

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

DATE: February 28, 2005  
TIME: 4:00 p.m.  
LOCATION: Central Library  
Board Room – Third Floor  
315 South Rose Street  
Kalamazoo, Mi 49007

President Godfrey called the meeting to order at 4:02 p.m.

**PRELIMINARY BUSINESS**

Roll Call: All Trustees were present: Cynthia Addison, Donald Brown, Robert Brown, Amy DeShon, Loren Dykstra, Lisa Godfrey and James VanderRoest.

Approval of Agenda: The agenda was approved as presented.

**I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS**

**A. Banking Resolutions**

**Recommendation: Director Rohrbaugh recommended board approval of three banking resolutions.**

Executive Summary: The three resolutions recommended for approval are needed as a result of the administrative reorganization plan approved by the board in January. Although Ann Rohrbaugh and Diane Schiller are already authorized, signatory and transfer authority needs to be approved for Mary Doud and Ms. Rohrbaugh’s title needs to be changed as required for our various bank accounts. In addition, when custodianship of our endowment fund was transferred from Fifth Third Bank to the Bank of New York, we were assured we did not need a resolution from the board authorizing Bank of New York to be custodian, but it is now required.

Resolutions were needed for Huntington National Bank, Fifth Third Bank and The Bank of New York. In the next few months there may be similar bank resolutions brought to the board for similar action to update our information.

**MOTION: R. BROWN MOVED AND L. DYKSTRA SUPPORTED THE MOTION TO ADOPT THE RESOLUTION FROM HUNTINGTON NATIONAL BANK AS RECOMMENDED.**

**Roll Call Vote: R. Brown – yes; J. VanderRoest – yes; L. Dykstra – yes; A. DeShon – yes; D. Brown – yes; C. Addison – yes; L. Godfrey – yes.**



**Motion carried 7-0.**

**MOTION: R. BROWN MOVED AND L. DYKSTRA SUPPORTED THE MOTION TO ADOPT THE RESOLUTION FROM FIFTH THIRD BANK AS RECOMMENDED.**

**Roll Call Vote: R. Brown – yes; J. VanderRoest – yes; L. Dykstra – yes; A. DeShon – yes; D. Brown – yes; C. Addison – yes; L. Godfrey – yes.**



**Motion carried 7-0.**

**MOTION: R. BROWN MOVED AND L. DYKSTRA SUPPORTED THE MOTION TO ADOPT THE RESOLUTION FROM BANK OF NEW YORK AS RECOMMENDED.**

**Roll Call Vote:** R. Brown – yes; J. VanderRoest – yes; L. Dykstra – yes; A. DeShon – yes; D. Brown – yes; C. Addison – yes; L. Godfrey – yes.



**Motion carried 7-0.**

## II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

## III. CONSENT CALENDAR

- A. Minutes of the January 24, 2005 Regular Meeting
- B. Minutes of the February 19, 2005 Retreat on Financial Matters
- C. Personnel Items

**Cathy Serra** joined the staff on February 1, 2005, in the position of half-time library assistant 3, assigned to Local History, Adult Services. Ms. Serra has held positions as a library aide in Adult Services and Loan Services and as an Intern in Local History since 1998. She is currently attending Wayne State University working toward a master's degree in library science.

**Michael Hartig** joined the staff on February 16, 2005, in the position of half-time library assistant 3, assigned to Loan and Outreach Services. Mr. Hartig has been a library aide and clerical substitute in Loan Services, working on both the circulation and audio-visual public desks over the last five years.

Disposition: The board accepted the Minutes of the Meetings of January 24, 2005 and February 19, 2005 and the Personnel Items as presented.

## IV. FINANCIAL REPORTS

- A. Financial Reports for the Period Ending January 31, 2005

**Recommendation:** Director Rohrbaugh recommended the board approve the Financial Reports for the Period Ending January 31, 2005.

Executive  
Summary:

The Director highlighted several items in the financial reports including penal fines received in the fourth quarter, the fourth of five payments due in repayment of the Pharmacia (Pfizer) tax settlement, and the satisfactory return on endowment fund investments. She also indicated the revised budget will be presented to the board in March.

**MOTION:** C. ADDISON MOVED AND A. DESHON SUPPORTED ACCEPTANCE OF THE FINANCIAL REPORTS FOR THE MONTH ENDING JANUARY 31, 2005 AS RECOMMENDED.



**Motion carried 7-0.**

## V. REPORTS AND RECOMMENDATIONS

There were no recommendations or reports.

President Godfrey indicated trustees had talked about wanting to become more familiar with KPL's website and reminded trustees a training session will be held after adjournment.

## VI. COMMITTEE REPORTS

Finance & Budget Committee – J. VanderRoest reported the committee will review the proposed close estimate budget prior to the March meeting.

Personnel Committee – No report.

Bylaws Committee – J. VanderRoest told trustees he still would welcome suggestions for revisions to the board's bylaws.

Coffee Shop Group – J. VanderRoest reported that he wrote to Greg Adams, who provided a proposal for a coffee shop at Central library, thanking him for his efforts but informing him the board was not interested at this time.

## **VII. OTHER BUSINESS**

### **A. Directors Report**

Director Rohrbaugh provided expanded information on several items from her written Director's Report and answered several questions from trustees.

## **XIII. PERSONS REQUESTING TO ADDRESS THE BOARD**

No one addressed the board.

## **IX. TRUSTEE COMMENTS**

J. VanderRoest was looking forward to the technology training to follow the meeting.

D. Brown suggested the March 30 program entitled "14<sup>th</sup> Amendment (Equal Protection) – University of Michigan Affirmative Action Case" presented as part of The Bill of Rights Program fits in perfectly with the U of M affirmative action traveling exhibit currently housed at central library.

L. Dykstra suggested looking into a shroud to shield the automation cables from public view at the circulation desk at Central. He also had questions about patron identification when checking materials out, and materials weeding and reallocation to other locations.

A. DeShon enjoyed the recent program at Oshtemo provided by librarian Valerie Osborne about the history of African Americans in Michigan.

## **X. ADJOURNMENT**

Hearing no objections, President Godfrey adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 4:35 p.m.

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Amy DeShon, Secretary