

**CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING
September 23, 2015**

Members Present: Debora Bloomquist, Margaret Bossenbery, Jeff Croff, Vern Johnson, Quenda Story, Sally Trout

Members Absent:

Staff Present: Jolee Hamlin, Maureen Hirten, Sheryl Knox, Chelsea Koenigsknecht, Julie Laxton, Trent Smiley, Pat Taylor

Others Present: Vince Spagnuolo

CALL TO ORDER

The Chairperson called the meeting to order at 5:30 p.m.

ROLL CALL

Bloomquist—Present
Bossenbery—Present
Croff—Present
Johnson—Present
Story— Present
Trout—Present

COMMUNICATIONS

There were no communications.

PUBLIC COMMENTS ON AGENDA ITEMS

There were no public comments on agenda items.

CONSENT AGENDA

1. Approval of Agenda

Chairperson Debora Bloomquist added item number two, MIOSHA Update, to the agenda under Old Business. Margaret Bossenbery made a motion to move the following items to the Consent Agenda: one under Old Business, three through five under New Business General and one under Finance. Vern Johnson seconded the motion. The motion carried.

Margaret Bossenbery made a motion to approve the Consent Agenda. Jeff Croff seconded the motion. The motion carried.

2. Approval of Minutes August 19, 2015

This item was approved by the Consent Agenda.

3. Disbursements for August 2015

This item was approved by the Consent Agenda.

CHAIRPERSON'S COMMENTS

CADL will be hosting author Johnathan Rand at the Holt Junior High School on Friday, September 25, 2015.

OLD BUSINESS

1. HUM 105 Employee Recognition
This item was approved by the Consent Agenda.
2. MIOSHA Update
CADL's pre-hearing conference is scheduled for November 12 at 2:00 pm. Information has been submitted to CADL's attorney, Vince Spagnuolo.

NEW BUSINESS

General

1. Appoint McConnell Award Committee
Margaret Bossenbery (Chair), Jeff Croff and Debora Bloomquist were appointed to the McConnell Award Committee.
2. Appoint Executive Director Evaluation Committee
Sally Trout (Chair), Quenda Story and Vern Johnson were appointed to the Executive Director Evaluation Committee.
3. HUM 202 Evaluation of the Capital Area District Library Executive Director
This was approved by the Consent Agenda.
4. Aurelius Library Closing Recommendation
This was approved by the Consent Agenda.
5. November – Committee of the Whole Meeting
This was approved by the Consent Agenda.
6. Mitchell Research & Communications Results – Trent Smiley
 - There were 1,347 responses to the online survey.
 - Three focus groups were developed by Mitchell Research and Communications.
 - Results are including but not limited to:
 - The strongest library products and services scoring highest, and ranked from strong to weakest are as follows:
 - Downloading books: 45% of all respondents and no less than 38% with all cohorts
 - Downloading music: 32% of all, 34% of “very often” and “sometime” users, 34% “never”
 - Downloading TV shows: 30% of all, 34% “very often,” 31% “sometime,” 24% of “never” users
 - Saying “the library is committed to providing safe, comfortable facilities so patrons can study, relax, connect, collaborate and create” will elicit a strong response.
 - There is a strong desire to have online registration and card renewal with renewal (61% overall) being very important to most.

- 69% thought that CADL has very knowledgeable staff.
- 7. Municipality Meeting Overview
Details regarding tomorrow's meeting were discussed.
- 8. Legislative Update
There were no legislative updates.
- 9. Community Contacts
There were no community contacts.

Finance

1. August 2015 Financial Report
This item was approved by the Consent Agenda.

DIRECTOR'S REPORT

- Notification was received that the CBT Nuggets service that CADL provided to its patrons was canceled by the service provider.
- A credit card reader was installed at the Okemos Library. This will be a testing location to allow patrons to pay for their fines at the circulation desk.
- The purchase agreement of the Williamston Library building has been delayed until February 1, 2016.
- Chelsea Koenigsknecht will email Board members regarding the MLA conference schedule.
- An RFP will be posted for a mobile library. Staff members have been researching different models of this. This will replace the Bookmobile.
- Build a Fortress party took place at the Dansville Library and the South Lansing Library had a "See a Hero, Be a Hero" event.
- The library conducts a Tad Pole Storytime at Impression 5 Museum on Sunday's during the fall.
- CADL's new brochures were placed in the Board member's folders.

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

There were no public, staff or Board member comments.

ADJOURNMENT

Margaret Bossenbery made a motion to adjourn the meeting. Jeff Croff seconded the motion. The motion carried. The meeting adjourned at 6:59 p.m.