

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

DATE: February 25, 2008  
TIME: 4:00 p.m.  
LOCATION: Central Library  
Board Room  
315 S. Rose Street  
Kalamazoo, MI 49007

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

Agenda Approval: The agenda was accepted as presented.

**PRELIMINARY BUSINESS**

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

**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 January 28, 2008 Regular Meeting
- B. Personnel Item

**Promotion:**

**Keith Howard** will transfer to the newly created position of Web Coordinator (S/T 5) in the Administrative Office effective March 1, 2008. Keith was hired at KPL as the Community Relations Assistant (KPLSP) in 2004 and transferred to the IT Trainer position (S/T 3) in 2006.

Disposition: The board accepted the Minutes of the Meeting of January 28, 2008 and the Personnel Item as presented.

**IV. FINANCIAL REPORTS**

- A. Financial Reports for the Period Ending January 31, 2008

**Recommendation:** A. Rohrbaugh recommended the board accept the Financial Reports for the Period Ending January 31, 2008 as presented.

**MOTION:** L. GODFREY MOVED AND R. BROWN SUPPORTED ACCEPTANCE OF THE FINANCIAL REPORTS FOR THE PERIOD ENDING JANUARY 31, 2008.



Executive

Summary: A. Rohrbaugh noted the reports show we are at a reasonable level of receipts and expenditures for this period in the fiscal year.



**Motion carried 7-0.**

B. Financial Tutorial

Presentation: Diane Schiller, Head of Finance & Budget, presented an update for trustees on KPL's debt service. She explained the mechanism and timing used to transfer funds to debt service accounts to make required payments. She recently reviewed with the Finance & Budget Committee the desire to move our accounts from LaSalle Bank to First National Bank, which is local. That was approved and we are in the process of moving funds currently.

Disposition: Trustees received and thanked Ms. Schiller for the information.

V. **REPORTS AND RECOMMENDATIONS**

**Reports**

A. Web Usage

Presentation: Michael Cockrell, Head of Adult Services, reported we are utilizing "Google Analytics" to collect data about the usage of our website each month. Last month a total of 25,436 outside visitors accessed the website. 15,369 were absolute, unique visitors. Most visited areas of the site: community directory, "How to log in," and local history information. Although we have tracked some of this type of information in the past, the new tool will allow us much improved understanding of how people are using our site so we can continue to strive to make it as useful as possible.

Disposition: Trustees were pleased to receive the information.

B. Teen Literary Seminar

Presentation: Cory Grimminck, Teen Services Lead Librarian, told trustees about the teen literary seminar, "Authors @ the Zoo," scheduled for March 13. It will feature award-winning teen literature authors Angela Johnson and Sharon Flake.

Disposition: President Addison thanked Ms. Grimminck for the report.

C. Trustee Presence on New KPL Website

Presentation: Marti Fritz, Community Relations Coordinator, led a trustee discussion about what trustee information would be appropriate to include on the new KPL website.

Disposition: It was agreed the website will include an individual trustee presence that will include a photograph, a description of the trustee's relationship to KPL, a brief information piece, and a link to an e-mail address that will go to the director and assistant to the director who will determine whether to forward to trustees.



**VI. COMMITTEE REPORTS**

Finance & Budget Committee

J. Vander Roest: The committee talked about possible ways to fund RFID; another meeting to continue the discussion is planned prior to the March board meeting when it is expected a recommendation will be brought to the full board.

Also reviewed and approved was a move of KPL's debt service accounts to First National Bank.

Finally, they reviewed a draft budget for the Non-Profit Center being considered and how it would be funded. They authorized staff to go ahead with the budget which was felt to be financially prudent and sound.

Personnel Committee

V. Wright: The evaluation form to be used for the director's annual evaluation has been revised and will be distributed to board members soon.

Building Committee

A. Rohrbaugh: No meeting has been held recently.

Millage Committee

A. Rohrbaugh: No meeting has been held, but there has been a discussion via e-mail about a draft and timing of a fundraising letter.

Endowment Committee

L. Godfrey: There has not been a meeting of the committee in the last month.

**VII. OTHER BUSINESS**

A. Directors Report

The director highlighted several items in her written report and answered questions from trustees on several additional items.

Disposition: Trustees received the report.

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

No one addressed the board.

**IX. TRUSTEE COMMENTS**

V. Wright congratulated Christine Hann on her election to a two-year term on the Michigan Council of Federal Depository Libraries, the state group responsible for implementing, monitoring and amending the Michigan Plan for the Federal Documents Depository Library System.

C. Addison commented on how much she appreciated receiving the latest library publications in such a timely manner.

**X. EXECUTIVE SESSION**

In response to a request from the director, President Addison asked for a motion to move to executive session for preliminary review of the year to date.

**MOTION: L. GODFREY MOVED AND J. VANDER ROEST SUPPORTED A MOTION TO MOVE TO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING THE DIRECTOR'S ANNUAL EVALUATION.**



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



**Motion carried 7-0. The meeting moved to executive session at 5:15 p.m.**

**MOTION:**                      **L. GODFREY MOVED AND J. VANDER ROEST SUPPORTED A MOTION TO RETURN TO OPEN SESSION.**

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



**Motion carried 7-0. The meeting returned to open session at 6:15 p.m.**

**Discussion:**                      There was some discussion about this year's "Reading Together" program. The feeling of the board is that information regarding the program on the website is not enough; a written/paper schedule of events is needed. They also hope the book chosen next year will be better for discussion and that the author will be able to come to Kalamazoo.

The director assured them that staff have the same goals in mind for 2009.

## **XI.                      ADJOURNMENT**

Hearing no objections, President Addison adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 6:20 p.m.

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Loren Dykstra, Secretary