

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

DATE: March 23, 2009  
TIME: 4:00 p.m.  
LOCATION: Central Library  
Board Room – Third Floor  
315 S. Rose Street  
Kalamazoo, MI 49007

**REGULAR SESSION**

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

**PRELIMINARY BUSINESS**

Roll Call: All Trustees were present: Cynthia Addison, Robert Brown, Lisa Godfrey, Ian Kennedy, Cheryl TenBrink, James Vander Roest, and Valerie Wright.

Agenda Approval: There were no changes to the agenda.

**I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS**

**A. Resolution: Authorization to do business with First National Bank of Michigan**

**Recommendation:** Director Rohrbaugh recommended the board adopt a resolution to authorize Kalamazoo Public Library to do business with First National Bank of Michigan and to authorize the President and Secretary to sign the Resolution Certification and Agreement required by First National Bank of Michigan.

**MOTION:** J. VANDER ROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO AUTHORIZE KALAMAZOO PUBLIC LIBRARY TO DO BUSINESS WITH FIRST NATIONAL BANK OF MICHIGAN AND TO AUTHORIZE THE PRESIDENT AND SECRETARY TO SIGN THE RESOLUTION CERTIFICATION AND AGREEMENT REQUIRED BY FIRST NATIONAL BANK OF MICHIGAN AS RECOMMENDED.

Executive Summary:

The resolution and authorization is necessary to open a public Negotiable Order of Withdrawal Funds (NOW) account at First National Bank of Michigan. The NOW accounts are a special class within the new FDIC insurance rules which will insure KPL cash balances deposited in the account for an unlimited amount above the current limit of \$250,000 per bank.

With this account in place, KPL funds deposited at First National Bank of Michigan will have FDIC insurance for \$250,000 plus the amount in the NOW account.

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



**Motion carried 7-0.**

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

No one addressed the board.

**III. CONSENT CALENDAR**

- A. Minutes of the Board Meeting of February 23, 2009
- B. Personnel Items

**Retirement**

**Kathy Ruddick** announced her retirement effective July 31, 2009. She is a librarian 2 in Information and Readers Services. Work on the website, particularly developing and maintaining the topic guides, has been her primary focus over the last few years. Kathy began her career at KPL by working briefly as a student assistant at Eastwood branch in 1968. In 1970 she began work in what was then the bookmobile department as a library assistant. She was promoted to a half-time (.5) county bookmobile librarian position in 1978, where she stayed until she moved to the children's room in 1988 and shortly afterward added a half-time position in adult services. She transferred to a full-time position in adult services in 1989.

Disposition:           **The board accepted the Minutes of the Meeting of February 23, 2009 and the personnel items as presented.**

**IV. FINANCIAL REPORTS**

- A.     Financial Reports for the Period Ending February 28, 2009

**Recommendation:**    **A. Rohrbaugh recommended the board accept the Financial Reports for the Period Ending February 28, 2009 as presented.**

**MOTION:**           **R. BROWN MOVED AND L. GODFREY SUPPORTED ACCEPTANCE OF THE FINANCIAL REPORTS FOR THE PERIOD ENDING FEBRUARY 28, 2009.**

Executive  
Summary:

A. Rohrbaugh noted the reports reflect investment in CDARS, an investment instrument approved for use at the January 2009 board meeting.



**Motion carried 7-0.**

**V. REPORTS AND RECOMMENDATIONS**

ACTION ITEMS

- A.     Kalamazoo Community Foundation Local History Funds Expenditure

**Recommendation:**    **The director recommended approval of an expenditure of up to \$15,614 from the “Kalamazoo Community Foundation/Kalamazoo Public Library Fund—Local History and Community Information Service Fund” to complete the cataloging of the Miller-Davis Corporate Photography Collection.**

**MOTION:**           **J. VANDER ROEST MOVED AND C. ADDISON SUPPORTED THE MOTION TO APPROVE THE EXPENDITURE OF UP TO \$15,614 FROM THE “KALAMAZOO COMMUNITY FOUNDATION/KALAMAZOO PUBLIC LIBRARY FUND—LOCAL HISTORY AND COMMUNITY INFORMATION SERVICE FUND” TO COMPLETE THE CATALOGING OF THE MILLER-DAVIS CORPORATE PHOTOGRAPHY COLLECTION.**

Executive

Minutes of the March 23, 2009 Kalamazoo Public Library Board of Trustees Meeting, cont.

