

**CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING
May 20, 2015**

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

Members Absent:

Staff Present: KJ, Chelsea, Scott, Julie, Jolee, Sheryl, Pat

Others Present:

CALL TO ORDER

The meeting was called to order at 5:33 pm.

ROLL CALL

Bloomquist—Present
Bossenbery—Present
Croff – Present
Johnson—Present
Story—Absent
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
Sally Trout made a motion to move General item 1 and Finance items 1 through 8 to the Consent Agenda. Vern Johnson seconded the motion. The motion carried.
2. Approval of Minutes April 22, 2015
This item was approved by the Consent Agenda.
3. Disbursements for April 2015
This item was approved by the Consent Agenda.

CHAIRPERSON'S COMMENTS

Board Chairperson, Debora Bloomquist, discussed the summer Board meeting dates with the Board. It was concluded that a Committee of the Whole meeting will not take place in the month of July. The Board meeting will take place on Wednesday, July 8.

Board members, Margaret Bossenbery, Jeff Croff and Vern Johnson, were appointed to the Finance Committee. Johnson will serve as the Chair of this committee. Finance Committee meetings will take place on the second Monday of each month at 4:00 p.m.

NEW BUSINESS

General

1. Stockbridge Library Closing Recommendation
This item was approved by the Consent Agenda.

2. Disaster Plan Update
The Disaster Plan Committee consisted of Scott Duimstra, Brian Jerome, Steve Jackson, Julie Laxton, Aaron Smith, Pat Taylor and Board member Sally Trout. This outlines CADL's disaster network procedures and the operation of its libraries. There is a system wide plan and one for each of the branches.

3. Strategic Plan Update
The next PSC meeting will take place on June 11. Action items will be developed to make the focus areas and goals achievable.

The Management Team is hosting a consultant to discuss the topic of focus groups and surveys. CADL wants to use this information to get the community involved in discussion to gain their perspective. CADL will host a municipality meeting in late summer to share the strategic plan with them.

The Board is going to meet to discuss the vision statement and values for the strategic plan.

4. Legislative Update
There were no community contacts.

5. Community Contacts
The Board members shared their experiences presenting the annual report to CADL's municipal governments. Board members attended Alaiedon Township, Aurelius Township, City of Leslie, City of Williamston, Delhi Township, Ingham County Commissioners, Ingham Township, Locke Township, Meridian Township, Stockbridge Township, Village of Dansville, and the Village of Stockbridge.

Head Librarians Barb Keeler and Jennifer DeGroat developed a quiz for their presentation. The quiz had 10 questions with facts for the City/Township officials to answer. This quiz was interactive and the officials were very receptive.

Board Chair, Debora Bloomquist, and Senior Associate Director, Scott Duimstra, attended the MMLC quarterly meeting in Flint, MI.

Finance

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

2. FIN 101 Financial Policies

This item was approved by the Consent Agenda.

3. FIN 102 Investments
This item was approved by the Consent Agenda.
4. FIN 104 Credit Card Policy
This item was approved by the Consent Agenda.
5. FIN 105 Purchasing Policy
This item was approved by the Consent Agenda.
6. FIN 106 Finance and HR Records Management
This item was approved by the Consent Agenda.
7. FIN 108 Fund Balance
This item was approved by the Consent Agenda.
8. FIN 211 Fixed Asset Disposal
This item was approved by the Consent Agenda.

DIRECTOR'S REPORT

- Carbon monoxide detectors have been installed at all thirteen libraries.
- The Summer Reading program will begin during the second week in June. Examples of the Summer Reading logs were given to the Board. The grand prize of the program is Marvel Universe Live tickets taking place at the Palace of Auburn Hills in September.
- An MSU graduate marketing class used CADL to enter into a Google contest. Google provided each participating class with \$250 in AdWords. The MSU class completed two campaigns on behalf of CADL; online card registration and digital resources. After the group switched their digital resources campaign to highlight Hoopla movies, the click through ratio (ctr) increased dramatically!
- For 24 hours, CADL took over the WILX home page website. CADL ads were placed on this site to promote CADL's Zinio magazine services. This was very successful.
- A newsletter will be sent electronically to CADL's municipals. It will include information about Lynda.com, CADL's mobile app, Hoopla, Zinio and the Board of officers.
- The state parks merged with MAP, Michigan Activity Pass. If a person has a library card at a participating library, they can go to the website and print out a pass. The pass will provide the patron will discounted admission prices at participating parks and museums.
- All of the libraries have had their signage updated to reflect the updated logo.
- Capital Area District Libraries was the first place winner of the City Pulse's Top of the Top in the category of Library Programming. Other top winners included Delta Township District Library and East Lansing Public Library.
- The CADL app has been developed and will be submitted to Apple for approval. The Android and Apple app platforms will be available to the public at the end of June.

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

Each member of the Board and Management team introduced themselves to the CADL's new Board member, Jeff Croff.

CLOSED SESSION TO DISCUSS A WRITTEN LEGAL OPINION

The Board went into Closed Executive Session as allowed under the Open Meetings Act. PA 127 of 1976 as last amended, to discuss a written legal opinion. A roll call vote was held:

Bloomquist—Aye
Bossenbery— Aye
Croff – Aye
Johnson— Aye
Story – Aye
Trout— Aye

Margaret Bossenbery made a motion to move the Board into a closed session. Sally Trout seconded the motion. The motion passed. The Board went into its closed session at 6:58 p.m.

Bossenbery made a motion to move the Board out of its closed session. Vern Johnson seconded the motion. The motion carried. The Board returned from its closed session at 7:05 p.m.

Quenda Story made a motion to approve the separation agreement for the Board to sign. Vern Johnson seconded the motion. The motion carried.

ADJOURNMENT

Sally Trout made a motion to adjourn the meeting. Quenda Story seconded the motion. The motion carried. The meeting was adjourned at 7:08 p.m.