

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
REGULAR SESSION
DATE: February 27, 2012
TIME: 4:00 P.M.
LOCATION: Central Library

TRUSTEE ROLL CALL:

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

Absent: Fenner Brown

CALL TO ORDER:

President Godfrey 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 23, 2011

B. Personnel Items

a. Resignation

Monica Priest resigned from the ST FTE .75 Nonprofit Assistant position in ONEplace effective February 20, 2012. Monica began work at KPL in May 2009. She has accepted a full time position in fund development with Girl Scouts Heart of Michigan.

b. Employee Transfer

Jennifer Cornell will transfer to the newly created Circulation Supervisor ST FTE 1.0 position in Patron Services effective April 1, 2012. Jennifer currently holds the ST FTE 1.0 position of Assistant to the Director in Administrative Services.

c. Position Addition

Tami Russell added the KPSLP FTE .5 position of Programming Support in Youth Services effective February 1, 2012. Tami also holds a KPLSP FTE .5 Library Assistant position in Patron Services.

DISPOSITION:

The board accepted the Minutes of the Board Meeting of January 23, 2012 and personnel items as presented.

IV. FINANCIAL REPORT**Financial Reports for the Period Ending January 31, 2012**

Recommendation: A. Rohrbaugh recommended the Board accept the Financial Reports for the period ending January 31, 2012

MOTION:

R. BROWN MOVED AND V. WRIGHT SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE PERIOD ENDING DECEMBER 31, 2011.

MOTION CARRIED 6-0 

V. REPORTS AND RECOMMENDATIONS**ACTION ITEMS****A. CIP Budget Adjustment**

Recommendation: A. Rohrbaugh recommended \$12,314 be moved from the capital improvement plan (CIP) budget for upgrade of the server and peripheral equipment for our integrated library system (ILS) to the CIP budget for replacement of our print and time management system for public computers.

EXECUTIVE SUMMARY:

During the 2009 – 2010 CIP revision, funds were allocated to upgrade the ILS servers and equipment. Of that original budget allocation, \$12,314 remains unspent. In this year's CIP, we have allocated \$60,000 for a replacement print and time management system. Transferring the balance from the server upgrade, would provide funding for the EnvisionWare Print and Time Management System being recommended by the Tech Team including the added features of the point of sale module which we didn't have in mind when the budget was set at \$60,000.

The attached memo from the Tech Team outlines the need for a replacement system, the investigation of various systems, and the recommendation for EnvisionWare.

MOTION:

J. VANDER ROEST MOVED AND R. BROWN SUPPORTED THE MOTION TO MOVE \$12,314 FROM THE CAPITAL IMPROVEMENT PLAN (CIP) BUDGET FOR UPGRADE OF THE SERVER AND PERIPHERAL

EQUIPMENT FOR OUR INTEGRATED LIBRARY SYSTEM (ILS) TO THE CIP BUDGET FOR REPLACEMENT OF OUR PRINT AND TIME MANAGEMENT SYSTEM FOR PUBLIC COMPUTERS.

DISCUSSION:

Trustee B. Caple inquired if the amount of the CIP budget adjustment would be enough to cover the cost of the requested software. Director Rohrbaugh confirmed the amount was indeed enough. She also responded to V. Wright's inquiry if other vendors had been researched and contacted by deferring to Head of Adult Services, Michael Cockrell, who said that other options had been examined. Director Rohrbaugh thanked the Board.

MOTION CARRIED 6-0



REPORTS

B. Legislative Update

Presentation: D. Schiller presented a brief update on legislative matters. Twenty-nine new general (not specific to the library) Public Acts have been signed by the governor. PA 7 indirectly affects the library and is related to where penal fine money is directed.

DISCUSSION: R. Brown inquired as to the status of Personal Property Tax and if local meetings with legislators were still going to be held. D. Schiller responded that things are still the same as they had been as of last month's meeting regarding Personal Property Tax. Director Rohrbaugh noted that local meetings are still on hold and that the Michigan Library Association is strongly lobbying on behalf of libraries.

DISPOSITION: The Board received this brief report from Ms. Schiller.

C. 403b Plan Status

Presentation: D. Schiller gave an update on the library's 403b plan which is open to all employees. Participants are mostly salaried employees although there are a small number of hourly employees participating. A consistent increase in participation is shown from years 2009 (35 participants) to 2011 (47 participants). The average participant balance as of December 31, 2011 is \$25,965.86 and average age of participants is between 30 and 60. Most participants choose a moderate or conservative investment model rather than an aggressive model.

DISPOSITION: Trustees thanked Ms. Schiller for this report and appreciated her presentation.

