

**CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING**

5:30 PM, WEDNESDAY, OCTOBER 17, 2018

BOARD ROOM

401 S. CAPITOL, LANSING, MI 48933

517-367-6300

Mission Statement:

Empowering our diverse communities to learn, imagine and connect.

AGENDA

CALL TO ORDER

ROLL CALL

COMMUNICATIONS

PUBLIC COMMENTS ON AGENDA ITEMS

CONSENT AGENDA

1. Approval of Agenda (enc – action)
2. Approval of Minutes September 19, 2018 (enc – action)
3. Disbursements for September 2018 (enc – action)

CHAIRPERSON'S COMMENTS

NEW BUSINESS

General

1. Appoint Executive Director Evaluation Committee
2. Dr. L. Robert McConnell Staff Award Selection (action)
3. 2019 Board Meeting Dates (enc – action)
4. 2019 Days Closed (enc – action)
5. HUM 107A Sexual Assault Policy (enc – action)
6. Legislative Update
7. Community Contacts

Finance

1. September 2018 Financial Report (enc – action)
2. 2019 Draft Budget (enc – action)
3. Investment Advisory Resolution (enc)
4. FIN 101 Financial Policies

DIRECTOR'S REPORT

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

ADJOURNMENT

CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING
September 19, 2018

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

Members Absent: DeYeya Jones

Staff Present: Michele Brussow, Scott Duimstra, Jolee Hamlin, Sheryl Knox, Chelsea Koenigsknecht, Julie Laxton, Thais Rousseau, Trent Smiley

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
Drake – Present
Johnson – Present
Jones – Absent
Trout – Present

Sandy Drake made a motion to excuse DeYeya Jones from the September Board meeting. Vern Johnson seconded the motion. The motion carried.

COMMUNICATIONS

There were no communications.

PUBLIC COMMENTS ON AGENDA ITEMS

There were public comments on agenda items.

CONSENT AGENDA

1. Approval of Agenda

Sally Trout made a motion to make two changes to the Minutes of August 15, 2018 and to move New Business HUM 102 Technology Policy and Finance items one through two to the consent agenda. Sandy Drake seconded the motion. The motion carried.

2. Approval of Minutes August 15, 2018

The minutes of August 15, 2018 were approved by consent upon the correction that Sally Trout was not absent at the August Board meeting and that Debora Bloomquist had not attended her last MMLC Board meeting.

3. Disbursements for August 2018

The disbursements of August 2018 were approved by consent.

CHAIRPERSON'S COMMENTS

- The Holt Community News highlighted a student that dropped out to care for her ill mother. She obtained her GED through CALC and attended her graduation ceremony at the CADL Downtown Lansing auditorium.
- Debora Bloomquist attended the CADL staff picnic in August along with other Board members and current and former staff members.
- Ms. Bloomquist attended her last MMLC meeting and Sandy Drake will represent CADL at future MMLC meetings.
- Ms. Bloomquist thanked the Board for the wonderful work occurred during the September closed session. The Board is a wonderful group to work with.

NEW BUSINESS

General

1. Appoint McConnell Award Committee

Board Chair, Debora Bloomquist, appointed the following Board members to the McConnell Award Committee:

- Margaret Bossenbery, Chair
- Sandy Drake
- DeYeya Jones

2. HUM 102 Technology Policy

This item was approved by consent.

3. Legislative Update

There were no legislative updates.

4. Community Contacts

- Sandy Drake attended the Marsh King's Daughter author visit at the Haslett Library and it was well attended.
- Sally Trout has been in discussion with the City of Mason regarding the Storywalk. Plans are being finalized.

Finance

1. August 2018 Financial Report

This item was approved by consent.

2. September 2018 Budget Revision

This item was approved by consent.

DIRECTOR'S REPORT

- Julie Chrisinske, Head Librarian at the Williamston Library, hired Storm Kopitsch as the library's Public Service Librarian. Ms. Chrisinske is very excited for this transition.

