

CAPITAL AREA DISTRICT LIBRARIES BOARD MEETING

July 08, 2015

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

Members Absent:

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

Others Present: Vince Spagnuolo

CALL TO ORDER

The Chairperson called the meeting to order at 5:33 p.m.

ROLL CALL

Bloomquist—Present
Bossenbery—Present
Croff – Present
Johnson—Present
Story—Present
Trout—Present

COMMUNICATIONS

CADL received a thank you letter for participating in the Juneteenth Parade and another for participating in Kids Day at the Eastwood Towne Center.

PUBLIC COMMENTS ON AGENDA ITEMS

There are no public comments on agenda items.

CONSENT AGENDA

1. Approval of Agenda
Margaret Bossenbery made a motion to approve the Consent Agenda. Quenda Story seconded the motion. The motion carried.
2. Approval of Minutes June 17, 2015
This item was approved by the Consent Agenda.
3. Disbursements for June 2015
This item was approved by the Consent Agenda.

CHAIRPERSON'S COMMENTS

Debora Bloomquist attended the library tours with Jeff Croff and members of the Management Team.

NEW BUSINESS

General

1. MMLC Board Reappointment

Sally Trout made a motion to reappoint Board Chair, Debora Bloomquist, to the MMLC Board. Vern Johnson seconded the motion. The motion carried.

The Vice-Chair, Sally Trout, will write a letter to the MMLC Board, advising it that Debora's reappointment was approved by the CADL Board.

2. SER 109 Sale of Items in the Library

Changes to this policy reflect that staff members may not solicit other staff members directly or by email for the sale of items unless it is approved by the Executive Director or designee.

Margaret Bossenbery made a motion to approve this change. Vern Johnson seconded the motion. The motion carried.

3. SER 110 CADL Cares Policy

Maureen Hirten discussed the following details with the Board.

The CADL Cares committee consists of Julie Laxton, Trent Smiley, Jolee Hamlin, Mari Garza (Mason Library) and Eric Stanton (Okemos Library). The CADL Cares committee will support Dress Down Fridays. To participate in this opportunity, staff will pay into a fund that supports a local organization that has a mission similar to CADL.

The committee will select up to four activities that staff could be involved in during their scheduled work shift. Michigan Libraries for Life, Commuter Challenge, and Movers for Moms could be one of these four activities. Staff would be able use their paid time to organize the events.

After the details of the policy were discussed, the Board expressed concerns over staff members volunteering during paid work time. After different activities were discussed, the Board requested to have the limitation of four activities per year removed from the policy. This number does not reflect the number of activities that CADL may participate in. These activities are in addition to CADL's standard outreach programs and this will be added to the policy.

Quenda Story made a motion to table SER 110 CADL Cares Policy until the next Board meeting on August 19, 2015. Jeff Croff seconded the motion. The motion carried.

4. MIOSHA Report Update

On July 6th, MIOSHA issues two citations to CADL. The first was for an incomplete asbestos survey as outlined by the standard in 1910.1001 (j) (3) (i): OH PART 305, REF 325.51312. The violation states that the original survey completed by the Lansing School District did not include roofing materials, window caulk, or ceiling tiles. The second citation was for asbestos debris (one piece) found on the second floor staff stairwell landing as outlined by the standard in 1910.1001 (k)(1) OH PART 305, REF 325.51312. The violation states that the building owner failed to maintain the surfaces in the 2nd floor stairwell as free and practicable of ACM waste and debris. Both violations carry a proposed monetary penalty of \$1,250.

CADL has the following options to consider:

- 1) Request an informal settlement agreement (ISA) with MIOSHA. This would involve the acceptance of the violations as valid, abatement as prescribed, and a reduction of penalties by 60%. This option requires a response to MIOSHA within 5 days.
- 2) Appeal the violations to the Health Manager of the Construction safety and Health Division within 15 days of receipt. We would provide any additional documentation supporting our position and the steps taken to abate. He has 15 days to respond to this appeal.
- 3) If we are not satisfied with the response of the Health Manager, a second appeal may be filed to be heard by the MIOSHA Appeals Board within 15 days of the 1st appeal response.
- 4) If no settlement can be reached as a result of the second appeal review with the Appeals Division, a formal hearing will be scheduled with an Administrative Law Judge. This decision can be appealed further to Circuit Court.

