

CAPITAL AREA DISTRICT LIBRARIES BOARD MEETING

June 17, 2015

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

Members Absent:

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

Others Present:

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

There were no communications.

PUBLIC COMMENTS ON AGENDA ITEMS

There were no public comments on agenda items.

CONSENT AGENDA

1. Approval of Agenda

Margaret Bossenbery made a motion to move Finance items 1 – 4 and General items 2 – 3 to the Consent Agenda. Jeff Croff seconded the motion. The motion carried.

Sally Trout made a motion to approve the Consent Agenda. Margaret Bossenbery seconded the motion. The motion carried.

2. Approval of Minutes May 20, 2015

Chairperson, Debora Bloomquist, requested for the Minutes of May 20, 2015 to read that the Finance Committee meetings will take place on the Monday preceding the Committee of the Whole meeting, instead of on the second Monday of each month. The Finance Committee meetings will take place at 4:00 p.m.

This item was approved by the Consent Agenda as amended.

3. Disbursements for May 2015

This item was approved by the consent agenda.

CHAIRPERSON'S COMMENTS

Chairperson, Debora Bloomquist, attended the BookExpo America (BEA) in New York. At the expo, Debora met with a variety of authors. She purchased a New York Public Library bag for each of the CADL Board members.

In July, the Finance Committee meeting will take place on Monday, July 6 and the Board meeting will take place on Wednesday, July 8. In August, the Finance Committee meeting will take place on Monday, August 17 and the Board meeting will take place on Wednesday, August 19. There will not be a Committee of the Whole meeting in July and August.

NEW BUSINESS

General

1. FOIA Policies and Guidelines

Quenda Story's concerns over this subject include:

- Preamble: Statement of Principles, paragraph three – “CADL acknowledges that sometimes it is necessary to invoke the exemptions identified under FOIA in order to ensure the effective operation of government and to provide the privacy of individuals.
- Section 2: Requesting a Public Record, paragraph four, “If a person makes a verbal, non-written request for the information believed to be available on CADL’s website, where practicable and to the best ability of the employee receiving the request, [that person] shall be informed of the pertinent website address.”

In the first bullet point, Quenda requested to have the underlined statement removed. In the second bullet point, Quenda requested to have the written statement in parenthesis added.

Margaret Bossenbery made a motion to approve this policy as amended. Quenda Story seconded the motion. The motion carried.

2. MERS 457 Plan

This item was approved by the Consent Agenda.

3. SER 107 Meeting Room Policy

This item was approved by the Consent Agenda.

4. City of Williamston Lease Agreement

Discussion of this topic took place at the Committee of the Whole meeting on June 10. CADL will follow up with the building owner by phone in September and December.

5. MIOSHA Visit

An inspection at the Downtown Lansing Library took place by MIOSHA on May 28. This was in response to an employee concern regarding asbestos in the tile on the mezzanine floor. A full building inspection took place. The original concern regarding the mezzanine tile was determined to not be a health hazard.

In the stairwell near the loading dock of the Downtown Lansing building, there was a piece of debris that was discovered and it tested positive for asbestos. It was believed that it originated as part of the worn down stair threads. CADL investigated remediating the problem. As a prerequisite, the abatement vendor needed to test the material. The test was negative. MIOSHA recommended that CADL have it retested by another vendor and the results were negative as well. A closing conference will take place in the near future.

6. Strategic Plan Update

A PSC meeting was held and the goals were discussed. Attendees split into three groups to discuss the action items. These action items were made from scratch. A draft copy of the strategic plan was placed in the Board members' folders. The Management Team will meet to discuss these changes.

A RFP will be posted on the CADL website for focus/survey groups. CADL would like to gain insight into the community's thoughts on the strategic plan and on how their community is impacted by the library. If this will cost more than \$10,000, a budget revision will need to be made and this will need to be approved by the Board.

The Board will meet on Monday, August 17 at 4:30 pm to discuss the vision statement and values of the strategic plan.

The municipality meeting will be held on Thursday, September 24 in the Community Room at the Okemos Library. A networking session will begin at 5:30 pm and the meeting will begin at 6:00 pm.

7. Legislative Update

There were no legislative updates.

8. Community Contacts

Board Chair, Debora Bloomquist, and Sally Trout attended the City of Mason annual report presentation. Vern Johnson and Margaret Bossenbery attended the Lansing Township annual report presentation.

Finance

1. May 2015 Financial Report

This item was approved by the Consent Agenda.

2. Lower Roof Placement Bid for the Downtown Lansing Library

This item was approved by the Consent Agenda.

3. Floor Mat Vendor Recommendation

This was approved by the Consent Agenda.

4. Community Outreach Department Laptop Computer Recommendation

This items was approved by the Consent Agenda.

DIRECTOR'S REPORT

- Okemos Library Head, Betsy Hull, posed in a picture on the CADL Facebook page with Johnathan Rand.
- The Okemos Library has 905 people sign-up for the Summer Reading program. Of this, 179 signed up for the Adult Summer Reading program.
- Library Director, Maureen Hirten, attended the City Pulse Rewards night. CADL received the Best of Library Programming title.
- The annual report and the Summer Reading guide is on our website using Flipbook. The annual report has 447 views and eight shares. It has been read for an average of 53 minutes. There have been 822 views for the Summer Reading guide and 31 shares. It was read for an average of 49 minutes.
- The municipality newsletter will be sent electronically in July.
- The CADL app will be tested this week and is on target for delivery to the public.

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

There were no public, staff or Board member comments.

ADJOURNMENT

Vern Johnson made a motion to adjourn the meeting. Margaret Bossenbery seconded the agenda. The motion carried. The meeting was adjourned at 6:37 p.m.