

# CAPITAL AREA DISTRICT LIBRARIES BOARD MEETING

August 19, 2015

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

**Members Absent:** Quenda Story

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

**Others Present:** Vince Spagnuolo

## CALL TO ORDER

The Chairperson called the meeting to order at 5:32 p.m.

## ROLL CALL

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

## COMMUNICATIONS

Board members received information regarding a scholarship for Joan Smith from Meridian Area Business Association.

## PUBLIC COMMENTS ON AGENDA ITEMS

There were no public comments on agenda items.

## CONSENT AGENDA

1. Approval of Agenda  
Jeff Croff made a motion to approve the Consent Agenda. Sally Trout seconded the motion. The motion carried.
2. Approval of Minutes July 08, 2015  
This item was approved by the Consent Agenda.
3. Disbursements for July 2015  
This item was approved by the Consent Agenda.

## **CHAIRPERSON'S COMMENTS**

- Margaret Bossenbery and Jeff Croff were separately highlighted in the City Pulse.
- Board member pictures will take place at the COW meeting in September. Pictures will begin at 5:00 p.m.
- Chairperson, Debora Bloomquist, thanked Trent Smiley for his efforts at the Ingham County Fair. Bloomquist and Sally Trout were pleased with the location of the Bookmobile.

## **PRESENTATION**

### **I. Erin Kurtz – 3-D Printer Presentation**

Erin Kurtz provided a demonstration of the recently purchased 3-D printer. When Board members walked into the Board room today, they were able view the printer in action. Kurtz showed the Board different items that the printer can make.

## **OLD BUSINESS**

### **I. SER 110 CADL Cares Policy**

CADL Cares volunteer efforts will take place in addition to CADL's regular outreach programs and "Dress Down Friday" will take place regularly instead of monthly. The CADL Cares Committee will select activities annually instead of up to four times per year for staff to participate in. These items were changed to remove the constraints that were originally placed on it.

Vern Johnson made a motion to approve the changes to SER 110 CADL Cares Policy. Sally Trout seconded the motion. The motion carried.

## **NEW BUSINESS**

### **General**

### **I. HUM 105 Employee Recognition Policy**

In 2014, Board members discussed having awards for Innovation and Customer Service, instead of one award for either. This discussion would take place next time the HUM 105 Employee Recognition Policy was up for renewal.

The HUM 105 Employee Recognition Policy is up for renewal in August and the Board members discussed adding the second award. It was concluded that this policy will be amended to reflect that up to two staff members will be able to receive the McConnell Award in the Innovation and/or Customer Service categories.

Margaret Bossenbery made a motion to approve the revisions above. Vern Johnson seconded the motion. The motion carried.

### **2. HUM 305 Pandemic Response Plan**

Information from the Pandemic Response Plan was included in the Disaster Plan. Vern Johnson moved to approve the elimination of the HUM 305 Pandemic Response Plan. Sally Trout seconded the motion. The motion carried.

### **3. SER 101 Materials Selection Policy**

Library Director was changed to Executive Director. Information pertaining to the collection of databases and reference books was added to the policy.

Sally Trout made a motion to approve the changes to SER 101 Materials Selection Policy. Jeff Croff seconded the motion. The motion carried.

4. SER 103 Code of Conduct

Library Director was changed to Executive Director.

Jeff Croff made a motion to approve the changes to SER 103 Code of Conduct. Sally Trout seconded the motion. The motion carried.

5. SER 103C Code of Conduct Guide

Library Director was changed to Executive Director.

Jeff Croff made a motion to approve the changes to SER 103C Code of Conduct Guide. Sally Trout seconded the motion. The motion carried.

6. SER 103E Code of Conduct Appeal Process

Library Director was changed to Executive Director.

Jeff Croff made a motion to approve the changes to SER 103E Code of Conduct Appeal Process. Sally Trout seconded the motion. The motion carried.

7. MIOSHA Update

Pat Taylor received a response from MIOSHA. It has been posted on the communications board outside the Administration office. CADL has the option to accept this response or file a Notice of Contest. This would be considered a formal appeal. It would be reviewed by the Board of Health and Safety Compliance and Appeals Division.

After an in depth discussion took place, the Board requested that Pat Taylor file a Notice of Contest for the Board of Health and Safety Compliance and Appeals Division.

8. Strategic Plan Update

The most recent version of the strategic plan was provided to the Board. This is a draft form and will be provided to Mitchell Research and Communications, Inc. to conduct the focus group surveys.

9. Legislative Update

There were no legislative updates.

10. Community Contacts

Board Chair Debora Bloomquist and Vice Chair Sally Trout attended the Ingham County Fair and interacted with attendees at the library booth.

The Ruck for Reading event will take place on Saturday, August 22. Participants will walk down the River Walk to the library to donate books for children.

## **Finance**

1. July 2015 Financial Report

- There is \$12,249,407.43 on the total assets line of the balance sheet. CADL is operating efficiently.

