

CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING
OCTOBER 21, 2015

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

Members Absent:

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

Others Present:

CALL TO ORDER

The Chairperson called the meeting to order at 5:32 p.m.

ROLL CALL

Bloomquist—Present
Bossenbery—Present
Croff—Present
Johnson—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 add MIOSHA Remediation under Old Business to the agenda and to move the following items to the Consent Agenda: General Business items 2, 3, 5, 6, and 7 and all items under Finance. Margaret Bossenbery seconded the motion. The motion carried.

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

2. Approval of Minutes September 23.
This item was approved by the Consent Agenda.
3. Disbursements for September 2015
This item was approved by the Consent Agenda.

CHAIRPERSON'S COMMENTS

There were no Chairperson comments.

OLD BUSINESS

1. MIOSHA Remediation

It is recommended to approve Lansing Tile and Mosaic as the selected vendor to abate and replace 105 stair threads in the rear stairwell at the Downtown Lansing Library. The total cost of the work is \$23,257. Currently, there is \$15,000 allocated to this in the 2015 budget to cover the cost. A budget adjustment of \$8,257 would need to be completed to fully fund this project. Funds will be taken from the "Millage Income Refund" line item and be added to the "Building Upgrades" line item in the expense section of the budget.

Margaret Bossenbery made a motion to accept Pat Taylor's recommendation. Vern Johnson seconded the motion. The motion carried.

NEW BUSINESS

General

1. Strategic Plan – Vision Statement

Executive Director, Maureen Hirten, provided the Board with a selection of vision statements. After discussion, Board members developed the following vision statement:

"We will meet our patrons when and where they need us to be, whether in our branches, digitally or in the community, with the programs and services they need today and in the future."

Board Chair, Debora Bloomquist, thanked Jeff Croff for developing the canvas of the vision statement.

Margaret Bossenbery made a motion to accept the proposed vision statement. Sally Trout seconded the motion. The motion carried.

2. McConnell Award Recommendation

This item was approved by the Consent Agenda.

3. 2016 Board Meeting Dates

This item was approved by the Consent Agenda.

4. 2016 Library Closing Days

Margaret Bossenbery made a motion to approve the 2016 Library Closing Dates and the following closing dates for 2017: January 1 and 2, 2017. Vern Johnson seconded the motion. The motion carried.

5. HUM 104 Equal Employment

This item was approved by the Consent Agenda.

6. HUM 302 Social Security Number Privacy Policy

This item was approved by the Consent Agenda.

7. SER 202 Outreach Services

This item was approved by the Consent Agenda.

8. Legislative Update

There were no legislative updates.

9. Community Contacts

Board members attended the dedication ceremony of a bench at the Okemos Library in memory of Joan Smith.

Finance

1. September 2015 Financial Report

This item was approved by the Consent Agenda.

DIRECTOR'S REPORT

- Library of Michigan has prepared a state wide United for Libraries campaign. Executive Director, Maureen Hirten, will send a link to Board members with a user name and password. Board members will have access to webinars, toolkits, practical guides and online courses.
- ALA memberships are up for renewal for Board Chair, Debora Bloomquist, and Secretary, Quenda Story.
- A new position, Selection Specialist (non-fiction), was posted on the CADL website. This position will begin on January 1. It replaces the cataloging position vacated through retirement.
- Maureen Hirten invited the Board members to the CADL Conference. Al Whitfield's recognition will begin at 8:55 am.
- David Maraniss will be interviewed on the Pulse, Current State and Michael Patrick Shiel's The Big Show. His book will be reviewed in the City Pulse and will be advertised in the Lansing State Journal.
- Erin Kurtz has been attending area school districts to sign students up for Library One library cards. She has signed up over 200 students.
- The Mason Library hosted two local authors, Kristine Brickey and Raelee Carpenter. Over 43 teenagers attended this event.
- Eyal Suseela conducted a teen program called Murder in the Library. 30 teenagers attended this event at the Holt-Library. Other Murder in the Library programs will take place at other CADL libraries.
- The CADL app has 4,600 downloads. According to the app developer, the average number of downloads at the end of year is 12.3% of our library borrowers. CADL is half way there.
- The Dansville Library began offering baby storytime. Library Head, Melissa Cole, began it at the Okemos Library.
- The Okemos Library is offering an adult Spanish conversationalist program. Patrons will use Spanish through games, reading, etc.
- Marketing Director, Trent Smiley, has developed a contract with recording artist, Taylor Taylor, Lansing native, to use her song *Right Here* in its promotional advertisements.
- The Meridian Genealogy group attended the Downtown Lansing Library's genealogy program. The group is thrilled that the library offers these services.

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

There were no public, staff or Board member comments.

ADJOURNMENT

Jeff Croff made a motion to adjourn the meeting. Sally Trout seconded the motion. The motion carried. The meeting adjourned at 6:39 p.m.