

**CAPITAL AREA DISTRICT LIBRARIES  
BOARD MEETING  
February 18, 2015**

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

**Members Absent:**

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

**Others Present:** Tony Chandler, UAW National Union

**CALL TO ORDER**

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

**ROLL CALL**

Bloomquist—Present  
Bossenbery—Present  
Johnson—Present  
Joseph— 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

Debora Bloomquist made a motion to move General items three through five and Finance items one through four to the Consent Agenda. Vern Johnson seconded the motion. The motion carried.

Vern Johnson made a motion to approve the Consent Agenda. Quenda Story seconded the motion. The motion carried.

2. Approval of Minutes January 21, 2015

This item was approved by the Consent Agenda.

3. Disbursements for January 2014

This item was approved by the Consent Agenda.

**CHAIRPERSON'S COMMENTS**

The Board received a newsletter from Chelsea Koenigsnecht highlighting the FOML Trustee Alliance strategic planning workshop. This is a QSAC opportunity for Board members. Inform Chelsea if you are interested in attending this workshop.

Board Member Ifield Joseph is resigning from the CADL Board. A card and a Board resolution were presented to Ifield.

## **NEW BUSINESS**

### **General**

1. Director's Annual Report

Executive Director Maureen Hirten presented her annual report to the Board and Management Team. Attendees had a hardcopy to follow along with.

2. Guidelines for Partnerships

Maureen Hirten presented to the Board two changes to the partnership guidelines. Debora Bloomquist made a motion to approve the changes to the Guidelines for Partnerships. Quenda Story seconded the motion. The motion carried.

3. SER 201 Library Programs and Events

This item was approved by the Consent Agenda.

4. SER 206 Library Card Application Retention Policy

This item was approved by the Consent Agenda.

5. SER 109 Sales of Items in the Library

This item was approved by the Consent Agenda.

6. Legislative Update

House Bill 5868, Public Act 570 was passed and became effective on January 15, 2015. It states that a district library may continue its participation even if two or more of its participating municipalities merges with one another.

7. Community Contacts

There are no community contacts.

### **Finance**

1. Draft - Final 2014 Financial Statements

This item was approved by the Consent Agenda.

2. January 2015 Financial Report

This item was approved by the Consent Agenda.

3. Audit Engagement Letter Approval

This item was approved by the Consent Agenda.

4. February 2015 Budget Revisions

This item was approved by the Consent Agenda.

5. Laptop Vendor Recommendation

IT Director Sheryl Knox discussed the answers to questions that Board members had regarding computer spyware. Sally Trout made a motion to approve the Laptop Vendor Recommendation. Vern Johnson seconded the motion. The motion carried.

## **DIRECTOR'S REPORT**

- The library received the following IRS tax forms: 1040, 1040EZ and 1040A. CADL received a limited number of forms this year. Signs have been placed in the library informing patrons of this and the contact information of the IRS for questions.
- CADL revealed its digital diner at the Women's Expos at the Lansing Center and in Mason. Attendees had an opportunity to win prizes on the Hoopla wheel.
- The Library is hosting a Tournament of Books during the month of March. The participating books are geared toward teenagers.
- Lynda.com is available to the public and CADL will begin promoting this in March.

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

Tony Chandler of UAW National Union introduced himself to the Board. He was here to observe the meeting. There were no staff or board comments.

### **ADJOURNMENT**

Sally Trout made a motion to adjourn the meeting Vern Johnson seconded the motion. The motion carried. The meeting was adjourned at 6:54 p.m.