

**Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
REGULAR SESSION**

DATE: January 24, 2011
TIME: 4:00 p.m.
LOCATION: Central Library
Board Room
315 South Rose Street
Kalamazoo, MI 49007

PRELIMINARY BUSINESS

Roll Call: All Trustees were present: Cynthia Addison, Fenner Brown, Robert Brown, Lisa Godfrey, Cheryl TenBrink, James Vander Roest and Valerie Wright.

Call to order: President Godfrey called the meeting to order at 4:00 p.m.

Agenda Approval: Item V.B.1. a recommendation for Staffing Reconfiguration was added to the agenda

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

There were no recognitions, resolutions or communications.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

III. CONSENT CALENDAR

A. Minutes of the Board Meeting of December 13, 2010

B. Personnel Items

Employee Transfer

Carlos Santiago-Lugo transferred to the open KPLSP .75 FTE Materials Processing position on January 16, 2011. Carlos previously held the bilingual Library Assistant position which was assigned to both the Washington Square and Eastwood branches.

Employee Resignations

Diana Randall has resigned from the KPLA position of Collection Development Specialist within the Adult Services department effective February 11, 2011. Diana began work at KPL in 2008 in Adult Services and moved into an expanded role as Collection Development Specialist in July 2010. Diana has accepted the position of Library Director with the Vicksburg Public Library.

Melisa Williams has resigned from the supervisory-technical position of Programming Specialist, including the Reading Together program, within the Patron Services department. Melisa began work at KPL in 2007. The effective date of her resignation has yet to be determined. She will be moving out of state.

Disposition: **The board accepted the Minutes of the Meeting of December 13, 2010 and the personnel items as presented.**

IV. FINANCIAL REPORTS

A. Financial Reports for the Period Ending December 31, 2010

Recommendation: A. Rohrbaugh recommended the board accept the Financial Reports for the Period Ending December 31, 2010 as presented.

Executive
Summary:

We received some nice year-end gifts; tax receipts arrived in December as expected; KPL's investment portfolio is beginning to recover; we will address the over-run the of tax charge backs budget later in the meeting; we are in the process of submitting grant proposals for ONEplace funding.

MOTION: R. BROWN MOVED AND C. TENBRINK SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE PERIOD ENDING DECEMBER 31, 2010.



Motion carried 7-0.

V. **REPORTS AND RECOMMENDATIONS**

ACTION ITEMS

A. Revised Budgets

Recommendation: Director Rohrbaugh recommended approval of budget revisions to:

- 1) Close Estimate Budget for the General Operating Fund for Fiscal Year Ending June 30, 2011
- 2) Capital Improvement Plan for the Three Fiscal Years Ending June 30, 2012
- 3) Other Gifts and Grants Budgets for Fiscal Year Ending June 30, 2011

Executive
Summary:

The Close Estimate Budget Revisions for the General Operating Fund, the Capital Improvement Plan, and the Other Gifts and Grants funds have been reviewed and are recommended for approval by the Finance and Budget Committee.

1. General Operating Fund Close Estimate Budget

Property tax and Industrial Facilities tax revenue has been updated to include taxable value information not available for the Preliminary Budget. Adjustments have also been made to recognize updated information for tax abatements affecting taxable values such as the DDA/TIFA, Renaissance Zone, Brownfield, and Michigan Tax Tribunal decisions identified to date.

Other revenue adjustments include recently identified supplemental State Aid to support costs of the Michigan electronic library (Mel) increasing State Aid to \$11,787. Additional local support through multiple gifts and grants increases revenue by another \$20,000 and includes, among others, grants to support Reading Together, the Wong family gift, and the sale of the bookmobile.

The expenditures revisions include mid-year adjustments to salaries and benefits including recognition of substitute time for employee medical leaves, recognition of vacancies, and all benefit and coverage changes. Materials increases support initiatives for DVD hot picks at branches, adult audio book purchases, and purchases to support increased AV circulation. Programming and furniture & equipment increases are both associated with gifts and grants received to date to support adult programming (Reading Together) and children's literacy

stations. Tax charge backs have been increased to support an estimated level of Michigan Tax Tribunal refunds through the end of the fiscal year.

