

**CAPITAL AREA DISTRICT LIBRARY
BOARD MEETING
December 20, 2006**

Members Present: Deb Bloomquist, Marge Bossenbery, Alma Staton, Quenda Story, Joan Trezise, Sally Trout

Members Absent: Stu Wilson

Staff Present: Nancy Bujold, Sue Hill, Maureen Hirten, Sheryl Knox, Liz Kudwa, Julie Laxton, Jodi Miller, Sarah Redman, Kim Stewart, Trent Smiley, 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
Wilson—Absent

COMMUNICATIONS

There were no communications.

PUBLIC COMMENTS ON AGENDA ITEMS

There were no public comments.

CONSENT AGENDA

1. Approval of Agenda

Joan Trezise moved to add Finance Committee items to the consent agenda. Alma Staton requested that the Director's Evaluation item be added to the consent agenda. Joan Trezise moved to add discussion of the extension of the Director's Contract to the agenda. Deb Bloomquist seconded the motion. Motion Carried.

Joan Trezise moved to approve the amended consent agenda as amended, including the Minutes of November 15, 2006, the Financial Report for November, and the November 1 through November 30 disbursements totaling \$826,173.25. Alma Staton seconded the motion. The motion carried.

2. Approval of Minutes of November 15, 2006

This item was approved by consent.

3. Receipt of November Financial Report

This item was approved by consent.

4. Disbursements for November

This item was approved by consent.

CHAIRPERSON'S COMMENTS

There were no comments.

PRESENTATIONS

2007 Marketing Plans – Trent Smiley shared 2007 marketing plans and introduced Jodi Miller, our Graphic Designer. Programs noted in the Time Well Spent Guide were highlighted and goals for the New Year were shared including expanding programs to celebrate diversity. Programs related to goals were announced including a presentation by Judge Glenda Hackett, followed by panel meeting on teen violence. 2007 programming partners include Channel 6, Cooley Law School, WKAR, Gannett, Lansing State Journal, and the Women's Expo.

Popular authors are also making appearances. 60-70 individuals have called and requested ticket holds for the E. Lynn Harris presentation. Scott Turow will be at Cooley Auditorium with advanced book signing at CADL's Okemos branch.

Emphasis is being placed on Lifestyle Series with CADL "Idea Center" to encourage tapping into related CADL materials. "Idea Center" concept is also being promoted at the library with related signage. Signage for "One Book" is also being promoted at all bookstores.

Business Plan Contest – Liz Kudwa announced plans toward a business plan contest. This is our first competition, called "Innovate!" Liz mentioned similar area competitions and shared how the idea came to fruition. The contest is aligned with goals to build relationships with area business and entrepreneurs. Many customers who visit the library are looking for startup business materials.

The program outline and guidelines were covered. Upon seminar completion, two months will be allotted for completion of a Business Plan for panel review. A first place and runner up winner will be selected with prizes awarded to assist in business establishment. Chase Bank has been asked to consider providing prizes and promoting the program. CADL's out-of-pocket cost will be minimal.

OLD BUSINESS

There was no old business.

NEW BUSINESS

General

1. Cafeteria Plan Document

American Fidelity Document was reviewed by CADL Attorney. A tentative approval is requested based on CADL Attorney's pending change. Joan Trezise moved to approve the plan pending review by CADL's attorney. Marge Bossenbery seconded the motion. The motion carried.

2. McLaren Health Plan Administrative Agreement

This agreement has not been changed. Marge Bossenbery moved to approve the administrative agreement. Deb Bloomquist seconded the motion. The motion carried.

3. SER 102 Circulation Policy
Marge Bossenbery moved to approve the proposed revision to the Circulation Policy. Sally Trout seconded the motion. The motion carried.
4. SER 103 Code of Conduct
Joan Trezise moved to approve SER 103 Code of Conduct. Marge Bossenbery seconded the motion. The motion carried.
5. Legislative Update
A report from Karoub Associates regarding statewide activity is included in Board Member packets.
6. Community Contacts
There were no community contacts to report.

Development Committee

1. Contract with Penchansky Whisler Architects
Action was requested on the Penchansky Whisler contract. All changes recommended by the CADL Attorney were implemented and the attorney has read and approved the contract. Joan Trezise moved to approve the contract. Marge Bossenbery seconded the motion. The motion carried.

Director Evaluation Committee

1. HUM 202 Director Evaluation Procedure
This item was approved by consent.

The Board discussed a timeline to consider extending the Director's contract which expires at the end of 2007. It was suggested that this topic be addressed at the January Board meeting. Others suggested waiting until after the Director's evaluation which will be held in February.

Marge Bossenbery moved to wait to offer an extension on the Director's contract until after her evaluation. Sally Trout seconded the motion. Marge Bossenbery, Alma Staton, Quenda Story, and Sally Trout voted yes. Deb Bloomquist and Joan Trezise voted no. Stu Wilson was absent. The motion carried.

Finance Committee

1. Banking Resolution and Check Signature Cards
This item was approved by consent.
2. Legal Services
This item was approved by consent.
3. Security Services
This item was approved by consent.

Policy Review

There were no changes to the following policies:

1. GOV 102 Mission Statement
2. GOV 104 Board Code of Ethics
3. REL 201 Millage Support

4. REL 202 Support for Building Projects
5. TCH 103 Fax Policy HUM 241 Substitute Employees

DIRECTOR'S REPORT

Steve Jackson received a quote for \$1,000 from the Ledy Group for a safety inspection of the Williamston Library Building. The last inspection was conducted in 2004. Although there are no known safety issues, some concerns have been expressed about the safety of the building. The Ledy Design Group is able to conduct an inspection immediately with results available early in January.

Circulation and attendance continue to boom. Over two million items have been checked out this year.

Sue Hill reported that information regarding statistics, history, and other data will be provided to our architect. Following review of information, an introductory visit will be scheduled to meet with the CADL Board, staff, and possibly some community members.

She suggested that an Advisory Committee be appointed to help communicate about the project with people in all the communities we serve.

Possible dates were considered for a kickoff meeting with the architect. Sue Hill will keep the Board apprised of the architect's schedule and recommended meetings.

PUBLIC COMMENTS

There were no comments from the public.

STAFF COMMENTS

Nancy Bujold shared a report on fundraising. ADA funds raised have been designated for improvements that need to be made, including door access and other priorities. Numerous links were created under "Support Your Library" to address various contributing options.

Latest artwork was presented called "Cyclone" celebrating the 100th Anniversary of Wizard of Oz.

Sarah Redman expressed appreciation for Capital Area Reads programming and the efforts and support of staff and the committee.

BOARD MEMBER COMMENTS

The Circle of Friends event of April 15th was noted.

ADJOURNMENT

Marge Bossenbery moved to adjourn the meeting. Quenda Story supported the motion. The meeting adjourned at 7:06 p.m.