

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

DATE: January 25, 2010  
TIME: 4:00 p.m.  
LOCATION: Central Library  
Board Room  
315 South Rose Street  
Kalamazoo, MI 49007

**PRELIMINARY BUSINESS**

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

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

**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 14, 2009
- B. Personnel Items

**Transfer**

**Michael Noblit** will transfer from his current position as .9 Library Assistant 3 in the Children’s Room, within Youth and Branch Services, to .75 Library Assistant 3 in Materials Processing within Technical Services/Information Technology, effective February 1, 2010.

**Disposition:** The board accepted the Minutes of the Meeting of December 14, 2009 and the personnel item as presented.

**II. FINANCIAL REPORTS**

- A. Financial Reports for the Period Ending December 31, 2009

**Recommendation:** A. Rohrbaugh recommended the board accept the Financial Reports for the Period Ending December 31, 2009 as presented.

Executive

Summary: Tax receipts arrived in December as expected; KPL’s investment portfolio is beginning to recover.

**MOTION:** R. BROWN MOVED AND L. GODFREY SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE PERIOD ENDING DECEMBER 31, 2009.



Motion carried 6-0.

**III. REPORTS AND RECOMMENDATIONS**

**ACTION ITEMS**

A. Rules of Conduct Policy Revision

**Recommendation:** Director Rohrbaugh recommended revisions to the Rules of Conduct Policy.

**MOTION:** J. VANDER ROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO REVISE THE RULES OF CONDUCT AS RECOMMENDED BY THE DIRECTOR.

Executive  
Summary:

At the September 2009 board meeting the appeals process was modified for patrons who are denied access to the library. At that time the board asked the director to revise the Rules of Conduct to reflect those changes. We took the opportunity to review the entire policy and made a few changes, some at staff initiative and some at the initiative of the board's attorney. The changes are included in a draft of the revised policy, which was reviewed by the board appeals process committee members.

The most significant change allows the director to permanently deny access to patrons, while offering a clear path to re-apply to the Board for access after one year. In the past the longest period of time a person could be denied access was one year. This option would be invoked on rare occasions, but there are some behaviors, generally against the law, for which this would be appropriate.

In the past the Rules did not include actions against the law, but there are several places where unlawful behavior is now specifically addressed.

All revisions were made in consultation with the board's attorney.



**MOTION CARRIED 6 – 0.**

Director Rohrbaugh noted signs and other printed materials will be revised to reflect the approved revisions to the policy.

B. Supervisory-Technical / Administrator Fringe Benefits Revision

**Recommendation:** The director recommended the Administrator Fringe Benefit Statement and the Supervisory-Technical Fringe Benefit Statement be revised to agree with FMLA policy language.

**MOTION:** J. VANDER ROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO REVISE ADMINISTRATOR AND SUPERVISORY-TECHNICAL FRINGE BENEFIT STATEMENTS AS RECOMMENDED BY THE DIRECTOR.

Executive  
Summary:

When the board approved an FMLA Policy in September 2009, it was acknowledged the library already had in place procedures for handling FMLA situations. Our KPLA and KPLSP contracts, Employee Handbooks and Super/Tech and Administrator fringe benefits statements already contained language pertaining to FMLA.

The approved Policy is the basis for compliance by all non-represented (non-union) employees and by represented (union) KPL employees unless their collective bargaining agreement conflicts with specifics of the policy, in which case the collective bargaining agreement will supersede the Policy.

The Policy incorporated specific language that was negotiated with KPLSP in the spring of 2009 and is contained in the current KPLSP Agreement. Now we would like to adopt this language for Supervisory Technical and Administrative employees. Such adoption requires a change in the Supervisory Technical and Administrator fringe benefits statements. The proposed changes were reviewed and are supported by the Personnel Committee.



**MOTION CARRIED 6 – 0.**

C. Notary Services

**Recommendation:** Director Rohrbaugh recommended notary public services be added to those services offered by the library to resident borrowers.

**MOTION:** J. VANDERROEST MOVED AND F. BROWN SUPPORTED THE MOTION TO ADD NOTARY PUBLIC SERVICES TO THOSE SERVICES OFFERED BY THE LIBRARY TO RESIDENT BORROWERS.

Executive  
Summary:

In response to the request from the board at the previous meeting, the director provided the following background information regarding Notary service at KPL.

The Assistant to the Director was commissioned as a Notary Public in the mid-90's to expedite notarizing KPL board officials' signatures on Tax Anticipation Notes and other construction related documents. When KPL began receiving inquiries about notary service from patrons, the director authorized the Assistant to respond to requests with the caveat that the numbers of transactions and time involved were reasonable; the service not be advertised. Notary service was provided on that basis when the Assistant was available.

In an effort to make the service more consistent, two IRS staff members became commissioned as Notaries Public in late August 2009 and the service moved from the Assistant to the Director in the library office to a more easily patron accessible service offered through the Reference Desk on the second floor of the Central Library. The service continues to be unadvertised or promoted in any way.

The number of patrons assisted averages between 2 and 5 per week; requiring between 3 - 8 minutes of staff time per document. The documents needing notarization vary, yet all can be characterized as simple and straightforward. As required by the Michigan Notary Public Act, a record of each notary act is kept by each notary.

While the stream of new or renewing notaries remains steady in the community (the Kalamazoo County Clerk's office reported that between 75 – 100 notaries are sworn in each year); locations that do not require membership or do not charge a fee for the service are not readily available. Many, like KPL, do not advertise or promote the service and provide a notary on an as needed basis.