Overall, the additional funds resulting from the prior fiscal year (\$429,149) have been split between reinvestment in operations for fiscal year 2010-2011 in the amount of \$138,877,

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additional funds to be transferred to the Capital Improvement Plan in the amount of \$70,000, and increasing ending fund balance in the general operating fund by \$220,272.

2. Capital Improvement Plan

The Capital Improvement Plan Close Estimate Budget update recognizes actual expenditures for fiscal year 2009-2010 with unspent project budgets carrying over into the Close Estimate Budget for fiscal year 2010-2011. The revisions to the three year plan include the recognition of the final distribution of the anonymous bequest in June 2010, which increases overall revenue to the plan by \$73,000.

No overall changes to total allocations for the current fiscal year are anticipated. However, the allocation of monies to support several projects are included in Furniture & Equipment and Automation, including furniture for display and public seating at central, and the release of allocations for laptops, Sony readers, and other automation equipment. Included in the master carpet plan for the current fiscal year is sufficient funding to support an estimated project cost of approximately \$55,000 to re-carpet part of Oshtemo Branch.

A project previously identified as primarily building alterations in the amount of \$30,000 has been refined and identified as Furniture & Equipment to include furniture & equipment to support the realignment of the central library tech center, audio visual area, and rotunda to meet strategic objectives.

A new reserve has been identified, adding \$25,000 each of the next two successive years, to support building maintenance and refurbishments projects identified with a tactical planning window for all sites. This reserve would fund projects identified in addition to the annual estimates included in the Building Alterations category.

3. Other Gifts and Grants

The primary alterations to the Other Gifts and Grants Close Estimate Budget recognize budget allocations not spent in the previous fiscal year carried over to fiscal year 2010-2011. The single new addition to the budget is \$11,500 estimated requested revenue from the Kalamazoo Community Foundation's Local History and Community Information Fund to purchase increased capacity vertical files for the Local History Room and a new micro film scanner to support public service.

MOTION: J. VANDER ROEST MOVED AND V. WRIGHT SUPPORTED THE MOTION TO APPROVE ALL THREE BUDGETS AS RECOMMENDED BY THE DIRECTOR.

Discussion: J. Vander Roest reported the Finance & Budget Committee reviewed the recommended budget revisions in detail and were satisfied they are necessary and appropriate. He commended the Director of Financial Services and staff on the great work they do to align the budget with reality. He and the director noted changes to the budget reflect activities to further strategic plan priorities. L. Godfrey also noted the board counts on the Finance & Budget committee's scrutiny of the budget on behalf of the board and thanked them for their time and effort.



MOTION CARRIED 7 – 0.

B. Position Reclassification

Recommendation: The director recommended board approval of a change in classification from Library Assistant 4 to Library Assistant 3 for the KPLSP position shared by Washington Square and Eastwood Branches.

MOTION: R. BROWN MOVED AND C. TENBRINK SUPPORTED THE MOTION TO APPROVE A CHANGE IN CLASSIFICATION FROM LA4 TO LA 3 FOR THE

KPLSP POSITION SHARED BY WASHINGTON SQUARE AND EASTWOOD LIBRARIES.

Executive
Summary:

This position is vacant due to the transfer of the incumbent to the position in processing as described in this month's Personnel Items. The position has required fluency in Spanish and has also had responsibility for outreach to the Spanish speaking community; the outreach work warranted a level 4 classification. With implementation of our strategic plan priorities, there is less emphasis on outreach of this type, so the job description has been revised accordingly. However fluency in Spanish is still required to meet the needs of the Spanish speaking community at WS and Eastwood branches. The annual salary difference between a level 4 and level 3 is about \$1,000.

This recommendation is supported by the Personnel Committee; she noted the position has been advertised to keep the process moving.

Discussion:

In response to a question from C. TenBrink, the director noted we had a strong pool of applicants for this position; the position has been filled.



MOTION CARRIED 7 – 0.

