

**CAPITAL AREA DISTRICT LIBRARIES  
BOARD MEETING  
October 11, 2017**

**Members Present:** Debora Bloomquist, Margaret Bossenbery, Jeff Croff, Sandy Drake, Vern Johnson, DeYeya Jones, Sally Trout

**Members Absent:**

**Staff Present:** Michele Brussow, Scott Duimstra, Jolee Hamlin, Sheryl Knox, Julie Laxton, Thais Rousseau, Hanna Sherman, Trent Smiley, Pat Taylor

**Others Present:**

**CALL TO ORDER**

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

**ROLL CALL**

Bloomquist – Present  
Bossenbery – Present  
Croff – Present  
Drake – Present  
Johnson – Present  
Jones – Present  
Trout – Present

**COMMUNICATIONS**

Board members received an invitation to the East Lansing Public Library MLA Open House. It is a free event to attend. Registration is required.

**PUBLIC COMMENTS ON AGENDA ITEMS**

There are no public comments on agenda items.

**CONSENT AGENDA**

1. Approval of Agenda  
Margaret Bossenbery made a motion to approve the consent agenda. Vern Johnson seconded the motion. The motion carried.
2. Approval of Minutes September 20, 2017  
The minutes of September 20, 2017 were approved by consent.
3. Disbursements for September 2017  
The Disbursements for September 2017 were approved by consent.

**CHAIRPERSON'S COMMENTS**

- Board Chair Debora Bloomquist reminded the Board that pictures will take place on November 8 at 5:15 p.m.

- The CADL in-service conference will take place on Friday, November 10.
- Ms. Bloomquist thanked the McConnell committee for their participation in choosing the McConnell Award recipients.

## **PRESENTATION**

1. Kanopy Service Presentation – Thais Rousseau, Associate Director of Collection Services  
Thais Rousseau, Associate Director of Collection Services, provided the Board with a presentation outlining the video streaming service Kanopy. This presentation is connected with the Kanopy Service Recommendation under Finance.

## **NEW BUSINESS**

### **General**

1. Introduction of new staff members: Marisela Garza, Youth Services Specialist, and Lindsay Anderson, Mason Youth Services Librarian  
Scott Duimstra, Executive Director, introduced CADL's new Youth Services Specialist and the Mason's Youth Services Librarian to the Board.
2. Appoint Executive Director Evaluation Committee  
Board Chair, Debora Bloomquist, appointed Vice Chair Sally Trout to be the chair of the Executive Director Evaluation Committee. Other members include Margaret Bossenbery and DeYeya Jones.
3. McConnell Award Selection  
Jeff Croff made a motion to select Heidi Butler for Innovation and Heather Goupil for Customer Service to be the 2017 McConnell award winners. Sally Trout seconded the motion. The motion carried.
4. 2018 Board Meeting Dates  
Margaret Bossenbery made a motion to approve the 2018 Board Meeting Dates. Jeff Croff seconded the motion. The motion carried.
5. 2018 Days Closed  
Sally Trout made a motion to approve the 2018 Days Closed. Vern Johnson seconded the motion. The motion carried.
6. Leslie Library Temporary Closure Recommendation  
It is recommended to authorize the Executive Director to close the Leslie Branch of the Capital Area District Libraries beginning Monday, November 13, for up to four weeks to allow for the completion of an interior renovation of the facility. The library would reopen to the public no later than December 11.  
  
Jeff Croff made a motion to approve the Leslie Library Temporary Recommendation. Margaret Bossenbery seconded the motion. The motion carried.
7. Legislative Update  
There are no legislative updates.
8. Community Contacts  
There are no community contacts.

## Finance

### 1. September 2017 Financial Report

The balance sheet reflects a total asset position of \$11,675,352.02. Of this amount, \$8,820,801.75 is on the cash line.

Vern Johnson made a motion to approve the September 2017 Financial Report. Margaret Bossenbery seconded the motion. The motion carried.

### 2. 2018 Draft Budget

Expected ongoing revenues for 2018 are projected to cover all ongoing expenses that will take place in 2018.

### Income Highlights

In 2018:

- Taxable values are increased by 2.8%
- Penal fines will decrease by 14%, equaling \$90,000
- State aid is increased by 10%
- Personal property tax reimbursement of \$112,000 will be received by CADL
- Overdue fines will continue to erode due to shift from physical to digital items
- Interest revenue is \$56,000 higher due to a banking change and Federal increases
- Total operating revenue will increase by 1.97%
- \$61,000 will be allocated from the pension reserve per plan
- \$640,000 from the Operations Fund will be used for Capital Improvement projects and full patron computer replacements
- Total revenue will be decreased by 2.9% to \$12,280,000

### Expenditure Highlights

In 2018:

- Salaries will increase by 2.5% after staff mix changes and contract rate increases. This includes adding a librarian at the Williamston Library.
- Benefit costs are increased by 4%
- Overall salary and benefits are up by 2.82%
- Materials will be increased by 3.2% including \$52,000 for the Library of Things collection: physical materials 57% and digital materials by 43%.
- The programing budget includes \$25,000 for the Capital Area Reads.
- Maintenance and utilities costs are down 1.3% due to electricity reductions and ongoing maintenance cost reductions.
- Tax chargebacks are budgeted lower by over \$25,000
- Technology budget is 31% higher than 2017, including patron PC replacements, Office365, and expanding the TVWS grant project. This is a total of \$355,000.
- Public service grants include \$30,000
- Outreach projects include Early Lit Playspaces & Calendars, maker kits, jail outreach, kindles, and summer reading program prizes.

