

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: February 25, 2013
Time: 4:00
Location: Central Library Board Room

TRUSTEE ROLL CALL:

Present: Fenner Brown, Robert Brown, Bruce Caple, Lisa Godfrey, Cheryl TenBrink, James VanderRoest, and Valerie Wright.

Absent: None

CALL TO ORDER:

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

AGENDA APPROVAL:

The agenda was approved.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

None.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

III. CONSENT CALENDAR

A. *Minutes of the Board Meeting of January 28, 2013*

B. *Personnel Items*

- Position Addition

Steven Braat added the KPLSP FTE .5 Library Assistant 4 position of Lead Evening Custodian in Facilities Management effective February 1, 2012. Steven also holds the KPLSP FTE .5 Library Assistant 3 position of Weekend Custodian in Facilities Management.

- New Hire

Adam McFarlin joined the staff in the FTE .75 Supervisory-Technical 2 position of ONEplace Assistant effective February 16, 2013. Adam brings to this position approximately 5 years of experience in nonprofit settings and most recently held the position of Senior Member Services Representative at the Kalamazoo Regional Chamber of Commerce.

IV. **FINANCIAL REPORT**A. *Financial Reports for the Month Ending January 31, 2013*

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the month ending January 31, 2013.

MOTION: R. BROWN MOVED AND F. BROWN SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING JANUARY 31, 2013.

MOTION CARRIED 7-0.

V. **REPORTS AND RECOMMENDATIONS**REPORTS:A. *Teen Filmmaker Festival Report – Stewart Fritz*

Report: Director Rohrbaugh introduced S. Fritz to Board members. S. Fritz said that the 10th Annual Teen Filmmaker Festival had taken place on February 24th at the State Theater and had attracted the largest crowd ever with over 600 people in attendance. There were 127 entries submitted, 28 of which were accepted. Most student entries were from the area and some of the winners were repeat winners from previous years. S. Fritz showed two of the winning films for Board members.

Discussion: L. Godfrey asked if all the films were available for viewing. S. Fritz answered all the accepted films could be viewed on the library's youtube channel. F. Brown asked what the grand vision was for the film fest. S. Fritz explained that if the film fest were to become much larger, it would have to be run differently to accommodate the greater number of people. He told trustees that he has had interest both nationally and internationally to expand. R. Brown expressed his appreciation for the event being local and L. Godfrey commented the event had already grown tremendously since its inception. V. Wright asked if any of the teens who had entered had gone into film for a career. S. Fritz answered one of the judges this year was currently a film student at New York University. He had started entering the film fest at age 13. He and M. Cockrell also said at least two other directors had gone on to attend film school. B. Caple asked if teen staff were able to use the preparation or afterglow of the film fest to boost attendance at other teen events. S. Fritz answered that they had tried but the momentum had not carried to other events. B. Caple asked if the library offered programs to help prepare for the film fest. F. Howe explained that the Kalamazoo Institute of Arts had taken the lead with these types of classes.

Disposition: Trustees thanked S. Fritz for his report.

B. *Reading Together Update – Karen Santamaria*

Report: K. Santamaria handed out brochures for Reading Together to each Board member. She told them Amy Waldman would be visiting the following week and the library was excited to be having a big event at the end of Reading Together when Brooke Gladstone would be visiting, recommending that Board members listen to her NPR show, *On the Media*, if they had the opportunity. She then distributed bookmarks to Board members which marketed the Amy Waldman visit on one side and Brooke Gladstone on the other. K. Santamaria reported circulation of *The Submission* was strong: print circulation was on target, Book Club in a Bag had

already surpassed its goal, audiobooks were not as strong as she had hoped but digital audiobook circulation had been very high.

K. Santamaria highlighted some of the programs she was excited for including the panel discussion on art as an expression of grief with an art educator, grief support counselor for Hospice, the sculptor commissioned to complete the Eric Zapata memorial, and an art therapist. Another program titled “Public Art and Controversy” will have members of the Public Art Commission talking about local public art and the differences between how the community perceives works of art and what the artist meant it to mean. There will be a panel of Muslim Americans who will discuss the ways their lives have changed following 9/11. Sherry Ransford-Ramsdell will lead two book discussions about the six main characters in the book and Edwin Martini from Western Michigan University led a program discussing fiction as alternative history.

Discussion: L. Godfrey asked about the Art Hop on March 1st. K. Santamaria said the Art Hop would feature artwork in the rotunda by EFA students in a digital design class as well as readings from the theater practice and performance students inspired by *The Submission*.

Disposition: Board members thanked K. Santamaria for her report and the work she has done to prepare for Reading Together.