B.1. Staffing Reconfiguration

Recommendation: Director Rohrbaugh recommended .25 time (1/3) of the .75 time vacant supervisory-technical in Patron Services be reclassified to library associate and moved to Adult Services to be combined with a vacant .25 library associate position in Adult Services resulting in a .5 time library associate position to be advertised and filled.

Executive
Summary:

As reported in the personnel Items, there are two vacancies: .75 time supervisory-technical position in Patron Services with primary responsibility for *Reading Together* and a full-time librarian position in Adult Services with primary responsibility for fiction selection and services to readers. These two positions work closely together and both of them vacant simultaneously provides a unique opportunity to pause and consider if a different configuration of the work is desirable to more effectively address our priority of services to readers to support reading for pleasure.

Another personnel item, finalized after the personnel items were written, will come to the board for information at the February meeting. Christine Hann, library associate in Adult Services and our lead staff member for government documents, requested a reduction to .75 time. After careful consideration and with the simultaneous reduction in our government documents profile, we determined we were able to grant her request. This creates a .25 time vacant library associate position in ADS. We had not yet turned attention to how or if this position would be filled, but are now considering it in concert with the two recent resignations and resulting vacancies.

It would be desirable to move *Reading Together* to ADS to support our reading priority.

Overall responsibility for RT would be added to the job description of the vacant librarian position. This "new" .5 time library associate position I am recommending would assist with RT and services to readers. All librarians in ADS have a role in services to readers, of course, and they would also join in the RT work.

This approach was just arrived at within 24 hours of the board meeting after considerable discussion. Revising the job description for the librarian position and writing the job description for the half-time library associate position would be the next step. Both positions would then be posted. There was not time to call a Personnel Committee meeting, but the

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director consulted with the committee chair and board president prior to adding this item to the agenda.

Consideration of the .5 time supervisory- technical position which would be remaining in PS has begun, but is not at the point of a definite recommendation.

There would likely be a modest reduction in salary costs for this change, depending upon salary scale placement for a new employee; fringe benefit costs would depend upon the insurance coverage choices.

MOTION: R. BROWN MOVED AND C. ADDISON SUPPORTED THE MOTION TO APPROVE THE DIRECTOR'S RECOMMENDATION AS PRESENTED.

Discussion: President Godfrey acknowledged the board does not usually take up this kind of business on short notice, but these are significant positions with important responsibilities for adult services, and this action speaks to one of our priorities; waiting until the end of February rather than addressing the substance of the issue today does not seem prudent. Since a .25 supervisory-technical position will be moving into the KPLA, we should not proceed casually, but these changes speak to the needs of the library and the public we serve.

R. Brown commented that if management sees this as necessary to accomplish what is needed, he is more than willing to approve the recommendation.



MOTION CARRIED 7 – 0.

C. Fine Forgiveness

Recommendation: Director Rohrbaugh recommended board approval of a period of fine forgiveness related to overdue materials during this year's Reading Together period, March 4 – April 14.

Executive Summary:

Forgiveness is a major theme of this year's Reading Together book by Tracy Kidder, "Strength in What Remains." In keeping with that theme, we would like to forgive fines on overdue materials during the six week program.

The director noted we would forgive overdue fines only, not payment for lost materials.

Upon board approval, the specific details will be worked out with the circulation staff.

MOTION: C. ADDISON MOVED AND V. WRIGHT SUPPORTED THE MOTION TO APPROVE A PERIOD OF FINE FORGIVENESS RELATED TO OVERDUE MATERIALS DURING THIS YEAR'S READING TOGETHER PERIOD, MARCH 4 – APRIL 14.

Discussion: In response to questions from C. Addison and C. TenBrink, the director indicated we would be able to estimate how much the forgiven fines total after the forgiveness period ends and the forgiveness will be across the board, with no set minimum or maximum. We do not foresee a big impact on our budget, but we hope patrons will return materials we might otherwise not receive, and also that patrons will be able to begin again with a clean slate. L. Godfrey observed much of what will be forgiven would not likely be collected anyway and this would be an opportunity to clean up our records.



MOTION CARRIED 6-0, with one abstention (F. Brown)

E. Mid-Year Statistics for Strategic Priorities

Presentation: The director gave some background on the first quarterly report on progress toward meeting the goals established to support the five priorities identified during the strategic planning process. Although the report reflects activity during the first two quarters in the 2010/2011 fiscal year, it is important to note we did not engage fully in strategic implementation until late fall.