- Capital projects include the Williamston Renovation, Admin office renovation, Mason renovation, Downtown Lansing Library fire panel replacement, and lower roof repair and paint projects for a total of \$378,000.

### 3. Local History Collection Purchase Recommendation

Heidi Butler, Local History Librarian, presented items from the Oldsmobile collection to the Board and answered questions that members had.

It is recommended to purchase an Oldsmobile related collection of archives, ephemera and realia for \$37,000, using the Helen Earley request funds set aside for CADL to purchase “historical materials related to Oldsmobile and other Lansing car companies”. A revenue and expense budget adjustment of \$37,000 would also need to be made to allocate funds from our donations fund balance, as well as establish a line item in the capital outlay section of the budget called “Local History Collection”.

Margaret Bossenbery made a motion to approve the Local History Collection Purchase Recommendation. DeYeya Jones seconded the motion. The motion carried.

### 4. Kanopy Service Recommendation

It is recommended to subscribe to Kanopy, a video streaming service for libraries focusing on independent, foreign language, classic and documentary films that will provide a wonderful complement to CADL’s physical collection. The cost of the service is based on per checkout, \$1-2 per film. The collection would start out with an annual budget of \$10,200 and cap the amount spent each month to \$850.

Vern Johnson made a motion to approve the Kanopy Service Recommendation. Jeff Croff seconded the motion. The motion carried.

#### **POLICIES** – no changes, for review only

1. GOV 202: 2016 – 2019 Strategic Plan
2. GOV 220: Freedom of Information Act Policy
3. HUM 104 Equal Employment
4. HUM 302 SSN Privacy Policy

#### **DIRECTOR'S REPORT**

- The South Lansing Branch held their first Back to School Open House. They gave away CADL bags to kids who signed up for a library card and had a petting zoo, balloon twisters, face painting, and a book-mark craft.
- Marketing’s “Back to the Books” campaign was very successful in September, with TV and website ads, and giveaways. There was an 85% increase in visits to the education resources page as a result.
- Haslett had a *My Little Ponies* program to go along with the release of the movie. There were crafts and a scavenger hunt.
- Jonathan Rand visited the Downtown Lansing Branch on Saturday, October 7. The exciting news is that he’s releasing a Lansing Chillers book next year and will be back to promote the book.

- Sheryl Knox will be giving a TV White Space presentation at the Michigan Library Association's Annual Conference on Wednesday, Oct 18 3:15 PM.
- CADL's podcasts continue to be very popular. Scott Duimstra and Marketing are going to start a Director's podcast where the guests will be Board members and members from our municipalities.
- Mr. Duimstra attended the MMLC Advisory Meeting at the Saginaw District Library on October 3.
- The CADL Conference is Friday, November 10. Mr. Duimstra is meeting with Dr. McConnell this Friday to discuss the McConnell awards.
- Mr. Duimstra attended the Mason Library Friends meeting on September 27 to discuss the upcoming projects for the Mason Branch.
- Mr. Duimstra, Debora Bloomquist, Julie Chrisinske and Pat Taylor met with Alan Dolley to discuss a possible future project for the Williamston Branch. There is another meeting scheduled for Friday, October 13.
- There will be more StoryWalks in 2018. One will possibly be in Webberville. The other location discussed is the MSU 4 H Children's Garden. The Board will vote on whether to include a StoryWalk at the Children's Garden at a later meeting.

**PUBLIC, STAFF, AND BOARD MEMBER COMMENTS**

Jeff Croff informed the Board that science fiction writer Ted Chiang will be speaking on October 24 at 2:15 in room 115 of the International Center. Researcher Neil Shubin will be speaking on October 26 at 2:15 in room 115 of the International Center as well. Mr. Shubin has appeared on PBS and has published a number of books.

**CLOSED SESSION TO DISCUSS 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 of Counsel. A roll call vote was held:

Bloomquist – Aye  
 Bossenbery – Aye  
 Croff – Aye  
 Drake – Aye  
 Johnson – Aye  
 Jones – Aye  
 Trout – Aye

Margaret Bossenbery made a motion to move the Board into closed session. Jeff Croff seconded the motion. The Board moved into its closed session at 8:01 PM.

Margaret Bossenbery made a motion to move the Board out of closed session. DeYeya Jones seconded the motion. The Board moved from its closed session at 8:29 PM.

Jeff Croff made a motion, per the Michigan law, to not opt in to an agreement with the tax capturing authorities that do not have debt obligations. Sandy Drake seconded the motion. The motion carried (one member abstained from voting).

**ADJOURNMENT**

Debora Bloomquist made a motion to adjourn the meeting. Jeff Croff seconded the motion. The motion carried. The meeting adjourned at 8:33 PM.