

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

DATE: March 26, 2007
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.

PRELIMINARY BUSINESS

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

Agenda Approval: No changes were needed.

Director Rohrbaugh introduced three recently hired librarians to the board: Cory Grimminck, (Teen Services) Kristen Larson, (Cataloging) and Judi Rambow. (Powell) Trustees were pleased to meet them.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

A. Health Care Savings Program

Recommendation: Director Rohrbaugh recommended adoption of a resolution to authorize the Health Care Savings Program offered by the Municipal Employees Retirement System of Michigan.

MOTION: J. VanderRoest moved and L. Godfrey supported the motion to adopt the resolution to authorize the HEALTH CARE SAVINGS PROGRAM as recommended.

Executive Summary: The Health Care Savings Program offered by the Municipal Employees Retirement System of Michigan is a separate trust organized under Internal Revenue guidelines and state law that allows pre-tax contributions from an employee's total compensation, salary, or the conversion of vacation leave and optional post-tax contributions. It is a trust fund for the medical expenses of employees, including insurance and Medicare premiums, after retirement or termination of employment. The resolution will adopt the Uniform Resolution for Kalamazoo Public Library's Health Care Savings Program and will allow the approval of participation agreements for groups of employees.

Roll Call Vote: L. Dykstra – yes; J. VanderRoest – yes; R. Brown – yes; D. Brown – yes; V. Wright – yes; L. Godfrey – yes; C. Addison – yes.



Motion carried 7-0.

B. Health Care Savings Program Death Benefit Clause

Recommendation: The director recommended the board adopt a resolution to provide for the inheritance of the balance in an employee's Health Care Savings Program account in the event of their death without legal independents.

MOTION: R. Brown moved and J. VanderRoest supported the motion to adopt the resolution providing a death benefit for the balance of an employee's Health Care Savings Program account in the event of their death without legal dependents as recommended.

Executive
Summary:

After December 31, 2007, Internal Revenue Service requirements will require the funds be used for the medical expenses of the employee or their legal dependents in the event of the employee's death, or the funds are to remain in the trust to be credited against future deposits. Since contributions to library employee's Health Care Savings Program accounts will be from total compensation, the conversion of vacation leave, or the employee's salary, it is not the intent of the library to retain funds that an employee may wish to bequeath to someone not a legal dependent or leave in their estate. A separate resolution adopting a policy to ensure the inheritance of a deceased employee's Health Care Savings Program account balance is therefore required.

Roll Call Vote: L. Dykstra – yes; J. VanderRoest – yes; R. Brown – yes; D. Brown – yes; V. Wright – yes; L. Godfrey – yes; C. Addison – yes.



Motion carried 7-0.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

Cheryl TenBrink, candidate for KPL trustee in the May 8, 2007 election, introduced herself to the board; President Addison welcomed her to the meeting.

III. CONSENT CALENDAR

A. Minutes of the February 26, 2007 Regular Meeting

B. Personnel Items

Samuel Hughes transferred from .6 time library assistant 3 in circulation within Loan and Outreach Services, to .9 time library assistant 3 in children's room, including assignments at Oshtemo and Eastwood within Youth and Branch Services effective April 1, 2007.

Beth Scott, adult services staff member, passed away March 19 after a long battle with cancer over the past eight years. Beth showed great courage and was dedicated to the fight against cancer as a volunteer for the Southwest Michigan affiliate of the Susan G. Komen Race for the Cure.

Director Rohrbaugh reminded the board Ms. Scott filled a .2 library assistant position in local history. The board approved the .2 position to accommodate Ms. Scott when she received her initial diagnosis. Her family is grateful KPL could supply meaningful employment and the opportunity for her to continue insurance coverage. This position will not be filled.

Disposition: The board accepted the Minutes of the Meeting of January 15, 2007 and the Personnel Items as presented.

IV. FINANCIAL REPORTS

A. Financial Reports for the Period Ending January 31, 2007

Recommendation: A. Rohrbaugh recommended the board accept the Financial Reports for the Period Ending February 28, 2007 as presented.

MOTION: R. BROWN MOVED AND J. VANDERROEST SUPPORTED ACCEPTANCE OF THE FINANCIAL REPORTS FOR THE PERIOD ENDING FEBRUARY 28, 2007.