- The Williamston Library has been monitoring after school traffic of the students and the children have been great. The transition is going smoothly.
- The Haslett Library celebrated the end of summer with Mr. Lemoncello's Great Library Escape Game based on the popular book series. Earlier this year the library had a middle school reader ask staff to contact Chris Grabenstein to get the instructions and answers to offer a Mr. Lemoncello library scavenger hunt here. He saw this posted for teachers and librarians in the back of the Great Library Escape Book. There was a quick response from the author and staff planned a fantastic event that drew not only the middle schooler and his whole family but 30 more Lemoncello fans.
- A library renovation will take place at the Mason Library. An open public forum will be held on Thursday, October 18 to discuss the redesign with the public. The City of Mason has allocated \$300,000 for this renovation.
- The Foster Library had a fantastic seed saving workshop and it drummed up interest for a seed library. Jean Bolley, Head Librarian, is working with the MSU Extension office to help coordinate a program in the spring and Ms. Bolley applied for a CADL Public Service Grant to help fund it.
- Jason Mellema, Ingham Intermediate School District Superintendent, reached out to Scott Duimstra to establish a partnership between CADL and IISD.
- Grow with Google held an event at LCC in August to thank their partners. Mayor Andy Schor spoke and thanked the library for its partnership.
- The MLA Annual Conference will be in Novi, Michigan on Wednesday, October 17 – 19. If you would like to attend, contact Scott Duimstra or Chelsea Koenigsnecht.
- A new policy will be introduced to the Board in October, HUM 107A. It is an outline of sexual assault procedures.
- A letter has been emailed and mailed to tax capturing authorities regarding Public Acts 505-510 of 2016 and CADL's millage.
- Paulina Poplawska, Head Librarian of the Holt-Delhi Library, has accepted a new position as a Library Director at a small city library in Minnesota.

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

There are no public, staff or Board member comments.

ADJOURNMENT

Jeff Croff made a motion to adjourn the Board meeting. Margaret Bossenbery seconded the motion. The motion carried. The meeting was adjourned at 5:59 p.m.

BOARD MEETING DATES FOR 2019
October 17, 2018

The Capital Area District Library Board will meet at 5:30 p.m. in the Third Floor Board Room of the Capital Area District Library, 401 S. Capitol, Lansing, MI 48933 on the following dates:

January 16, 2019 - Committee of the Whole
January 23, 2019 - Regular Board Meeting

February 13, 2019 – Committee of the Whole
February 20, 2019 - Regular Board Meeting

March 13, 2019 - Committee of the Whole
March 20, 2019 – Regular Board Meeting

April 10, 2019 - Committee of the Whole
April 17, 2019 - Regular Board Meeting

May 15, 2019 - Committee of the Whole
May 22, 2019 - Regular Board Meeting

June 12, 2019 - Committee of the Whole
June 19, 2019 - Regular Board Meeting

July 10, 2019 – Committee of the Whole
July 17, 2019 - Regular Board Meeting

August 14, 2019 – Committee of the Whole
August 21, 2019 - Regular Board Meeting

September 11, 2019 - Committee of the Whole
September 18, 2019 - Regular Board Meeting

October 09, 2019 - Committee of the Whole
October 16, 2019 - Regular Board Meeting

November 13, 2019 - Committee of the Whole
November 20, 2019 - Regular Board Meeting

December 11, 2019 - Committee of the Whole
December 18, 2019 - Regular Board Meeting

DAYS CLOSED FOR 2019

October 17, 2018

Libraries and Administrative and Support Services Offices will be closed on the dates listed below.

Tuesday, January 1, 2019	New Year's Day
Monday, January 21, 2019	Martin Luther King Day
Sunday, April 21, 2019	Easter Sunday
Saturday, May 25, 2019	
Sunday, May 26, 2019	
Monday, May 27, 2019	Memorial Day
Thursday, July 4, 2019	Independence Day
Saturday, August 31, 2019	
Sunday, September 1, 2019	
Monday, September 2, 2019	Labor Day
Monday, November 11, 2019	CADL Conference
Thursday, November 28, 2019	Thanksgiving
Friday, November 29, 2019	Day after Thanksgiving
Tuesday, December 24, 2019	Christmas Eve
Wednesday, December 25, 2019	Christmas Day
Tuesday, December 31, 2019	New Year's Eve

The Downtown Lansing Library, Holt Library, Okemos Library, and South Lansing Library are open on Sundays throughout the year. Other libraries are closed on Sundays in the summer starting May 26, 2019, the Sunday before Memorial Day. Libraries will reopen on Sundays starting Sunday, September 8, 2019, the first Sunday after Labor Day.

HUM 107(a) SEXUAL ASSAULT

October 17, 2018

CADL is committed to creating a community free from violence. Sexual assault, as defined by State and Federal laws, will not be tolerated at CADL.

The Criminal Sexual Conduct Statutes of Michigan define sexual assault as a crime involving forced or coerced *sexual penetration* (first and third degree) or *sexual contact* (second and fourth degree).