D. Reading Together

Presentation: Reading Together Coordinator Karen Santamaria handed out bookmarks and buttons to Trustees and shared an update of this year's Reading Together programs and statistics. This is the 10th year of the community reading program. The intention of Reading Together is to select a title that is compulsively discussable, encourages reading between the lines, and has an ambiguous ending. The committee also places high priority in selecting an author who is available to speak. In its ten years, 6

fiction and 6 non-fiction books have been selected (one year included 3 titles). Importance is also placed in availability of titles in various formats including Spanish language in this year's case. So far, circulation statistics include 725 books, 42 e-books, 9 digital audiobooks, and 4 sets of Book Club in a Bag. As many as 30 book clubs have indicated their groups are reading the title as well. Other programs and activities include a weekend Book Fair at Barnes and Noble, numerous K-College lectures or workshops, Art Hop with art from El Sol Elementary students, and much more.

DISPOSITION: Trustees were very excited about Reading Together and thanked Karen Santamaria for her report and the work she has done with this important KPL program.

E. Teen Filmmaker Festival

Presentation: Lead Librarian in the Teen area Stewart Fritz reported on the 9th Annual Teen Filmmaker Festival held on February 26. Of the 83 films entered, 21 were judged, and 7 awards were provided. Ages 13-18 can participate and many of the entries are from the EFA program through Kalamazoo Public Schools. The Rave Theater in downtown Kalamazoo hosted a crowd of 500 people who viewed the films. All of the judged films will be available online on YouTube and a copy of the disc will be cataloged in the KPL AV collection. In the future, the coordinators of the festival would like to bring in a celebrity judge from Michigan. S. Fritz showed one of the clips to the Board.

DISPOSITION: President Godfrey thanked S. Fritz for his report and expressed appreciation for the library participating in this event to engage many, many teens.

VI. COMMITTEE REPORTS

- A. Finance and Budget Committee—did not meet, but D. Schiller had confirmed the CIP budget adjustment with Trustee Vander Roest.
- B. Personnel Committee—did not meet; V. Wright requested J. Cornell bring copies of Director's evaluation form to March meeting
- C. Fund Development Committee—no meeting
- D. Director's Building Advisory Committee—no meeting

VII. OTHER BUSINESS

A. Director's Report

Presentation: The director highlighted several items in the report including the success of the Friends' Bag Sale and the date/time of their spring meeting. She also updated the Board on the status of the snowmelt agreement: the library lawyers have drafted language and are awaiting word from the developer and the DDA. Additionally, Ms. Rohrbaugh provided a map to the Board of where the offices are for the managers and staff who have been shifting spaces due to staffing changes.

DISCUSSION: V. Wright asked if El Sol has always had their Literacy Night at a location other than their school. Head of Youth Services, Susan Warner, responded that the principal at the school felt it was very

important to have families connecting with the community as well as her belief that all families should have library cards. To have their Literacy Night at KPL was a natural spot based on those goals.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

IX. TRUSTEE COMMENTS

- V. Wright was very excited about the Reading Together activities and expressed her book group is currently discussing the novel.
- C. TenBrink enjoyed the showing of films at the Teen Filmmaker Festival.
- J. Vander Roest expressed his personal small business owner’s dismay over Personal Property Tax but knows that as a library steward, PPT has importance and reason.

X. EXECUTIVE (CLOSED) SESSION

President Godfrey asked for a motion to move to closed session to conduct a discussion on upcoming negotiations and asked that Director Rohrbaugh, Diane Schiller, and Terry New stay.

MOTION:

J. VANDERROEST MOVED AND R. BROWN SUPPORTED THE MOTION TO MOVE INTO CLOSED SESSION TO CONDUCT A DISCUSSION ON UPCOMING NEGOTIATIONS.

Roll Call Vote: L. Godfrey—yes; J. Vander Roest—yes; R. Brown—yes; B. Caple—yes; C. TenBrink—yes; V. Wright—yes.

MOTION CARRIED 6-0



Trustees moved to closed session at 4:58 pm

MOTION:

V. WRIGHT MOVED AND J. VANDER ROEST SUPPORTED THE MOTION TO RETURN TO OPEN SESSION.

Roll Call Vote: L. Godfrey—yes; J. Vander Roest—yes; R. Brown—yes; B. Caple—yes; C. TenBrink—yes; V. Wright—yes.

MOTION CARRIED 6-0



Trustees moved to open session at 5:52 pm

XI. ADJOURNMENT

Hearing no objection, President Godfrey adjourned the meeting at 5:53 pm

X

Robert Brown
Secretary