

**CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING
February 15, 2017**

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

Members Absent:

Staff Present: Scott Duimstra, Jolee Hamlin, Maureen Hirten, Kathy Johnson, Chelsea Koenigsknecht, Sheryl Knox, Julie Laxton, Trent Smiley, 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
Jones – Present
Story – Present
Trout – Present

COMMUNICATIONS

The CADL Board and Executive Director Maureen Hirten has received an invitation to the State of County Address for the Ingham County Board of Commissioners.

PUBLIC COMMENTS ON AGENDA ITEMS

There are no public comments on agenda items.

CONSENT AGENDA

1. Approval of Agenda

In the minutes of January 18, 2017, Quenda Story's absence was excused. Ms. Story was marked as present during the roll call. This status will be changed to reflect her absence.

Sally Trout made a motion to approve the consent agenda as amended. Vern Johnson seconded the motion. The motion carried.

2. Approval of Minutes January 18, 2017

The minutes of January 18, 2017 were approved as amended by consent.

3. Disbursements for January 2017

The disbursements of January 2017 were approved by consent.

CHAIRPERSON'S COMMENTS

Board Chair, Debora Bloomquist thanked Margaret Bossenbery and the Executive Director Search Committee for their efforts. Scott Duimstra's will begin this position on May 15, 2017. Sally Trout was appreciative of the venue where the Executive Director interviews were held, the State Bar of Michigan. Ms. Trout expressed interest in sending a thank you card and floral arrangement to the venue.

Ms. Bloomquist and members of the CADL Management Team met with Todd Coe and Teresa Szymanski from the Lansing School District regarding the overhang of the Downtown Lansing Library.

NEW BUSINESS

General

1. SER 203 Interlibrary Loan

CADL no longer circulates video games and LeapFrog materials; therefore, it has been removed from this policy. The Library of Things has been added under materials that are not loaned to other libraries.

Jeff Croff made a motion to approve SER 203 Interlibrary Loan. Margaret Bossenbery seconded the motion. The motion carried.

2. SER 206 Library Card Application Retention Policy

Paper library card applications are no longer required to be filled out to renew a library card. Paper applications are only used for purposes of obtaining a card for a first time user.

Vern Johnson made a motion to approve SER 206 Library Card Application Retention Policy. Sally Trout seconded the motion. The motion carried.

3. Unique Management Collection Agency Recommendation

It is recommended to move to Unique Management's Abbreviated Collection Service. The service will cost \$4.95 per referred patron and it consists of skip tracing to find the current address of the patron.

Margaret Bossenbery made a motion to approve the Unique Management Collection Agency Recommendation. Jeff Croff seconded the motion. The motion carried.

4. Legislative Update

There are no legislative updates.

5. Community Contacts

There are no community contacts.

Finance

1. Unaudited Final Income Statement December 2016

CADL has a profit balance of \$285,792.25. This amount will be rolled over into the unassigned 2017 fund balance. Approximately \$151,000 of this total will be used in the rollover budget revisions upon approval of the Board.

Margaret Bossenbery made a motion to approve the Unaudited Final Income Statement December 2016. Jeff Croff seconded the motion. The motion carried.

2. January 2017 Financial Report

The balance sheet reflects a cash position of \$6,040,770.86. Comparing this amount to the previous year, it is low due to the distribution of when funds are received from Ingham County.

Vern Johnson made a motion to approve the January 2017 Financial Report. Jeff Croff seconded the motion. The motion carried.

3. February 2017 Budget Revisions

Budget revisions include changes to the following line items:

- PPT Reimbursement from LCSA
- medical Insurance
- rollover funds for books, DVD, audio and music materials
- collection agency funds
- web chat service
- marketing promotions
- security services
- millage income refund
- database subscriptions
- internet access
- patron computer enhancements
- other IT projects
- equipment and furniture and
- the backup power project.

Margaret Bossenbery made a motion to approve the February 2017 Budget Revisions. Sally Trout seconded the motion. The motion carried.

4. Technical Services Disc Resurfacing Machine Recommendation

It is recommended to approve the purchase of one Eco-master 50 disc DVD/CD repair unit for a total cost of \$14,885. The unit would be purchased from Elm USA, as they are a sole source provider of this equipment. The funding for this purchase is dependent on the approval of the proposed increased in the furniture/equipment line item in the February 2017 budget revisions proposal.

Vern Johnson made a motion to approve the Technical Services Disc Resurfacing Machine Recommendation. Jeff Croff seconded the motion. The motion carried.

PRESENTATION

I. Executive Director's Annual Report

Executive Director, Maureen Hirten, presented the highlights and successes of 2016 to the Board.

DIRECTOR'S REPORT

Executive Director Maureen Hirten provided the Board with her Director's Report:

- The South Lansing Library's new lease began on February 1, 2017 and expires on December 31, 2021.
- Ms. Hirten provided the Board with the Williamston Library building updates.
- The Downtown Lansing Library Head Librarian position has been posted on the CADL website. Kathy Johnson's last day at CADL will be March 31, 2017.
- Each branch has their own page including its statistics in the newly designed Director's Report.
- CADL will host a Beauty and the Beast movie promotion at NCG. If patrons show their library card at the movie, they will receive special treats.
- Ms. Hirten discussed the Grand Re-Opening date of the Downtown Lansing Library with the Board.

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

Margaret Bossenbery thanked the Executive Director Search Committee for their appreciated efforts.

CLOSED SESSION TO DISCUSS WRITTEN LEGAL OPINION OF COUNSEL

The Board went into Closed Executive Session as allowed under the Open Meetings Act. PA 127 of 1976 as last amended, to discuss a Written Legal Opinion of Counsel. A roll call vote was held:

Bloomquist – Aye
Bossenbery – Aye
Croff – Aye
Johnson – Aye
Jones – Aye
Story – Aye
Trout – Aye

Vern Johnson made a motion to move the Board into a closed session. Margaret Bossenbery seconded the motion. The motion passed. The Board went into its closed session at 7:27 p.m.

Margaret Bossenbery made a motion to move the Board out of its closed session. Quenda Story seconded the motion. The motion carried. The Board returned from its closed session at 8:28 p.m.

Jeff Croff made a motion to accept the recommendation of the offer discussed in closed session and to allow the Management Team the authority to use their discretion in payment for 21 days. Margaret Bossenbery seconded the motion. The motion carried.

ADJOURNMENT

Quenda Story made a motion to adjourn the meeting. Sally Trout seconded the motion. The motion carried. The meeting was adjourned at 8:31 pm.