The objectives and the targets to achieve them were established last spring by Management Team with the help of our strategic planning consultant after considerable discussion. The objectives were set to reflect the activities we would undertake in each goal category. They are measurable and include annual target numbers designed to achieve the longer term June 30, 2013 objective. We wanted our targets to address some new initiatives as well as require additional efforts appropriate for the new priorities; they needed to require a stretch, but also be realistic.

Clearly these statistics do not reflect all of our activities. Some program attendance is included in this quarterly report, but some is not. For example, attendance at Reading Together programs and concerts is not here, but will be incorporated in the monthly reports where all attendance will be counted. Similarly, although circulation for some materials is included here under specific objectives, circulation of all types of materials will be reflected in our monthly statistics, which reflect our ongoing activity but are not linked directly to measurable goals.

A new emphasis for the second half of the year will be numerous patron surveys to determine a level of satisfaction as outlined in several of the objectives. Those surveys will be administered quarterly and will be reported in our ongoing quarterly reports.

Although we are pleased with our first steps, this is admittedly a work in progress. We have not yet had time to begin to fully address all of the objectives; we may find we have set some of our targets either too high or too low, but I believe we are on the right course. Staff members who worked with the strategic planning consultant have reviewed this report. We had a good discussion about progress to date, challenges along the way, and opportunities and possibilities ahead. We have embraced the priorities established during strategic planning and are now committed to achieving them employing measurable objectives.

Discussion: There were some questions about particular objectives included for measurement, how high and low percentage targets were established to indicate success, and questions about high and low percentages achieved to date. The director acknowledged some goals for increases were

probably set too high or too low; some have not yet been an emphasis for the year. If we find we can't attain goals set or we attain them too easily, something is wrong - we may have to adjust goals and means to achieve them as we go forward.

The director said she would return with the next report in April and hopefully will have some survey results by then. There were some questions about how/what surveys will be administered. M. Fritz indicated there are different types of surveys that will be given, both on paper and electronically; most will be simple, with few questions to encourage response from as many patrons as possible. The director said the goal is for surveying to become routine.

Disposition: Trustees received the report.

F. Five Year Capital Needs Plan

Presentation: Ernie Clemence, Facilities Manager, outlined a number of capital improvement projects and estimated expenditures he believes will need to be done over the next five years. Some items, such as boiler replacement, parking lot repairs, and partial re-carpeting of Oshtemo will be done yet this year. Others such as an upgrade to the security camera system and lighting fixture replacement in the rotunda, both at central and possibly more re-carpeting work should

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be done in FY 2011-12. Among many projects that will need to be addressed in 3-5 years are refurbishing the central cooling tower and chiller, HVAC in computer room, telecommunications system replacement, various “green” electrical energy projects, replace all WSQ exterior doors, replace Oshtemo septic field or extend sewer, and extensive furniture repair and replacement, painting and redecorating. Later projects to be done include replacing the roofs at both central and Oshtemo, completely replacing parking lot surfaces and decommissioning the steam heat system at central.

Although it is difficult to give accurate figures for all these projects or to predict others that may arise, it will add up to a very large sum of money.

Disposition: President Godfrey thanked E. Clemence for his thoughtful planning and noted this report will be invaluable as the board thinks about what will be needed when they consider the next millage request.

G. Report on Workshop Attendance

Presentation: Trustee Fenner Brown recently attended the ERAC/CE workshop, *Understanding and Analyzing Systemic Racism* and reported on his experience. He admitted he was skeptical about attending as he has been to some workshops on similar topics in the past that he did not feel were helpful. Although he did not agree with everything presented, the information was valuable, explaining how racism became and remains inherent in institutions, both generally and at KPL. It is manifested in policies, hiring, practices and procedures, programs, and even the board of trustees. He would like to see KPL develop more diversity and be representative of and responsive to the community we serve in all areas.

