

**CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING
December 16, 2015**

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

Members Absent:

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

Others Present: Mr. McLaughlin

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

Board members received a thank you card from the South Lansing Library.

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 all items under New Business General and Finance to the Consent Agenda. Margaret Bossenbery seconded the motion. The motion carried.

Margaret Bossenbery made a motion to approve the Consent Agenda. Vern Johnson seconded the motion. The motion carried.

2. Approval of Minutes November 18, 2015

The minutes will be corrected to reflect Quenda Story's name under the Closed Session roll call.

Sally Trout made a motion to approve the minutes as amended. Margaret Bossenbery seconded the motion. The motion carried.

3. Disbursements for November 2015

This item was approved by consent.

CHAIRPERSON'S COMMENTS

Chairperson, Debora Bloomquist, thanked members of the Management Team for participating in the Board dinner.

NEW BUSINESS

General

1. HUM 221 Non-Union Administration Employee Policy Manual

This item was approved by consent.

2. July 3, 2016 Library Closing Recommendation

This item was approved by consent.

3. SER 102 Circulation Policy

This item was approved by consent.

4. Legislative Update

There were no legislative updates.

5. Community Contacts

There were no community contacts.

Finance

1. November 2015 Financial Report

This item was approved by consent.

2. Attorney Contract Renewal Recommendation

This item was approved by consent.

3. 2015 Budget Adjustment

This item was approved by consent.

4. Technical Services Furniture Recommendation

This item was approved by consent.

5. Non-Union Salary Adjustments

This item was approved by consent.

DIRECTOR'S REPORT

- Maureen Hirten, Jeff Croff, Quenda Story, Debora Bloomquist and Betsy Hull will be attending the MLK Luncheon on January 18.
- Margaret Bossenbery is interested in having an ALA and PLA membership.
- Sarah Redman conducted a "Best Books of 2015" book presentation for the Okemos Library Friends Group. This list was distributed to Board members.
- CADL won the "Best Decorated Vehicle" award in the Williamston Christmas parade.
- 5,670 people have installed the CADL app as of November 30.
- Board Chair, Debora Bloomquist, and Quenda Story's ALA memberships are up for renewal. Margaret Bossenbery will use one of the memberships.

- Internal Bookmobile details such as light fixtures and countertops are being discussed with CADL's vendor.
- A fall employment series took place at the Williamston Library. Career Coach, Karen Rieff, educated our patrons about resumes and cover letters.
- Interviews are taking place for the Adult Selection Specialist position. This position will select the adult fiction and audio visual materials for CADL.
- CADL is participating in the 90-second Newbery Film Festival. It is an annual video contest for young filmmakers that challenges them to create a movie compressed to 90 seconds or less. The Leslie and Okemos Libraries provided a series of video making classes for our patrons.
- Executive Director, Maureen Hirten, was selected to be a news maker in the Greater Lansing Business Monthly January issue.

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

Mr. McLaughlin expressed his concern of cell phone usage in the library.

ADJOURNMENT

Margaret Bossenbery made a motion to adjourn the meeting. Sally Trout seconded the motion. The motion carried. The meeting adjourned at 6:06 pm.