After discussion, Sally Trout moved to initiate the appeal process and contact our environmental consultant to complete a comprehensive survey. Vern Johnson seconded the motion. The motion carried.

5. Strategic Plan – Values
Maureen Hirten provided the Board the current values. With recommendations from the Board, it was revised.
6. Legislative Update
There are no legislative updates.
7. Community Contacts
There are no community contacts.

Finance

1. June 2015 Financial Report
 - There is \$13,152,242.01 on the total assets line of the balance sheet. CADL is operating efficiently.
 - CADL has received 99.15% of its millage income, \$9,178,000.
 - CADL will receive its Renaissance Zone Reimbursement in August. Additionally, it will also receive \$577,500 in penal fines and \$141,800 in state aid in August.
 - \$21,084.93 was received in overdue fines. In previous months, this has been below average.
 - In total, CADL has received 84.18% of its total operating revenue budget.
 - \$521,005.22 was spent on salaries and benefits.
 - Under Professional Services, 99.14% of the MeLCat Delivery Charges account has been expensed. This is paid for the remaining of the year.
 - 67.56% of the Marketing Promotion line item has been expensed. It is typical for most of this to be spent in the first nine months of the year.
 - 44.59% of the total operating budget has been expensed, \$4,985,389.45.

Margaret Bossenbery made a motion to approve the June 2015 Financial Report. Jeff Croff seconded the motion. The motion carried.

2. Aurelius Library Renovation Recommendation

It is recommended to approve Library Design as a vendor to provide a comprehensive package of project services for the Aurelius Library renovation project. These products and services include library shelving modifications and installation, moving services, shelving end panels, carpet tiles for entire space, and a new modular wood circulation desk. The total project cost will be \$17,670.

Jeff Croff made a motion to approve the Aurelius Library Renovation Recommendation. Margaret Bossenbery seconded the motion. The motion carried.

Policies – No changes, for review only (enc)

- a. GOV 211 Non-District Municipality
- b. GOV 251 Aurelius Township Agreement
- c. GOV 252 Ingham Township Agreement
- d. GOV 253 Leroy Township Agreement
- e. GOV 254 City of Mason Agreement
- f. GOV 255 Foster-City of Lansing Agreement
- g. GOV 256 South Lansing – City of Lansing Agreement
- h. GOV 257 City of Williamston Agreement
- i. GOV 258 Meridian Charter Township Agreement
- j. GOV 259 Delhi Charter Township Agreement
- k. GOV 260 City of Leslie Agreement
- l. GOV 261 Stockbridge Township Agreement

DIRECTOR'S REPORT

- Andrea Rodriquez was awarded the Capital Area Women's Life Style Locally Award. She was on the cover of the Capital Area Women's Life Style magazine.
- The FOIA information was posted on the CADL website in June. CADL has received a FOIA request from Smart Procure. Smart Procure requested an electronic record of all of CADL's purchase requests made on or after January 1, 2010. This information was submitted to the company.
- Jolee Hamlin and Maureen Hirten met with Michelle Word, Director of Education at the Broad Art Museum. Michelle was interested in incorporating story times in the museum. This will begin in January.
- The Wheatfield Township Family Fun Day took place this month. 70 people attended and enjoyed the Bookmobile, a performer Sheer Genius, face painting and crafts.
- The 3d printer has arrived. Erin Kurtz will demonstrate how to use it at the August Board meeting.
- The CADL Stampede team came in second place in the Smart Commute Challenge.
- The Board members received a copy of the Library of Michigan newsletter. An article was in it outlining the library's outreach efforts.
- The Mason Library hosted a "Thank a Hero" program. Children came in and wrote letters to soldiers. The parents spoke highly of this program.
- The Downtown Lansing Library will host lunch at the library for two weeks in the beginning and end of summer. Lunch will be provided by the City of Lansing,

Department of Human Relations and Community Services. The library has been providing the children with activities.

- The Webberville Library participated in the Community Picnic. The library hosted a Summer Reading Program, Cirque Amongus, at the picnic. It was a huge success.

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

Jeff Croff toured each of the CADL libraries. Particularly, he enjoyed each library's take on the Summer Reading program theme.

ADJOURNMENT

Margaret Bossenbery made a motion to adjourn the meeting. Vern Johnson seconded the motion. The motion carried. The meeting adjourned at 7:56 p.m.