He pointed out that making strides in this area would increase our success in achieving our strategic priorities. For example, objective 1.3, “By June 30, 2013 the number of young children (birth to five) attending a program offered by the library at a non-library location will increase by 50%,” is directly related to inclusion and diversity. People who need our services are often not coming to the library. They may not have transportation or a parent is working when programs are offered. Small, subtle changes in how we do things can make a huge difference.

He is proud that KPL is involved with ERAC/Ce and is sending staff and trustees to this workshop and feels there is enough merit to the program for the board to look seriously at making the investment to take the next steps in the ERAC/Ce model to continue to move Kalamazoo Public Library forward.

Discussion: Director Rohrbaugh extended her heartfelt thanks to trustee F. Brown for attending the workshop and reporting so fully to the board.

She explained enough staff and trustees have attended the workshop now that we are building institutional momentum. Management Team, the diversity committee and F. Brown recently met with ERAC/Ce, Crossroads, and Kalamazoo Public Schools and Kalamazoo County representatives recently to understand more fully what proceeding with the next steps involves and what the experience had been at KPS and the county with this process since they are further along than we are at KPL. Moving to establish an anti-racism team will bring a whole new set of possibilities for the organization.

Disposition: The diversity committee will talk and recommend what the next step would look like at KPL and make a recommendation to the director about whether we should move to an anti-racism team. If it is determined we should move forward, she will return to the board with a plan and a recommendation.

President Godfrey said the board would look forward to hearing further recommendations.

VI. COMMITTEE REPORTS

Finance & Budget Committee

J. Vander Roest: the committee met to review the budget revisions approved earlier in this meeting.

Personnel Committee

V. Wright: the committee met informally to review personnel recommendations brought to today's meeting.

Building Committee

A. Rohrbaugh: No meeting

Fund Development Committee

L. Godfrey: met to receive the quarterly report from our investment advisor and to consider our current endowment status given available resources. There are some resources we could spend during this fiscal year if that is determined to be desirable.

Also considered was our "Donor Wall" which is in a state of disrepair; no decision was reached. The director added that we will be creating a "virtual donor wall" on our website that will include all the information that was on the physical wall. Also included will be information about how to make donations to KPL online.

VII. OTHER BUSINESS

Director's Report

The director highlighted several of the written items from her report and answered questions about some others from trustees.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

IX. TRUSTEE COMMENTS

F. Brown was appreciative that Bobbe Luce made a presentation about ONEplace at a recent Rotaract meeting; she represented KPL well.

C. Addison congratulated Ernie Clemence for his presentation on capital needs and the IT dept. for assistance with her new i-phone.

V. Wright is enjoying seeing the fruition of some of the strategic planning priorities, seeing it form with statistics and objectives.

L. Godfrey noted that the motion to change the amount trustees are reimbursed for meeting attendance is still on the table without a timeline for removal. It will remain on the table until there is a request from a board member to address it. She also thanked people who were in attendance at the meeting for their interest in standing for election to the library board.

X. CLOSED SESSION

In response to a request from the director to move to closed session for the purpose of conducting the director's mid-year review, President Godfrey asked for a motion to do so.

MOTION:

R. BROWN MOVED AND J. VANDER ROEST SUPPORTED THE MOTION TO MOVE TO EXECUTIVE SESSION TO CONDUCT THE DIRECTOR'S MID-YEAR REVIEW.

Roll Call Vote: J. Vander Roest – yes; R. Brown – yes; C. TenBrink –yes; F. Brown – yes; C. Addison – yes; V. Wright – yes; L. Godfrey – yes.



Motion carried 7 – 0. Trustees moved to executive session at 5:38 p.m.

MOTION: V. WRIGHT MOVED AND R. BROWN SUPPORTED A MOTION TO RETURN TO OPEN SESSION.

Roll Call Vote: J. Vander Roest – yes; R. Brown – yes; C. TenBrink –yes; F. Brown – yes; C. Addison – yes; V. Wright – yes; L. Godfrey – yes.



Motion carried 7 – 0. The meeting returned to open session at 6:28 p.m.

XI. ADJOURNMENT

Hearing no objection, President Godfrey adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 6:29 p.m.

Fenner Brown, Secretary