# CAPITAL AREA DISTRICT LIBRARIES
## BOARD MEETING

October 16, 2013

**Members Present:** Debora Bloomquist, Marge Bossenbery, Vern Johnson, Ifield Joseph, Quenda Story, Sally Trout

**Members Absent:** Alma Staton

**Staff Present:** Veronica Beecroft, Scott Duimstra, Maureen Hirten, Sheryl Knox, Chelsea Koenigsknecht, Julie Laxton, Pat Taylor

**Others Present:**

## CALL TO ORDER
The Chairperson called the meeting to order at 5:31 p.m.

## ROLL CALL
The secretary called the roll:

Bloomquist—Present
Bossenbery—Present
Johnson—Present
Joseph—Present (Arrived 5:45 p.m.)
Staton—Absent (excused)
Story—Present
Trout—Present

## COMMUNICATIONS
There are no communications.

## PUBLIC COMMENTS ON AGENDA ITEMS
There are no public comments on agenda items.

## CONSENT AGENDA

1. Approval of Agenda
   Sally Trout made a motion to move New Business items 2-5 and Finance item 1 to the Consent Agenda. Debora Bloomquist seconded the motion. The motion carried. Sally made a motion to approve the agenda. Quenda Story seconded the motion. The motion carried.

2. Approval of Minutes September 18, 2013
   This item was approved by consent.

3. Disbursements for September 2013
   This item was approved by consent.

4. <u>September 2013 Financial Report</u>
   This item was approved by consent.

## CHAIRPERSON'S COMMENTS

Marge Bossenbery appreciated Chelsea Koenigsknecht's efforts in helping organize the municipality meeting.

Marge, Ifield Joseph, Quenda Story, and Sally Trout attended the Mason Branch's 75th anniversary. The food and entertainment were great.

## OLD BUSINESS

1. <u>Board Attendance Policy</u>
   This item will be on next month's Board agenda.

## NEW BUSINESS

<u>General</u>

1. TCH 101 CADL Technology Plan Presentation by Sheryl Knox
   Sheryl Knox outlined CADL's technology plan. This included its technology goals and budget. The plan is outlined from July 2013 to June 2016. The technology goals include the following:
   - Maintain and support existing computer systems through preventive maintenance, upgrades, and repair;
   - Maintain, upgrade, and repair telecommunication technology;
   - Maintain, upgrade, and repair office and AV technology;
   - Maintain a secure, reliable network;
   - Maintain quality online services;
   - Apply for E-Rate discounts;
   - Measure, track, and adjust technology services;
   - Enhance the public computing environment;
   - Enhance the staff computing environment;
   - Modernize our telephone infrastructure;
   - Improve capacity, efficiency, and flexibility of our network;
   - Enhance our online services;
   - Improve business processes through the use of technology;
   - Improve data and system security, privacy, and reliability;
   - Nurture partnerships to create value and coordinate technology services;
   - Offer quality training in technology topics to the public; and
   - Train staff to be proficient with the technology pertinent to their job duties.

   Sally Trout moved to approve the policy TCH 101 CADL Technology Plan. Vern Johnson seconded it. The motion carried.

2. McConnell Award Committee Recommendation
   This item was approved by consent.

3. Board Meeting Days
   This item was approved by consent.

4. Days Closed
   This item was approved by consent.

5. Library Hours Recommendation
   This item was approved by consent.

6. Legislative Update
   Maureen Hirten attended a Co-Op meeting. Executive Director of MLA, Gail Madziar spoke about amendments to the following:
   - District Library Establishment Act – The amendment would allow district libraries to continue its existence if one of the localities associated with a district library were to disembody.
   - House Bill 4887 – This bill is at a standstill. Chair of the Committee on Elections and Ethics, Lisa Posthumus Lyons introduced her own bill. This would enforce millages to take place in August or November.
   - Libraries have the ability to opt out of new TIFAs and DDAs and are unable to opt out of TIFA and DDA amendments. Representative Eileen Kowell is working on a reform package. This package would allow libraries to opt out of TIFA and DDA amendments.
   - Open Meetings Act– The amendment would require Board members to physically be at a meeting in order to cast a vote.

7. Community Contacts
   Debora Bloomquist attended the *Until Tuesday* Author Event at the South Lansing Branch. It was well organized and attended.

**FINANCE**

1. Financial Report for September 2013
   This item was approved by consent.

2. 2014 Budget Presentation
   The budget hearing will take place in November at the Board meeting.

**DIRECTOR'S REPORT**

- The Mason Branch celebrated the 175th Anniversary Day of Vevay Township.
- Liz Breed and Michele Brussow gave a presentation at the 2013 MLA Annual Conference. They did a presentation on the signage at the South Lansing Library.
- Maureen Hirten attended the Great Michigan Reads presentation by Steve Luxenberg, author of *Annie's Ghost*. Maureen met with the author as well.
- The Mayor of Williamston attended the library tours that the Library Foundation hosted. A slideshow of this event will be developed.
- CADL's Affordable Care Act informational seminar at the Downtown Lansing Library was recorded as a live session and it was broadcasted across the state to four libraries. 19 patrons attended this seminar.
- PBS Kids Day at the Downtown Lansing Library was a huge event. There were three PBS characters and two music programs.
- The Okemos Branch project is underway and ahead of schedule. Carpet has been removed. Branch staff members are subbing at other CADL branch locations. Asbestos was found in the building and the township is paying for this to be fixed.

- The Mason Branch had their first successful superhero and fairies school aged program. 35 children attended this event. Capital City Collectibles donated materials for this event and it helped jumpstart a relationship with the company.
- Jim MacLean, Liz Breed and Maureen attended the Carnegie Library Historical Marker Dedication at LCC. CADL's Local History department helped provide research for this historical marker.
- Mason City representatives requested to meet with Maureen and Pat Taylor. The CADL Board was invited to attend.
- A newsletter will be developed to send to municipality representatives. It will outline CADL's mission statement, technology improvements, renovations and finances.

## PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

Ifield Joseph attended the 75th Anniversary at the Mason Branch. He requested at other events that Board members wear their name tags. Board members need to be easily identifiable.

## ADJOURNMENT

Ifield Joseph made a motion to adjourn the meeting. Sally Trout seconded the motion. The motion carried. The meeting adjourned at 7:02 p.m.