

**Kalamazoo Public Library  
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES  
OPEN SESSION – STRATEGIC PLANNING**

DATE: February 1, 2010  
TIME: 4:00 p.m.  
LOCATION: Central Library  
Board Room  
315 South Rose Street  
Kalamazoo, MI 49007

**PRELIMINARY BUSINESS**

Roll Call

All trustees present: Cynthia Addison, Fenner Brown, Robert Brown, Lisa Godfrey, Cheryl TenBrink, James Vander Roest and Valerie Wright

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**

No items

**IV. FINANCIAL REPORTS**

No reports

**V. REPORTS AND RECOMMENDATIONS**

A. Committee of the Whole

**MOTION: R. BROWN MOVED AND C. ADDISON SUPPORTED THE MOTION TO MOVE TO A COMMITTEE OF THE WHOLE IN ORDER TO DISCUSS A STRATEGIC PLANNING PROCESS WITH CONSULTANT SANDRA NELSON.**

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



**MOTION CARRIED 7 – 0.**

**The meeting moved to a committee of the whole at 4:02 p.m.**

Discussion: Sandra Nelson, library planning consultant, outlined the planning process to be followed and explained it will be cooperative rather than remedial. KPL is building from strength with good community support. Times change, the external environment changes and can have a profound effect. Planning for the future will keep the library as successful as it is now.

The collaborative process is about the community; board input and staff participation in planning meetings and on the electronic staff forum is strongly encouraged. It is designed to

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be a fast process of three and a half to four months duration; the planning isn't the end, but rather the beginning.

In response to R. Brown's expressed desire to consult with stakeholders about the 18 service responses, S. Nelson indicated it would be more useful to provide a mechanism for input from the general public after the service responses are set and when the library is ready to decide on activities to support the service responses. The community committee will have spent a fair amount of time talking about community priorities before they consider and prioritize the 18 service responses. L. Godfrey felt trying to do a survey on the 18 service responses now would be unsuccessful because participants would have no context to be able to provide an informed reaction. R. Brown still felt it would be the right thing to do even with shortcomings and problems.

L. Godfrey indicated the list of 18 service responses is not readily understood by the lay person; that there is a time and a place to ask for input, but this kind of inquiry now would not be helpful. J. Vander Roest stated it is the board's responsibility to govern; perhaps after decisions are made we could go to the community in a more deliberate fashion. S. Nelson said determining library priorities regarding how to allocate resources is a board responsibility.

F. Brown asked how program priorities would be reconciled with resource allocation. S. Nelson indicated the community committee will be limited to recommending priorities as they are important to the community vision. The allocation of resources will be a library board and management decision. A reallocation could mean a large training component - skills development for staff with changes in duties.

S. Nelson explained that measurement of the success of activities will become an important part of the library's continuing evaluation of resource allocation. A. Rohrbaugh indicated some libraries do not do programming that attracts fewer than 35 people. S. Nelson said her benchmark is that a program must serve 5% of the population annually or it is not offered.

The resulting plan after this process is complete will be a blueprint for growth and adaptation. A. Rohrbaugh said she sees this blueprint, which may be as simple as a tri-fold flyer, as replacing the current Tactical Plan. S. Nelson suggested looking at the new plan as the underlying structural component represented by the current Tactical Plan.

R. Brown asked if the organizational chart is on the table; the answer is yes. Trustees expressed concern that the process may be too rapid for the board to be able to deliberate before needing to make decisions. S. Nelson said her clients say the process looks challenging at the beginning, but it ends up being the right pace. The pace can be moved back if necessary

**MOTION: C. ADDISON MOVED AND J. VANDER ROEST SUPPORTED THE 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; L. Godfrey – yes; V. Wright – yes.**



**MOTION CARRIED 7 – 0.  
The meeting returned to open session at 5:00 p.m.**

B. Added Meeting Date

**Recommendation: The director recommended the board schedule a special meeting for Monday, March 8, 2010 at 4:00 p.m. to review, revise and approve the service responses.**

**MOTION: L. GODFREY MOVED AND J. VANDERROEST SUPPORTED THE MOTION TO SCHEDULE A SPECIAL MEETING AS RECOMMENDED.**



**MOTION CARRIED 7 – 0.**

**VI. COMMITTEE REPORTS**

There were no reports.

**VII. OTHER BUSINESS**

There was no director's report.

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

No one addressed the board.

**IX. TRUSTEE COMMENTS**

**F. Brown** told trustees he would be In Italy from May 10 – June 10 as part of a study exchange sponsored by Rotary.

**C. Addison** expressed her pleasure at meeting Sandra Nelson.

**S. Nelson** said she was pleased to be invited; that it is nice to work with a good library that is building on strength.

**L. Godfrey** thanked S. Nelson in advance for her patience.

**X. ADJOURNMENT**

Hearing no objection, President Wright adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 5:07 p.m.

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Cheryl TenBrink, Secretary