned. Sally Trout seconded the motion. The motion carried. The meeting adjourned at 6:22 p.m.