CADL recognizes the necessity of the a community which is open and intellectually stimulating, where diversity of ideas is valued and every person's safety, dignity, and autonomy is respected regardless of gender identity or expression, sexual orientation, race, ethnicity, age, religion, weight, or any other legally protected characteristic.

Any employee who feels subjected to sexual assault or the threat thereof is required to immediately report it to their supervisor or the Human Resources Director. At any time such reports may also be directed to the CADL Executive Director and/or the CADL Board. All reports will be taken seriously and will be investigated.

CADL prohibits any retaliation against an employee who makes a good faith complaint or participates in an investigation under this policy.

CADL will protect the privacy of individuals involved in such a report to the extent permitted by law and CADL's policies and procedures. However, it should be recognized that an investigation may involve interviews with a number of persons to inquire if they have relevant evidence, and extremely sensitive information may be gathered. While such information is considered confidential, CADL policy may also require the disclosure of certain information during or following an investigation. CADL may also be required, depending on the applicable laws, to disclose such reports to the appropriate legal authorities. If the report has merit, disciplinary action will be taken against the offending employee. Within the sole discretion of CADL and depending on the severity of the misconduct, the offending employee may be disciplined up to and including discharge.

If the accused is a non-employee (e.g. library patron, repairperson), the same reporting process should be followed. If the complaint has merit and within the sole discretion of CADL, CADL may suspend the person's right to use or visit our facilities or, if necessary, pursue available legal options.

Nothing in this policy is meant to prohibit, prevent, or discourage an individual from reporting actual or suspected criminal activity including sexual assault to the appropriate legal authority.

CAPITAL AREA DISTRICT LIBRARY
FIN 101 FINANCIAL POLICIES
MAY 16, 2018

Budget

The Executive Director prepares the budget for presentation to the Library Board.

The proposed budget includes income, expenses, and surplus or deficit from the last completed fiscal year, the present fiscal year, and the future fiscal year.

The budget is adopted by the Library Board before the start of the fiscal year.

The budget is adopted by category totals for all categories.

Cash

Cash income is controlled by a cash register.

Receipts are issued to the payer for all cash collections other than mail receipts.

Proper security of cash receipts is maintained from time of receipt until funds are deposited.

Cash receipts are deposited at least once a month or whenever cash on hand exceeds \$250.

Cashing of checks out of currency receipts is prohibited.

Petty Cash

There will be a petty cash fund at each library and at Administration. Administration will have a petty cash checking account. Petty cash will be limited to \$500 at Administration, \$200 at the Downtown Lansing, Okemos, South Lansing, Haslett, Holt, and Mason Branches, and \$100 at all other branches.

The Library Head is responsible for handling petty cash funds at the branch and the Finance Director handles petty cash funds for Headquarters.

Petty cash funds are kept separate from other cash income or expenditure accounts.

Petty cash payments are limited to \$75 per transaction.

Petty cash is reconciled before each petty cash replenishment by the Library Head/ Finance Director.

Receipts or vouchers are required for all petty cash payments.

Cashing of checks out of petty cash is prohibited.

Bank Accounts and Investments

Funds will be deposited in banks insured by the FDIC or NCUA. A local checking account will be established for each branch to use to deposit income. A main checking account will be set up for the library's general fund.

Funds in excess of those needed for normal operations are invested in interest bearing accounts or securities.

Surplus funds are invested according to PA 217, 1982 as last amended.

Surplus funds may be invested by the Finance Director in Certificates of Deposit at banking institutions that have a principal office or branch office in Michigan and that have a four star or higher rating from both Bauer Financial and Bankrate.com. The Finance Director is authorized to open financial accounts at those institutions. These accounts and investments must be approved by the Executive Director or Senior Associate Director.

All other investments are authorized by the Finance Director or Executive Director and Board Chairperson or Board Treasurer.

Securities are protected by leaving them on deposit with the bank.

Records are maintained detailing date of acquisition, purchase cost, physical location of item, interest/dividend/income rates, and accrual/receipt dates.

Revenue and Receivables

All revenues, including rental fees, are deposited intact.

Deposits are made at least once each month.

Cash income is not used for petty cash expenditures.

Clear and separate accounting records are kept for the receipt of tax funds, special purpose funds, and other monies.

Payments for library goods or services returned from our bank for any reason will be assessed a \$25 fee.

Restitution for returned checks must be made with cash, cashiers check, or money order.

Expenditures

Vendor's original invoices are required for all disbursements.

All disbursements are made by check, petty cash, or approved EFT or ACH transaction.