C. *Freegal and Rocket Languages Services – Michael Cockrell*

Report: Director Rohrbaugh welcomed M. Cockrell to talk about Freegal and Rocket Languages, two new services the library is providing through the Southwest Michigan Library Cooperative. M. Cockrell said the products came from a company called Library Ideas. He explained that Freegal offered free, legal, downloadable music through libraries. Resident borrowers were allowed three downloads per week and the database contained millions of songs, thousands of artists, and hundreds of genres. The downloading of songs was quick and easy and between February 1st and the Board meeting, the library had already given away 700 songs. The songs are DRM free.

M. Cockrell told Board members that Freegal was transparent in its reporting to KPL and able to convey which genres and artists were the most popular. He then walked through the process of downloading a song. The main complaint patrons have had so far is with the search function because patrons are not able to limit their search results after they have done an initial search but the service has been warmly received by the patrons who have used it.

Discussion: J. VanderRoest asked if the library could give feedback to the company about the search function. M. Cockrell said the library was able to give feedback and he would like to be able to work with the company to customize the page to include KPL’s logo. J. VanderRoest asked if Freegal offered suggestions of other artists based on past downloads. M. Cockrell answered it did not but new and popular artists were highlighted. He noted the database allowed patrons to search by genre saying it was impressive the number of genres offered. L. Godfrey asked what the classical music collection contained. M. Cockrell pulled up the classical music collection by genre. J. VanderRoest asked if Freegal offered a mechanism for purchasing more songs once patrons had reached their three item limit. M. Cockrell answered there wasn’t a way to do this. He explained that all of the artists had Sony contracts and had therefore been paid already to distribute the song. L. Godfrey asked if other music labels would be offering music through Freegal. M. Cockrell said at this time Sony was the only company but Library Ideas was working to reach deals with other companies. He commented he was surprised on

the great number of songs offered through the database and impressed with the amount of enjoyable music he had found.

Report: M. Cockrell moved on to begin talking about Rocket Languages explaining the database offered self-paced tutorials for 13 different languages. M. Cockrell explained how the site worked. Each patron has an individual login so that they can enter the site and continue where they left off. The site records the user's voice and repeats the phrases they have practiced to help them get the correct accent. M. Cockrell told meetings attendees Rocket Languages had not been as popular as Freegal but he would like to promote it more.

Discussion: J. VanderRoest asked if Rocket Languages could be promoted through a public service announcement on WMUK. F. Brown suggested the service be promoted through the library's digital signage. Director Rohrbaugh said these may be good ways to promote the service. M. Cockrell acknowledged Rocket Languages would be difficult to use in the library since patrons needed microphones to get the full effect of the tool. B. Caple asked if statistics were available from the site. M. Cockrell said statistics were available but the library would not know who was taking what languages or how they were doing in their studies. He pointed out users received badges when they reached certain levels of competency. L. Godfrey asked what the depth of the training was for the languages. M. Cockrell explained the lessons taught conversational language that would be helpful for someone traveling. J. VanderRoest asked if the Spanish and Portuguese were European or Latin American. M. Cockrell answered he believed the Spanish and Portuguese were Latin American.

Disposition: Director Rohrbaugh and Board members thanked M. Cockrell for his report.

D. Envisionware – Kevin King

Report: Director Rohrbaugh explained that Envisionware was the print and computer management system the library was using. K. King said the Envisionware project had begun last spring. This system replaced SAM. K. King explained to trustees how to login to a computer, hide the screen to hold a computer in use if a patron needed to leave their computer for a short time, reserve a computer, and print. K. King explained staff have more control over computers with this system. He said the system was very smart when it came to reserving computers and that computers could be reserved from inside the library, as well as, outside the library from the library's website. K. King said the customer support for the system and the interface were much more user friendly. He explained that the way the printers were networked will require less printers in the rotunda at Central compared to what there was in the past. K. King lastly explained E-Commerce. Though the library is still working to have e-commerce up and working completely, it allows patrons to pay fines and add money to print with a credit card online.

Disposition: Board members thanked K. King for his report.

E. Legislative Update – Diane Schiller

Report: D. Schiller told meeting attendees that there was not a lot of information to report on. Both parties had recently held their caucuses to elect new party chairs. The Republican Party voted to support proposed legislation that would change the Electoral College rules. She also mentioned an emergency manager would be appointed to work with the city of Detroit. D. Schiller said many people believed the state needed more money for road work but there were

differences in opinion of where this money should come from. She mentioned that there were, at the time of the meeting, three lawsuits relating to Right to Work.

Disposition: Board members thanked D. Schiller for her report.

VI. COMMITTEE REPORTS

A. *Finance and Budget Committee*—no report.

B. *Personnel Committee*—V. Wright said that the Personnel Committee had not met but reminded Board members that the Director's Annual review would be passed out at the March Board Meeting.

