

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

DATE: March 24, 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 February 25, 2008 Regular Meeting
- B. Personnel Items

**New Employee:**

**Jennifer Cornell** will begin in the IT trainer position on April 1, 2008. Jennifer has a background in education, teaching both high school and college courses, including IT related subjects, tutoring online, presenting workshops, and has completed courses toward an MLIS.

**Retirement:**

**Pete DeAnda** will retire effective June 1, 2008. Pete worked at KPL for seventeen years, first as a bookmobile driver and then until his retirement as a custodian on the Facilities Management staff.

**Resignation:**

**Alphonso Harris** resigned from the position of KPLSP library assistant 3 effective March 28, 2008. He was assigned to the Children's Room, with some hours at Oshtemo and Eastwood branches, within Youth and Branch Services.

Disposition: The board accepted the Minutes of the Meeting of February 25, 2008 and the Personnel Items as presented.

**IV. FINANCIAL REPORTS**

A. Financial Reports for the Period Ending February 29, 2008

**Recommendation:** A. Rohrbaugh recommended the board accept the Financial Reports for the Period Ending February 29, 2008 as presented.

**MOTION:** L. GODFREY MOVED AND R. BROWN SUPPORTED ACCEPTANCE OF THE FINANCIAL REPORTS FOR THE PERIOD ENDING FEBRUARY 29, 2008.

Executive  
Summary:

A. Rohrbaugh noted the reports reflect expected activity for the end of February.



**Motion carried 7-0.**

**V. REPORTS AND RECOMMENDATIONS**

**Recommendations**

A. Registration Policy

**Recommendation:** Director Rohrbaugh recommended the board approve revisions to the Registration Policy to change the term of library cards from one year to three years and to offer a free library card to senior citizens who are 65 or older and reside within Kalamazoo County rather than within the SMLC service area.

Executive  
Summary:

Our long time practice and policy has been to renew library cards every year. Once a card has expired, it cannot be used to checkout an item or use a computer until it is renewed. We now find that has become a burden and blocks patrons from remote computer access, an increasingly heavy use for library cards. Extending the term of a card to three years would reduce the frequency of expired cards and reduce the work at the circulation desk. We don't foresee any downside to a longer term for cards.

We have issued free cards to seniors outside of our service area for decades. I believe it originally was not limited geographically. At some point, the SMLC service area was added to narrow it somewhat. Now that SMLC is dormant and there are no SMLC services, it makes sense to narrow the area further. Kalamazoo County seems reasonable.

**Discussion:** Trustees requested the director change the term "senior citizen" used in the policy language to "persons." They also requested the language relating to students be revisited.

**MOTION:** J. Vander Roest moved and L. Godfrey supported a motion to table the recommendation to revise the registration policy to allow the director to return with a revised recommendation after making the requested changes.

**Disposition:** Motion carried 7-0. The recommendation was tabled.

B. Distribution of Bequest

**Recommendation:** The library is the fortunate recipient of a large bequest which is being received in two stages. We received the first distribution of \$517,000 in the fall of 2007 and expect the second distribution within the next several months.

The director recommended the first distribution, totaling approximately \$528,000 including accrued interest, be directed to the Capital Improvement Plan to support part of the cost of a RFID system, and all further distributions from the bequest be directed to the Kalamazoo Public Library Endowment for investment.

Executive  
Summary:

As board members are aware, we have been investigating RFID as the next technology step for us for the past several months. Considering such a purchase is only possible at this time due to the generous bequest, \$517,000 of which has been received and has been earning interest. The next distribution of bequest funds is expected soon. Upon approval of this recommendation, the money will be added to our endowment.

It has been about five years since our endowment was established. The plan has been to let the endowment grow for five years, then to consider expenditure of the interest. The Endowment Committee expects to meet in April to review the performance of the fund, consider any recommended expenditures from the interest, and to report and recommend to the full board as indicated by its deliberations.

The Finance and Budget Committee reviewed and supported this recommendation.