Checks from the Library's main account must be stamped by the Executive Director or Senior Associate Director. This stamp should contain the signatures of the treasurer and Executive

Director or the treasurer and Senior Associate Director and be locked in a secure area when not in use.

Checks transferring funds from local library deposit accounts to the Library's main account must be signed by the Executive Director or Senior Associate Director.

The transfer of funds via ACH from one library account to another library account must be approved by the Executive Director or Senior Associate Director.

All disbursements from the main checking account and petty cash are reviewed by the Board after payment has been made.

All bank accounts are reconciled promptly at the end of each month by the Finance Director.

Total expenditures may not exceed total appropriations.

Electronic Payment of Invoices

Electronic payment of invoices may be authorized by the Finance Director and approved by the Executive Director for certain expenditures.

These may include payments to vendors with aggressive payment terms to avoid penalties, or to avoid processing charges for vendors who require this type of payment.

These charges will be recorded as an expense at the time they are incurred and reconciled to the bank statement each month by the accounting assistant.

The bank statement reconciliation will be reviewed and approved each month by the Finance Director.

Payroll

Electronic time cards must be submitted by all employees. Supervisors and/or management review all time cards thoroughly and approve them before they are processed.

Payroll checks contain details of gross pay and deductions.

Paychecks are direct deposited. Employees may view their check stub online.

Property, Equipment, and Capital Expenditures

Detailed records are maintained for fixed assets.

Wherever practical, equipment is tagged with metal tags or otherwise labeled with identification.

Equipment is inventoried and detail records are adjusted annually.

Tax Abatement Proposals (Brownfield, DDA, TIFA, etc.)

The Finance Director will review all tax abatement proposals.

Any proposals that have a projected tax loss greater than \$250,000 over the life of the contract or that are significant for other reasons will be presented to the Library Board.

Capital Area District Library will exempt itself from tax capture for all newly created Downtown Development Authorities, Historic Neighborhood Tax Increment Finance Authorities, Local Development Authorities, and Tax Increment Finance Authorities. A resolution for each proposal will be adopted and filed with the clerk of each municipality proposing to create the authority.

All other proposals will be filed.

TAXING AUTHORITIES AND MILLAGE CAPTURE

WITH THE PASSAGE OF LEGISLATION IN THE FORM OF PUBLIC ACTS 505 – 510 OF 2016, CAPITAL AREA DISTRICT LIBRARY MILLAGES LEVIED AFTER DECEMBER 31, 2016 ARE AUTOMATICALLY EXEMPT FROM CAPTURE FROM DOWNTOWN DEVELOPMENT AUTHORITIES, LOCAL DEVELOPMENT FINANCING AUTHORITIES, WATER RESOURCE IMPROVEMENT TAX AUTHORITIES, TAX INCREMENT FINANCE AUTHORITIES, CORRIDOR IMPROVEMENT AUTHORITIES AND HISTORICAL NEIGHBORHOOD TAX INCREMENT FINANCE AUTHORITIES UNLESS THERE IS AN AGREEMENT BETWEEN THE LIBRARY BOARD AND TAXING AUTHORITY DETAILING THE TERMS OF THE CAPTURE. IF FUNDS FROM CADL'S MILLAGE ARE CAPTURED WITHOUT AN AGREEMENT IN PLACE, THE FOLLOWING PROCESS WILL BE FOLLOWED:

1. MUNICIPALITY TREASURER WILL RECEIVE AN EMAIL AND CERTIFIED LETTER FROM THE FINANCE DIRECTOR AND EXECUTIVE DIRECTOR EXPLAINING THAT THE FUNDS WERE CAPTURED IN VIOLATION OF THE LAW AND NEED TO BE REFUNDED.
2. IF THE FUNDS ARE NOT REFUNDED WITHIN 30 DAYS, THE MATTER WILL BE FORWARDED TO LEGAL COUNSEL TO TAKE THE APPROPRIATE STEPS TO RECOVER THE FUNDS THAT HAVE BEEN ILLEGALLY CAPTURED.

Accounting

Funds are accounted for using a modified accrual basis.

The state standard chart of accounts is used to record income and expenditures.

Financial reports are prepared monthly and reviewed at board meetings.

Audit

Funds are audited annually by a CPA according to generally accepted accounting principles.

Insurance

Minimum levels of coverage are established for all exposures.

Adequate insurance is maintained for worker's compensation, general liability, and physical damage.

Personnel in a position of trust (the Executive Director, Finance Director, and Accounting Assistant) are covered by employee dishonesty insurance at a minimum level of \$300,000.