C. *Fund Development and Allocations Committee*—no report.

D. *Director's Building Advisory Committee*—Director Rohrbaugh told Board members there had been no meeting but that she had an update saying architect S. Penchansky had visited the library last on January 30th, two days after the previous Board meeting when the plans were first presented to the full Board. Some details were finalized on this day and S. Penchansky was to return on March 20th. She said she hoped the full plans would be finalized on this day and following this he would be able to draw up bid documents and develop a tentative time table for the construction project.

VII. OTHER BUSINESS

A. *Director's Report*

Presentation: Director Rohrbaugh started by mentioning three items not on the Director's Report. She discussed the bed bug issue the library had recently had saying the Washington Square Branch and Children's Room had been treated and reopened to the public for use. She said the main people dealing with this issue going forward would be S. Lindemann, K. King, and F. Howe and the library would develop a routine for prevention and treatment. She said she felt good about the way the issue was handled and she sensed the community was grateful for the way it was dealt with as well. B. Caple said he assumed staff would be trained on using the Packtite and recognizing the signs of bed bugs. He asked if there would be any further change to the ways staff process materials. Director Rohrbaugh said the bag policy would be more strictly enforced. She said materials would continue to be inspected but that she could not guarantee everything would be caught when the library circulated over a million items each year. She said the first bed bugs were found in a book because it was damaged. K. King said Patron Services staff were being encouraged to shelve books from a cart rather than by the arm full as a way to lower the chances a bug would crawl from a book onto a staff members clothing. J. Vander Roest asked if the library was asking patrons to refrain from reading in bed. Director Rohrbaugh answered that the library was not requesting this.

L. Godfrey mentioned an article in the Kalamazoo Gazette that day which talked about bed bugs in local hospitals. J. Vander Roest asked how reliable the bed bug sniffing dogs were when they alerted areas. S. Lindemann said there was only one other bug they could confuse the scent with, a bat bug that was only present if there was a bat infestation. She continued describing how the handlers would revisit areas of the library to ensure the legitimacy of positive alerts. K. King said the dogs were generally 95-96% accurate. J. Vander Roest asked what kinds of dogs were used. S. Lindemann said there was a beagle mix, a lab, and a terrier mix. S. Lindemann

told Board members if they were worried about bugs in books checked out from the library, they should keep them in Ziploc bags unless reading them.

Director Rohrbaugh invited trustees to an upcoming webinar the library was hosting on campaigns. She also told them March would be the first anniversary of First Saturday@kpl. Looking to the Director's Report, she next highlighted item 6 and the mail survey conducted by the Kercher Center. Director Rohrbaugh said many surveys had been returned and the Kercher Center was hoping to receive a total of 400 surveys back. She mentioned the survey was now on the library's website for patrons to complete until March 15th. The results of the survey should be available by mid-April. Next Director Rohrbaugh highlighted item 14 and the strong use of the website for the month of January. She emphasized item 15 saying the tagging of AV materials with the new stingray tags was underway.

F. Brown asked if Director Rohrbaugh if she could speak more about item 8. She said this was the first program designated for 7th grade to adult and that the instructor for the class first connected through the library during Reading Together in a previous year. L. Godfrey asked if this was the combined attendance following four sessions or the attendance at each session. M. Cockrell said this was the combined attendance. J. Vander Roest asked what the library put on its Flickr account. Director Rohrbaugh answered it was primarily pictures from library events.

Disposition: Trustees thanked Director Rohrbaugh for her report.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

Ayshyah Khazad, 710 Collins St., Apt. 1202, said he had addressed the Board at the previous meeting about combining Science Fiction and Fantasy. He said the M. Cockrell had told him this would be done and he wondered how long it may take. M. Cockrell answered that over a thousand items would need to be shifted and the process may be complete by early March. A. Khazad also commented there were often babies crying or children throwing tantrums in the library and he would appreciate it if the library could be a quieter place.

IX. COMMENTS BY TRUSTEES

- C. TenBrink said she was looking forward to Amy Waldman's visit for Reading Together.
- J. Vander Roest said he appreciated the library's transparency during the bed bug episode saying he was very happy and impressed with the way the library handled things.
- R. Brown thanked staff for being vigilant and diligent during the bed bug episode.
- B. Caple said the bed bug issue was very professionally handled by the library and he appreciated the updates from Ann to the Trustees.
- V. Wright said she was looking forward to Reading Together.
- L. Godfrey said she agreed with the other Trustees about the way the bed bug issue was handled. She said she sensed the community appreciated the way it was handled as well and said she presumed there would be no downturn in library usage as a result. Director Rohrbaugh said she hoped circulation would not drop but that this would remain to be seen with time. She said she had received very good advice from other libraries who had endured similar issues through the Urban Libraries Council listserv. L. Godfrey suggested that the library's ebook circulation may rise as a result of the bed bug episode.

X. ADJOURNEMENT

Hearing no objection, President TenBrink adjourned the meeting at 5:22 p.m.

X _____
Fenner Brown
Secretary