**MOTION: J. VANDER ROEST MOVED AND L. GODFREY SUPPORTED THE RECOMMENDATION AS PRESENTED.**

Discussion: In response to questions from trustees, A. Rohrbaugh indicated there would be ongoing operational costs for items such as software and hardware maintenance after the first year; some costs for security strips will be eliminated so there will be an offset for some, but not all costs. The cost of our current security system is \$2,500-\$3,000 annually. Three vendors bid on our request for proposals. Staff members are working hard on weeding the collection in anticipation of RFID. There is the possibility that aide hours may be impacted after installation of RFID.



**Motion carried 7-0.**

### Reports

#### C. Foundation Center Cooperative Collection

Presentation: Ryan Gage, Lead Librarian/Law Library, provided trustees with an overview of the cooperating collection from the Foundation Center in support of non-profit institutions. He indicated the core materials we have received from them since we qualified to become a site to receive their resources and directories are easy to access and comprise a wonderful collection for any non-profit.

Disposition: President Addison thanked R. Gage for the report.

## VI. COMMITTEE REPORTS

### Finance & Budget Committee

**J. Vander Roest:** The committee held a long, informative meeting regarding the bequest recommendation.

### Personnel Committee

**V. Wright:** Distributed the evaluation form to be used for the director's annual evaluation and asked that it be completed and returned to her no later than April 28.

### Building Committee

A. Rohrbaugh: No meeting.

### Millage Committee

A. Rohrbaugh: No meeting.

### Endowment Committee

L. Godfrey: No meeting.

**VII. OTHER BUSINESS**

A. Directors Report

The director added several items to the written monthly report: 1) trustees will be receiving an invitation to the Community Literary Award event; 2) the Michigan Library Association (MLA) annual conference will be held in Kalamazoo and as is the custom, KPL has been asked to host the all-conference reception on the evening of October 23. She asked the board to authorize her to close that evening for the reception.

**MOTION:**

**J. VANDER ROEST MOVED AND C. TENBRINK SUPPORTED A MOTION TO AUTHORIZE THE DIRECTOR TO CLOSE CENTRAL LIBRARY EARLY IN ORDER TO PREPARE FOR AND HOST THE MLA ALL-CONFERENCE RECEPTION ON OCTOBER 23, 2008.**



**Motion carried 7-0.**

She also reported Mary Rife, who was a long-time children's librarian at KPL, Head of Children's, and most recently Community Liaison for Children until her retirement in 2002, passed away recently in her adopted home of Sweet Home, Oregon. Her legacy, including the Mary Calletto Rife Annual Children's Literature Seminar which she began 31 years ago, will live on.

Trustees had questions about several of the items in the written report and A. Rohrbaugh provided some elaboration on them.

Disposition: The trustees received the report.

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

No one addressed the board.

**IX. TRUSTEE COMMENTS**

Both V. Wright and C. TenBrink commented how much they enjoyed the Reading Together closing event.

C. Addison distributed KPL logo pens to trustees to use in public to advertise the library.

**X. EXECUTIVE SESSION**

President Addison asked for a motion to move to executive session for the purpose of discussing labor negotiations.

**MOTION:**

**L. GODFREY MOVED AND J. VANDER ROEST SUPPORTED A MOTION TO MOVE TO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING LABOR NEGOTIATIONS.**

**Roll Call Vote:**

**L. Dykstra – yes; J. Vander Roest – yes; R. Brown – yes; C. TenBrink – yes; V. Wright – yes; L. Godfrey – yes; C. Addison – yes.**



**Motion carried 7-0. The meeting moved to executive session at 4:50 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. TenBrink – yes; V. Wright – yes; L. Godfrey – yes; C. Addison – yes.



**Motion carried 7-0. The meeting returned to open session at 5:55 p.m.**

**XI. ADJOURNMENT**

Hearing no objections, President Addison adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 5:56 p.m.

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Loren Dykstra, Secretary