- CADL has received 97.62% of its millage income.
- CADL received \$23,328.27 in Library Fines. CADL has received 55.39% of the budgeted amount. Therefore, this will be reduced by \$15,000 in the budget adjustments.
- \$615,164.56 was spent on salaries and benefits. This amount consisted of three pay periods.
- A budget adjustment will take place to the materials budget category.
- 45.77% of the supplies budget category has been expensed.
- A budget adjustment will take place for the Marketing Promotion line item.
- Only \$807 has been spent on Per Diem line item under Governance. Boards members need to submit their quarterly attendance records to Pat Taylor.
- The Downtown Lansing Library elevator renovation has begun.

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

2. Millage Rate Approval

The Board Chair, Debora Bloomquist and Board Secretary, Quenda Story, will need to sign the Millage Rate Approval forms. Vern Johnson made a motion to approve the Millage Rate Approval. Margaret Bossenbery seconded the motion. The motion carried.

3. Periodical Vendor Recommendation

It is recommended to contract with WT Cox Information Services to provide magazine and newspaper subscription services for all CADL locations beginning on January 1, 2015. The estimated cost for this annual service is \$34,690.01. This service contract will be contingent on both parties reaching acceptable terms.

Margaret Bossenbery made a motion to approve the Periodical Vendor Recommendation. Jeff Croff seconded the motion. The motion carried.

4. Budget Adjustment

- The Ingham County Penal Fines line item was increased by \$118,000. This amount is based on the distribution from Ingham County on August 12, 2015.
- \$15,000 will be reduced from the Overdue Fines line item due to the year-to-date fines that have been collected.
- \$53,000 will be added to the Books line item under materials. This amount will be lowered from the eBook line item.
- \$10,000 was added to the music category resulting in a number of possible increased checkouts per patron for hoopla.
- \$21,000 was added to the Marketing-Promotion line item under Professional Services. This funding will be used to pay for the strategic plan survey focus group.
- \$2,000 was added to the Staff Training line item. This will fund the speaker for the CADL Conference in-service day.
- \$2,000 was added to the Local Travel category due to the increased amount of travel by the Outreach Department.
- \$9,600 was deducted from the Technology Software line item. The Office 2013 licenses are not needed in 2015.

- \$1,500 was added to the Technology Hardware category to purchase additional hardware to complete the meeting room technology upgrades at the Okemos, South Lansing and Downtown Lansing Libraries.
- \$4,750 was added to the Technology Computer System Services line item. This will allow for additional website upgrades.
- \$15,000 was added to the Building Upgrades category to replace the stair threads in the south stairwell at the Downtown Lansing Library. This will help pay for an asbestos survey if one is needed.
- \$3,350 was added to the Aurelius and Stockbridge Libraries renovation line item. This will provide for additional work to the desk upgrade, painting and shelving tops at the Aurelius Library.

Jeff Croff made a motion to approve the Budget Adjustment. Vern Johnson seconded the motion. The motion carried.

5. Strategic Plan Focus Group Vendor Recommendation

It is recommended for CADL to contract with Mitchell Research and Communications, Inc. to provide marketing research for the total cost of approximately \$21,000. This recommendation is based on the firm's experience working with libraries in the state of Michigan.

Margaret Bossenbery made a motion to approve the Strategic Plan Focus Group Vendor Recommendation. Jeff Croff seconded the motion. The motion carried.

**Policies** – No changes, for review only (enc)

1. SER 103A Unattended Children
2. SER 103B Code of Conduct Penalties
3. SER 103D Code of Conduct Penalties

**DIRECTOR'S REPORT**

- CADL received a FOIA request from Capira Technologies requesting a copy of the bids received for the CADL app. Technology Director Sheryl Knox has followed through with this request.
- A CADL Grant opportunity has been developed for library staff members. Staff members would be able to apply for funding for programming, services, etc. Approximately \$50,000 will be added to the budget for 2016 if approved by the Board. A general application has been developed.
- The Michigan State Housing Development Authority provided CADL with "A Step Forward" bookmarks. The bookmarks highlight the help provided to the unemployed and underemployed that may be at risk for losing their homes. Promotional bookmarks will be displayed in the libraries.
- Donation forms and envelopes have been provided to CADL's local funeral homes to allow for convenient memorial donations to take place.
- Staff interacted with 1,325 people at the Ingham County Fair. In 2014, staff interacted with 1,070 people.
- A Family Fun Day outreach event was held in Onondaga Township and there were 200 people in attendance.
- CADL will be hosting Johnathan Rand at the Holt Junior High School on September 25, 2015. Online registration is available.

- The Summer Reading program statistics will be available in the month of September.
- Lynda.com was promoted on Fox 47.
- CADL will be taking over the WILX website on September 8, 2015. This means that all of the ads on the website will be CADL ads.

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

There were no public, staff or Board member comments.

#### **ADJOURNMENT**

Margaret Bossenbery made a motion to adjourn the meeting. Jeff Croff seconded the motion. The motion carried. The meeting adjourned at 7:40 p.m.