

**CAPITAL AREA DISTRICT LIBRARIES  
BOARD MEETING  
NOVEMBER 20, 2013**

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

**Members Absent:**

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

**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 at 5:42 p.m.)  
Staton—Present  
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 one through three and Finance items two through six to the consent agenda. Vern Johnson seconded the motion. The motion carried. Quenda Story made a motion to make an amendment to the October 16, 2013 minutes. Sheryl Knox was present at this meeting and the change in minutes will reflect this. Debora Bloomquist seconded the motion. Quenda made a motion to approve the consent agenda. Sally seconded the motion. The motion carried.
2. Approval of Minutes October 16, 2013  
This item was approved by consent.
3. Disbursements for October 2013  
This item was approved by consent.

## **CHAIRPERSON'S COMMENTS**

The Board Chairperson noted that treats for the holiday season will be purchased from Fabiano's Candies. Board members will deliver the treats to the branches on selected dates. A sign up list will be distributed to Board members.

The Committee of the Whole meeting will be canceled on December 11, 2013 and the Board meeting will be moved to this date. The Board meeting will not take place on December 18, 2013.

A holiday potluck will take place on the day of the Board meeting, December 11, 2013.

## **PUBLIC HEARING**

Public Hearing on CADL 2014 Budget

There are no public comments.

## **PRESENTATION**

Paul Crandall, Stockbridge Head Librarian – Community Connections in Stockbridge

Paul Crandall spoke about the library's community connections in Stockbridge. Its partnerships fall under the following categories:

- **5H Community Reads**  
The goal of the 5H community reads was created to bring the five healthy towns together in a dialogue about wellness. Participating towns include Chelsea, Dexter, Grass Lake, Manchester, and Stockbridge. Participating towns read the same book and have programs that support the theme. This program is funded by the Chelsea Area Wellness Foundation. In 2013, 350 books were distributed.
- **Market Music Series**  
The market music series is a collaboration between the Stockbridge Library, other local organizations and the Open Air Market of Stockbridge. The market is three years old. It enhances the experience of the market for patrons and helps the development and support of the small businesses. Music is played on Friday nights from May to August.
- **Stockbridge Friends**  
The Stockbridge Friends have fund events such as the Summer Reading Program prizes and programs, materials and furniture purchases and holiday open house, crafts and entertainment. They Friends have helped the Stockbridge Library partner with other organizes as well such as "This I believe" essay contest and "Artist in the Park."
- **School District Partnerships**  
Partnerships with the library are built by the library inviting elementary school classrooms to the library for Welcome Week visits, library tours, crafts, and summer reading previews, hosting concerts by the high school jazz band, judging spelling bees, and participating in the middle school's homework help program. The library partners with numerous other programs as well.

## **OLD BUSINESS**

- I. GOV 105 Board Attendance Policy

Debora Bloomquist made a motion to approve the changes to GOV 105 Board Attendance Policy. Sally Trout seconded the motion. The motion carried. This policy will be sent to the Ingham County Board of Commissioners office.

## **NEW BUSINESS**

### General

1. HUM 221 Non-Union Administrative Employees Policy Manual  
This item was approved by consent.
2. HUM 241 Substitute Employees  
This item was approved by consent.
3. SER 104a Privacy Statement  
This item was approved by consent.
4. Legislative Update  
House Bill 4887 has not been approved. Margaret Bossenbery and Maureen Hirten contacted the Office of State Representative Andy Schor to express their thoughts against the bill.
5. Community Contacts  
Maureen Hirten, Cheryl Lyons, Pat Taylor, and Sally Trout met with Marty Colburn and David Haywood at the City of Mason to discuss the visions of the Mason Library. The millage, handicapped bathrooms, and the replacement of windows were some of the topics of discussion.

Debora Bloomquist introduced Lori Spielman, author of *The Life List*, on Tuesday, November 12 at the Holt Library's "Meet the Author" program. Debora received a thank you e-mail from the author. The program was well attended.

### Finance

1. 2014 CADL Budget  
Sally Trout made a motion to approve the presented CADL budget for 2014. Vern Johnson seconded the motion. The motion carried.
2. Financial Report for October 2013  
This item was approved by consent.
3. Resolution on Non-Union MERS Pension Plan  
This item was approved by consent.
4. Non-Union Salary Range Adjustments (Administrative, SubRef Lib, Page)  
This item was approved by consent.
5. Page Wage Increase  
This item was approved by consent.
6. FIN 211 Fixed Asset Disposal Policy  
This item was approved by consent.

## **DIRECTOR'S REPORT**

Maureen Hirten shared the Director's Report including:

- The Lansing Township is expanding their DDA by 10 years. This may impact CADL's agreement with the township; therefore, Vince Spagnuolo will evaluate this.
- The Williamston Library was closed on Tuesday, November 19 due to a power outage.
- A Business Outreach Librarian was hired and a job offer was extended for the Digital Literacy Librarian position. The Local History Librarian position has been posted and interviews will take place soon. The Communications/Marketing Director position was posted and interviews will take place in the first week of December.
- The MLK luncheon will take place on Monday, January 20, 2014. The keynote speaker is Mr. Ernest Green and the theme is "Our Lives Begin to End the Day We Become Silent about Things That Matter." Maureen Hirten has requested that Board members respond by December 11 with the number of tickets they are requesting.
- Silver Bells in3 Downtown Lansing is going to be held on Friday night. Patrons will be able to create their own button and a model railroad will be on display. There will also be face painting, balloon animals, a photo booth and a holiday show.
- The winter bookmobile schedule is available to the public.
- This week at the Okemos Library, carpet and the restrooms are being completed.
- Tom Shilts is the Traveling Youth Librarian and he has been conducting storytimes at other CADL branches during the renovation at Okemos.
- The "Make a Gingerbread House" is a popular program and is going to be held at the Williamston, Haslett, Mason and Downtown Branches.
- At the Haslett Branch's Charlotte's Web program, children made spiders, webs, pictures of Wilbur, and played carnival games.
- Jim MacLean has conducted four house genealogy sessions this month.

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

Sally Trout thanked Paul Crandall for coming and presenting at the Board meeting.

#### **ADJOURNMENT**

Ifield Joseph made a motion to adjourn the meeting. Vern Johnson seconded the motion. The motion carried. The meeting adjourned at 6:33 p.m.