

CAPITAL AREA DISTRICT LIBRARIES BOARD MEETING

April 22, 2015

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

Members Absent:

Staff Present: Debbie Bailey, Scott Duimstra, Jolee Hamlin, Maureen Hirten, Kathy Johnson, Sheryl Knox, Chelsea Koenigsknecht, Julie Laxton, Jim MacLean, Trent Smiley, Eyal Suseela, Pat Taylor

Others Present: Vince Spagnuolo, Jeffrey Staley

CALL TO ORDER

The meeting was called to order at 5:36 p.m.

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 items 4-9 under General Business and items 1-2 under Finance to the Consent Agenda. Quenda Story seconded the motion. The motion carried.

Sally Trout moved to add the July 5 Library Closing Recommendation under General and the Docking Station Monitor Purchase Recommendation under Finance to the agenda. Margaret Bossenbery seconded the motion. The motion carried.

Bossenbery made a motion to move the July 5 Library Closing Recommendation and the Docking Station Monitor Purchase Recommendation to the Consent Agenda. Trout seconded the motion. The motion carried.

Vern Johnson moved to approve the Consent Agenda. Story seconded the motion. The motion carried.

2. Approval of Minutes March 18, 2015

This item was approved by the consent agenda.

3. Disbursements for March 2015

This item was approved by the consent agenda.

CHAIRPERSON'S COMMENTS

Chairperson Debora Bloomquist thanked the Board for electing her as the Board Chair at today's Annual Meeting.

NEW BUSINESS

General

1. Introduction of Outreach Youth Services Librarian

Maureen Hirten introduced Eyal Suseela to the Board. She is the Youth Services Librarian in the Outreach Department. Suseela began her experiences at CADL as an intern in the summer of 2011. At this time, she was a student at University of Michigan. Next, she volunteered at the Mason and Haslett Libraries. After this, she was hired as a Library Assistant at the Leslie Library. She earned her MLS and MLIS degree from Indiana University.

2. 2014 Audit Presentation, Jeffrey Staley, Maner Costerisan

Jeffrey Staley of Maner Costerisan presented the audit report to the Board.

- CADL's financial statements present fairly – there were no adjusting journal entries. CADL received an unmodified opinion; this is the highest level of assurance Maner Costerisan can provide.
- Staley spoke highly of the CADL staff and its efforts.
- CADL is considered a one fund entity and uses a modified governmental report.
- As of December 31, 2014, CADL had \$18,133,524 in assets using the modified accrual basis of accounting. This includes \$9,335,351 of taxes receivable for 2015, which have been levied, but not collected at year end.
- At the end of 2014, CADL had \$8,471,869 in its fund balance. This includes \$3,122,696 of unreserved / unrestricted (rainy day) funds.

Quenda Story moved to approve the 2014 Audit Report Presentation by Jeffrey Staley of Maner Costerisan. Vern Johnson seconded the motion. The motion carried.

3. Strategic Plan Progress

Executive Director, Maureen Hirten, provided the Board and Management Team with a Strategic Plan progress report. A packet consisting of the timeline and other supplemental information was provided. This supplemental information consisted of the documents that were used during the Management Team and PSC meetings to develop the strategic plan focus areas and goals. A draft of focus areas include the following topics:

- Re-imagine CADL's use of space
- Engagement with communities outside the CADL walls
- Growing and evolving services

The Board expressed interest in helping develop the values and vision statement of the strategic plan and anything else CADL may need help with.

4. SER 104 Privacy Policy

This item was approved by the consent agenda.

5. SER 104a Privacy Statement

This item was approved by the consent agenda.

6. SER 105 Internet Access Policy

This item was approved by the consent agenda.

7. SER 105a Computer Use Policy
This item was approved by the consent agenda.
8. SER 105b Wireless Access Policy
This item was approved by the consent agenda.
9. SER 205 Social Media Policy
This item was approved by the consent agenda.
10. July 5 Library Closing Recommendation
This item was approved by the consent agenda.
11. Legislative Update
There were no legislative updates.
12. Community Contacts
Sally Trout attended the annual report presentations at Ingham Township and the Village of Dansville. Trout informed the Board that Melissa Cole did an excellent job outlining the reports. The township and village take pride in their library.

Quenda Story attended the Stockbridge Township annual report presentation. The community highly values the library; it is the anchor of the community.

Trout and Debora Bloomquist attended the Leroy Township annual report presentation. The council was receptive and warm.

Bloomquist attended the Village of Webberville annual report presentation. The Village appreciates Peg Mawby and loves their library. The library is an integral part of the community. Bloomquist appreciates the opportunity to attend these presentations.

Finance

1. March 2015 Financial Report
This item was approved by the consent agenda.
2. Budget Adjustments
This item was approved by the consent agenda.
3. Docking Station Monitor Purchase Recommendation
This item was approved by the consent agenda.

DIRECTOR'S REPORT

- The Dansville Library received a new furnace and air conditioner.
- CADL will be participating at Common Ground with a booth on its opening day. The opening act is Meghan Trainor and CADL will be mentioned as a sponsor from the main stage.
- The Science Festival was successful. Scheer Genius, Doug Scheer, presented his Wacky Science program. There were 115 people in attendance.

- Head Librarian, Ann Chapman, received great feedback about the New and Happening flier that was mailed to CADL patrons. The patron did not know that the library offered so many programs until she received this flyer.
- The Haslett Library received a donation from the MSU Surplus Store of a book bench. It is made out of paperback books and weighs 500 pounds!
- During National Library Workers Day, a patron of the Haslett Library nominated the Haslett library staff members! The staff was acknowledged for this on the ALA website.
- CADL is listed as an Ingham County Fair sponsor on the fair website. The library will bring the train and the Flying Aces program to the fair on Kids Day. The Bookmobile will be there and children will be able to create a make-and-take craft.
- Jolee Hamlin and Sheryl Knox were interviewed on the Morning Blend on FOX 47 News.
- The Curious Crew will be at the Mason Library. Previously, the group has been at the Haslett and Holt Libraries and there were large turnouts for both programs.

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

There were no public, staff or Board member comments.

CLOSED SESSION TO DISCUSS A WRITTEN LEGAL OPINION

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

Bloomquist—Aye
 Bossenbery— Aye
 Johnson— Aye
 Story— Aye
 Trout— Aye

Sally Trout made a motion to move the Board into a closed session. Vern Johnson seconded the motion. The motion carried. The Board went into its closed session at 6:50 p.m.

Margaret Bossenbery made a motion to move the Board out of its closed session. Trout seconded the motion. The motion carried. The Board returned from its closed session at 7:22 p.m.

ADJOURNMENT

Margaret Bossenbery made a motion to adjourn the meeting. Vern Johnson seconded the motion. The motion carried. The meeting was adjourned at 7:23 p.m.