Motion carried 7-0.

V. REPORTS AND RECOMMENDATIONS

Action Items

A. Health Care Savings Program Letters of Participation

Recommendation: Director Rohrbaugh recommended the board authorize the Director or the Deputy Director to sign the Participation Agreements for the Health Care Savings Program for the Library Director, Administrators, and Supervisory-Technical Employee groups.

MOTION: L. GODFREY MOVED AND J. VANDERROEST SUPPORTED APPROVAL OF THE PARTICIPATION AGREEMENTS AS RECOMMENDED BY THE DIRECTOR.

Executive Summary:

One of the plan requirements of the Health Care Savings Program (HEALTH CARE SAVINGS PROGRAM) is that while an employer may cover all of its employee groups or classifications, all contributions must be made on the same basis for all members within the group. To accommodate this requirement, five (5) participation agreement groups require approval: the Library Director; Michigan Public School Employees Retirement System (MPSERS) Administrators, MPSERS Supervisory-Technical employees, Municipal Employees Retirement System (MERS) Administrators, and MERS Supervisory-Technical Employees.

All elements of the participation agreements were reviewed and recommended to the board by both the Personnel Committee and the Finance and Budget Committee.



Motion carried 7-0.

B. Fringe Benefits for Library Administrators and Fringe Benefits for Supervisory/Technical Employees

Recommendation: A. Rohrbaugh recommended board approval of “Fringe Benefits for Library Administrators” and “Fringe Benefits for Supervisory-Technical Employees” that reflect the addition of the Health Care Savings Program provision.

MOTION: L. GODFREY MOVED AND V. WRIGHT SUPPORTED THE MOTION TO APPROVE THE CHANGES IN THE FRINGE BENEFITS STATEMENTS FOR ADMINISTRATORS AND FOR SUPERVISORY-TECHNICAL EMPLOYEES TO REFLECT THE ADDITION OF THE HEALTH CARE SAVINGS PROGRAM PROVISION.



Motion carried 7-0.

C. Addendum to Directors' Benefits Statement

Recommendation: Director Rohrbaugh recommended approval of an "Addendum for Appendix A Benefits" to the contract with the library director to reflect the addition of the Health Care Savings Program.

MOTION: J. VANDERROEST MOVED AND R. BROWN SUPPORTED THE MOTION TO APPROVE THE ADDENDUM TO THE DIRECTOR'S BENEFITS TO REFLECT THE ADDITION OF THE HEALTH CARE SAVINGS PROGRAM AS RECOMMENDED.



Motion carried 7-0.

D. Purchase Request – Tables

Recommendation: The director recommended approval of \$12,500, plus shipping, to purchase meeting room tables from the general fund's furniture & equipment non-capital budget.

MOTION: L. GODFREY MOVED AND V. WRIGHT SUPPORTED APPROVAL OF THE DIRECTOR'S RECOMMENDATION TO PURCHASE MEETING ROOM TABLES AT A COST OF \$12,500, PLUS SHIPPING, FROM THE GENERAL FUND FURNITURE AND EQUIPMENT NON-CAPITAL BUDGET.

Executive
Summary:

There has been an ongoing request from Facilities Management staff to replace meeting room tables system-wide with lighter, more versatile (narrower) versions. FM has been replacing legs increasingly often as the tables age; the cost for the kit to replace the legs on one table is about \$130. While the tables originally purchased are very attractive, they are very heavy and are difficult to move and rearrange for meeting set-ups. Since our meeting room usage has increased, so has the plea for lighter and more manageable tables. That plea has reached near crisis stage with the current FM staff trying to cope with set-up requirements.

It was previously planned to request the budget to replace the tables in fiscal year 2007-2008. However, the timing has been pulled forward to coincide with our participation in the Kalamazoo Government Auction to be held in the Kalamazoo Fairgrounds this year on April 28th. The countywide auction gives us a good opportunity to dispose of the "old" tables and reach the type of buyers who may have interest in them.

A sample replacement table has been ordered to verify suitability. It is anticipated that if the sample proves unacceptable, the purchase will be delayed until aesthetics, reduction in weight, and durability requirements can all be met. The budget impact of \$12,500 plus shipping for system wide replacement of meeting room tables at \$125 each is the result of the total cost being partially offset by remaining reserves.

