

**CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING**

July 13, 2016

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

Members Absent:

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

Others Present: Vince Spagnuolo

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
Jones – Present
Story— Present
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 approve the consent agenda. Jeff Croff seconded the motion.
The motion carried.
2. Approval of Minutes June 22, 2016
The minutes of June 22, 2016 were approved by consent.
3. Disbursements for June 2016
The disbursements of June 2016 were approved by consent.

CHAIRPERSON'S COMMENTS

- Board Chair, Debora Bloomquist, appreciated the efforts of the Marketing Department, Trent Smiley, and Jolee Hamlin for the production of Super Saturday. Three events took place on Super Saturday:

- The screening of *The Secret Life of Pets* at NCG Cinema
- Author visit of Kate DiCamillo at the Wharton Center
- Common Ground
- Two meetings will be held in the month of August
 - Committee of the Whole: August 10, 2016
 - Board: August 17, 2016
- Ms. Bloomquist introduced CADL's new Board member, DeYeya Jones. Members of the Board and Management Team introduced themselves to Mr. Jones.

NEW BUSINESS

General

1. GOV 201 Services, Facilities, Furniture and Equipment

Mr. Croff made a motion to approve changes to GOV 201, Services, Facilities, Furniture and Equipment. Ms. Trout seconded the motion. The motion carried.

2. REL 102 New Library Facilities

The proposed revisions were made to be in keeping with CADL's current responsibilities with library branch municipalities. CADL's attorney, Vince Spagnuolo, offered comments pertaining to the proposed addition in terminology. A change has been made to section 2.3 to state that future branches must meet local, state and federal guidelines. All phrases of "The Capital Area District Library" will be changed to "Capital Area District Libraries". Margaret Bossenbery made a motion to approve the policy with advised changes. Vern Johnson seconded the motion. The motion carried.

3. Legislative Update

There were no legislative updates.

4. Community Contacts

Ms. Trout, Scott Duimstra and Cheryl Lyons presented the annual report at Vevay Township. Ms. Trout also attended a presentation by CADL's Digital Literacy Librarian and Business Librarian at the Mason Kiwanis Club. Attendees were very interested in learning about CADL's services.

Finance

1. June 2016 Financial Report

The balance sheet for June reflects a cash position of \$10,638,662.44. Funding is higher than in June 2015 due to higher property values.

June 2016 highlights include:

Income Highlights

- Nearly all of the millage income has been received, \$9,306,397.
- The delivery of 2nd, 3rd, and 4th quarter personal property taxes, renaissance zone reimbursement and Delhi Township's tax revenue agreement disbursement have not been received.
- The industrial facilities tax and State Aid will be received in in our third quarter. Revenues are expected to be very close to budget projections.
- \$27,397.62 was received under library fees. Overdue fines are the largest component of this amount. This is in line with budgeted figures.

- Funds donated from the Friends of the Lansing Libraries helped fund the remodel project of the Downtown Lansing Library gallery rooms. 50% of this project was funded by this group. In June, \$6,505.53 in donations were received.
- Under other income, \$8,987.78 is representative of the interest received from CADL's second quarter cd portfolio. This revenue is lower than budget projections due to low short term interest rates.
- \$5,292.30 was received under miscellaneous income. Of this, \$4,900 was received for the sale of the existing chairs in the gallery rooms at the Downtown Lansing Library. This sale revenue will be used to purchase replacement furniture.

Expense Highlights

- Average salaries and benefit expenses in a month consisting of two payroll is \$525,000 to \$550,000. In June, \$545,957 was recorded.
- Under materials, CADL has expensed \$135,370.54 – this includes the quarterly B&T lease payment, therefore, it is higher than average. A budget adjustment will need to take place on the database line as costs for Valueline were higher than budgeted.
- Nearly 53% of the professional services budget has been expensed - \$33,984.37 was spent in the month of June. Of this, the membership fees, marketing promotion and marketing program line items are all above 50% expensed, but are front end loaded.
- Under governance, legal costs of \$1,155 reflect June expenses.
- The incurred costs of steam and gas are much lower than in 2015 – approximately \$18,000 lower. CADL is on pace to have lower than average costs at the end of 2016.
- Under automated library system, \$5,815.46 was spent under the processing supplies line item. Of this amount, \$5,000 was used for purchasing RFID tags.

POLICIES – no changes, for review only

1. GOV 211 Non-District Municipality
2. GOV 251 Aurelius Township Agreement
3. GOV 253 Leroy Township Agreement
4. GOV 254 City of Mason Agreement
5. GOV 255 Foster – City of Lansing Agreement
6. GOV 256 South Lansing – City of Lansing Agreement
7. GOV 257 City of Williamston Agreement
8. GOV 258 Meridian Charter Township Agreement
9. GOV 259 Delhi Charter Township Agreement
10. GOV 260 City of Leslie Agreement
11. GOV 261 Stockbridge Township Agreement

DIRECTOR'S REPORT

- The Williamston Library is closed this week due to renovations – the ceiling and flooring are complete.
- On Saturday, Linc celebrated Big Lug's birthday at the Lansing Lugnuts game. Linc was among other Lansing mascots.
- Adult SRP registration has increased from last year – Summer 2015, 1782 registrations; Summer 2016, 2011 registrations.
- CADL's annual report will not be presented at Bunkerhill Township this year.
- The month of June had a record breaking number of Hoopla checkouts – 7,379!
- The director report statistics show that circulation has slightly decreased and that off line circulation has increased. This is due to the power outages that our libraries experienced. Our librarians use offline circ to check out materials when there are power outages.

- Interviews for the Selection Specialist will take place this month. Sarah Redman will be retiring in September.
- The Bookmobile is currently off the road due to a breakdown. CADL is excited for its new mobile library this month.
- A MERS presentation will take place in September at the Board meeting by the Finance Director.
- Members of the Board and Management Team watched YouTube videos displaying Linc, Taylor Taylor and the Celebrated Service Award.

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

Ms. Bloomquist offered Board members a hula hoop. This is in relation to the YouTube video that was watched during the executive director's report above.

ADJOURNMENT

Ms. Bossenbery made a motion to adjourn the meeting. Mr. Croff seconded the motion. The motion carried. The meeting was adjourned at 7:00 p.m.