Calling local agencies revealed that the availability and need for free notary service appears to be spread throughout the community and distributed widely enough to ensure that each location maintains a steady but manageable business in notary service.

Discussion: In response to trustee inquiries, the director confirmed notary service is available only at the central library; we will not promote the service; although staff feels the service is worth offering given the limited staff time involved, it is the board's decision to make. If time required increases significantly, the decision may be reconsidered.

L. Godfrey said she thinks it is worth continuing the service with the caution that we are very sure the people whose signatures are being notarized are who they say they are.

J. Vander Roest agreed it is a good service to offer, but we need to be sure staff complies with the law in all respects. R. Brown expects staff is doing that, but does not see how it fits with the library's mission and will want to revisit this service if issues arise.



**MOTION CARRIED 5 – 0, with one abstention (R. Brown)**

D. Calendar of Meetings

Recommendation: **Director Rohrbaugh recommended the board set a special meeting for Monday, February 1, 2010, at 4:00 for the purpose of meeting with library strategic planning consultant Sandra Nelson, who will facilitate our strategic planning process.**

**MOTION: J. VANDER ROEST MOVED AND R. BROWN SUPPORTED THE MOTION TO SET AN ADDITIONAL BOARD MEETING TO MEET WITH THE LIBRARY'S STRATEGIC PLANNING CONSULTANT ON MONDAY, FEBRUARY 1, 2010 AT 4:00 P.M.**

Executive  
Summary:

The first of Ms. Nelson's three visits is scheduled for February 1 and 2. On February 1, she will meet with staff to outline the planning process, answer questions, and explain the role of the staff. She would do likewise with the board at this special meeting.

At the February 1 meeting we will discuss whether other special meetings will be needed.

On February 2 the consultant will meet with the Community Planning Committee.



**MOTION CARRIED 6-0.**

## REPORTS

### E. Reading Together 2010

Presentation: Lisa Williams, Adult Programming Coordinator, distributed the 2010 Reading Together guide to book discussions, programs and author visit. This year's book is "Snow Falling on Cedars" by David Guterson, who will visit Kalamazoo on March 17. Programs this year center on three topics: 1) Japanese culture; 2) the book itself; and 3) the evacuation and incarceration of Japanese-Americans during World War II.

Disposition: Trustees were appreciative of the report, enthusiastic about this year's book, and looking forward to the events and author visit.

### F. Kid Builders

Presentation: Susan Warner, Head of Youth and Neighborhood Services, told the board the Kid Builders Book project they heard about a few months ago, funded by a Kalamazoo Community Foundation grant, is ready to be launched. The sets of books, specific to Michigan, will be distributed to parents and caregivers at pre-school story times; activities from the books will be integrated into what we are already doing at storytimes. The purpose of the program is to model activities to be used with children so parents and caregivers are comfortable using the books to prepare their children to be ready to learn when they enter school.

Children's librarian, Bill Caskey, created an instruction and assessment model to be used by children's librarians. We plan to share this model with other stakeholders in the Great Start collaborative, with the hope they will gain ideas to use within their own agencies.

At the end of the year the goal is for all books to be distributed and in use; a progress report will be provided for the board at that time.

Director Rohrbaugh commented the opportunity for grants is a good benefit of collaborations in the community as led by Susan Warner and Mary Doud.

Disposition: Trustees were supportive of the Kid Builders project.

## IV. COMMITTEE REPORTS

### Finance & Budget Committee

**J. Vander Roest:** the committee met the previous week on budgetary issues that will come to the full board in February.

Personnel Committee

**R. Brown:** No report.

Building Committee

**A. Rohrbaugh:** Building project progress is included in the written director's report.

Endowment Committee

**V. Wright** noted the end of quarter statement was received, including the end of year report, which is consistent with the financial report.

**VII. OTHER BUSINESS**

Director's Report

The director highlighted some items from her written report and responded to a few questions from trustees. She noted there were two "Friends" in the audience.

**VIII. PERSONS REQUESTING TO ADDRESS THE BOARD**

No one addressed the board.

**IX. TRUSTEE COMMENTS**

**J. Vander Roest** was enthusiastic about the Reading Together selection for this year. He found it well written and a good read.

**R. Brown** attended and enjoyed a recent, successful concert.

**C. TenBrink** received her first introduction to Wii when she came to a recent program to "play with the Beatles."

**V. Wright** noted she mentioned at the December meeting that she had not used self-check; she has since tried it and it was easy to use.

**X. CLOSED SESSION**

In response to a request from the director to move to closed session, President Wright asked for a motion to move to executive session to conduct the director's mid-year review.

**MOTION:** **IT WAS MOVED BY J. VANDER ROEST AND SUPPORTED BY L. GODFREY 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; L. Godfrey – yes; V. Wright – yes.**



**Motion carried 6 – 0. Trustees moved to executive session at 5:00 p.m.**

**MOTION:** **IT WAS MOVED BY J. VANDER ROEST AND SUPPORTED BY F. BROWN TO RETURN TO OPEN SESSION.**

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



**Motion carried 6 – 0. The meeting returned to open session at 5:47 p.m.**

**X. ADJOURNMENT**

Minutes of the January 25, 2010 Kalamazoo Public Library Board of Trustees Meeting, cont.

Hearing no objection, President Wright adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 5:48 p.m.

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Cheryl TenBrink, Secretary