This recommendation was reviewed and endorsed by the Finance & Budget Committee. If approved by the board, the appropriate fund transfer will be made following established policy.



Motion carried 7-0.

Reports

E. Reference Collection Update

Presentation: Katy Steadman, Head of Adult Services, provided a report to the board to update them on recent developments within the reference materials collection. Topics included law library materials, systematic weeding of the entire collection, refreshing the collection with new editions or rebinding as appropriate, and elimination of the vertical file collection.

Disposition: Trustees appreciated the information and thanked Ms. Steadman for her report.

VI. COMMITTEE REPORTS

Finance & Budget Committee

J. VanderRoest: The committee considered the request for purchase of meeting room tables and some other budget transfers under \$10,000.

Personnel Committee

V. Wright: distributed the director's annual evaluation form and requested the completed forms be returned to her by April 13. A. Rohrbaugh distributed an updated review of her accomplishments through the end of March prepared at President Addison's request.

Building Committee

A. Rohrbaugh: due to illness, Kingscott representatives were unable to meet in March; the meeting was rescheduled for April 13.

Endowment Committee

L. Godfrey: the committee plans to meet April 12; she hopes to return to the board with a recommendation at the April meeting.

Millage Committee

A. Rohrbaugh: the committee plans to meet later in the week.

VII. OTHER BUSINESS

A. Directors Report

A. Rohrbaugh announced Susan Warner, Head of Youth and Branch Services, is the recipient of the 2007 Michigan Library Association Children's Services Division's Award of Merit. This award is given annually at the Spring Institute Conference to honor an individual who has made an outstanding contribution to library service to children in a Michigan community. Susan was cited for providing community service, exemplifying a dedication to bringing children and literature together through innovative programming or ideas or service to community organizations. She will receive the award at MLA's Spring Institute in Frankenmuth on March 28.

Trustees congratulated Ms. Warner, who credited Youth & Branch Services staff members as well as KPL's board and administration for their support and funding of programs and endorsement of collaborative efforts.

The director also told trustees about a successful event held at Washington Square Branch the previous weekend when Senator Levin was in attendance to solicit citizen comment about credit card company rules. He also heard citizen opinions about the Allied Paper Company cleanup/landfill issue. Both Kalamazoo's mayor and state representative were in attendance. The senator's office had requested the meeting be held in the neighborhood; it was a nice opportunity for the meeting room to be used for an important community event.

A. Rohrbaugh highlighted several written items in the director's report, including updates on both security and cataloging. Trustees had questions regarding meeting room usage, MelCat and KPL's recently acquired status of "Cooperating Collection" as designated by the national Foundation Center.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

IX. TRUSTEE COMMENTS

L. Dykstra's daughter recently conducted a children's program at Eastwood with her Golden Retriever in affiliation with the organization "Paws with a Cause."

J. VanderRoest shared three comments: 1) when recently answering phones for the WMUK local public radio station fundraiser, he heard many positive comments about KPL's participation in StoryCorps and hopes KPL can do more to cooperate with public radio in the future; 2) he was pleased to hear the report from K. Steadman about the reference collection – his favorite part of the library; and 3) he reported a complaint from a patron who was upset about not being able to see a book reportedly damaged by her child because it had been discarded. A. Rohrbaugh indicated she would take the information and follow up with the patron.

D. Brown has been attending the Bill of Rights programs co-sponsored by KPL and held at central library's Van Deusen Room. This is another opportunity for people to come in and see the facility; he has heard a lot of very favorable comments from attendees.

L. Godfrey congratulated Susan Warner. She noted although Ms. Warner's comments were gracious and generous in crediting library staff and the board with her award, she wouldn't have received it without her own efforts over the years.

C. Addison thanked trustees for participating in the March 19 joint book discussion of the Reading Together book "*Curious Incident of the Dog in the Night Time*" with the Portage District Library board of trustees. She also thanked the staff for making the arrangements and noted how much the excellent facilitator, Bruce Mills, contributed to its success.

X. ADJOURNMENT

Hearing no objections, President Addison adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 5:18 p.m.

Acting Secretary