Summary: In 2007, the board approved an expenditure from the Local History and Community Information Service Fund to sort, inventory, identify and catalog the Miller-Davis photograph collection.

To date, all the Miller-Davis photos have been sorted, inventoried, scanned and archivally protected. The time remaining to complete cataloging of the photos includes titling, verifying subjects and dates, assigning subject headings, etc. This information is then entered in the local information database and linked to the photo scan.

The remaining expense is entirely for staff hours. All equipment and archival materials have already been purchased. \$15,614 represents the estimated time for hourly staff to complete the cataloging

As of December 31, 2008, the last financial report from the Foundation, there was a balance of \$98,672 in this account.

Discussion: L. Godfrey asked if we will have other photos we will want to preserve and likely fund in this manner.

Michael Holverstott-Cockrell said he expects we will want to continue to digitize historic photos that may become available.



**Motion carried 7-0.**

REPORTS

B. Family Literacy

Presentation: Susan Warner, Head of Youth and Neighborhood Services, provided a definition of early literacy, reported on early childhood literacy initiatives and partnerships, and shared materials used with parents of children participating in library programs and activities.

Disposition: On behalf of the board, President Wright thanked Ms. Warner for the report, particularly pointing out what we do best, and for the full complement of literacy services. L. Godfrey talked about how moving the experience was when she attended Prime Time and encouraged other trustees to attend a session.

**VI. COMMITTEE REPORTS**

Finance & Budget Committee

**J. Vander Roest:** No report.

Personnel Committee

**R. Brown:** No report.

Building Committee

**A. Rohrbaugh:** The building committee plans to meet in mid-May.

Millage Committee

**L. Godfrey:** The committee continues to meet regularly; she reported on campaign activities and progress.

Endowment Committee

**V. Wright:** The endowment committee did not meet.

**VII. OTHER BUSINESS**

A. Directors Report

Minutes of the March 23, 2009 Kalamazoo Public Library Board of Trustees Meeting, cont.

A. Rohrbaugh informed the board there is not as yet an executive order from the governor to address the future of the Library of Michigan or the department of History, Arts and Libraries within the state governmental structure. There is a possibility the Library of Michigan may be placed under the auspices of Michigan State University. The proposed state aid budget for the coming year has been decreased from \$10 million to \$8.425 million. Michigan Library Association is working to keep the Michigan Electronic Library (MeL) in place. She also cautioned there may be a move in the legislature to limit property tax increases when property values decrease.

She commented and answered questions about her written report, particularly highlighting the continuing substantial increases in monthly Wifi usage.

Disposition: Trustees received the director's written report and comments.

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

No one addressed the board.

**IX. TRUSTEE COMMENTS**

**L. Godfrey** asked for campaign ideas and contacts, and suggested trustees visit the campaign website.

**C. TenBrink** indicated she was happy to be back from her extended vacation, is pleased to see the continuing cooperation with Kalamazoo Public Schools and plans to attend one of the Prime Time sessions.

**C. Addison** appreciated the presentation by Susan Warner; she often wondered why children's books are written the way they are and feels she knows a little more about that now.

**I. Kennedy** also thanked S. Warner for her report and efforts and is glad to see the growing interest in early childhood literacy in the Kalamazoo community as well as Kalamazoo Public Schools' Superintendent, Dr. Rice's, emphasis on this initiative.

**R. Brown** is enjoying the KPL concert series, particularly the local talent featured.

**J. Vander Roest** expressed his concern about the decline of local newspapers. The Internet doesn't play the traditional authoritative role that newspapers have done to filter what is important for the public to know about. The library can help fill that void by directing users to quality information founded on good procedures for whatever content is being sought. L. Godfrey added that our policies, including the Library Bill of Rights, underscore that position.

**X. EXECUTIVE SESSION**

President Wright asked for a motion to move to executive session and requested M. Coash, M. Doud and D. Schiller to remain.

**MOTION:** **J. VANDER ROEST MOVED AND I. KENNEDY SUPPORTED THE MOTION TO MOVE TO EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS.**

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



**Motion Carried 7-0.**

The meeting moved to executive session at 4:55 p.m.

**MOTION:**           **L. GODFREY MOVED AND C. ADDISON SUPPORTED THE MOTION TO RETURN TO OPEN SESSION.**

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



**Motion Carried 7-0.**

The meeting returned to open session at 5:29 p.m.

**X.    ADJOURNMENT**

Hearing no objection, President Wright adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 5:29 p.m.

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Cheryl TenBrink, Secretary