

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: March 27, 2017
Time: 4:00 p.m.
Location: Board Room, Central Library

TRUSTEE ROLL CALL:

Present: Robert Brown, Lisa Godfrey, Kerria Randolph, Cheryl TenBrink, James E. VanderRoest, Jannie Williams and Valerie Wright

Absent: None

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 Meeting of February 22, 2017*

B. *Minutes of the Meeting of February 27, 2017*

C. *Personnel Items*

IV. FINANCIAL REPORTS

A. *Financial Reports for the Month Ending February 28, 2017*

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the month ending February 28, 2017.

Discussion: V. Wright asked whether an item listed in the Capital Improvement Plan, called carpet master plan, referred to the recently installed walk-off carpet in the rotunda at Central Library. Director Rorhbaugh stated that item refers to the re-carpeting of the entire rotunda area.

MOTION: V. WRIGHT MOVED AND J. WILLIAMS SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING FEBRUARY 28, 2017.

MOTION CARRIED 7-0.

V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS:

A. *Revised Capital Improvement Plan (CIP)*

Recommendation: Director Rohrbaugh recommended board approval of the transfer of \$250,359 from Capital Improvement Plan (CIP) reserves to expenditure accounts to fund the following projects / items:

Gear box for the cooling tower	\$15,400
Security access upgrades - Powell and WSQ	8,642
Replacement of retaining wall – WSQ	8,000
Engineering study for boiler replacement	5,000
Exterior drop boxes replacement – Eastwood	12,000
Carpet replacement in rotunda	145,000
Boiler replacement – WSQ	18,865
Building automation system - Eastwood and WSQ	<u>37,452</u>
TOTAL	\$250,359

Executive Summary: Most of these items have been on our 10-15 year capital plan, compiled in 2013. We have been reserving CIP funds for these and other projects on the list in four reserve accounts: building repairs, Oshtemo infrastructure, central boiler, and future capital projects. Approval of this list of items /projects would move the funds from the appropriate reserve account into the corresponding expenditure account.

The attached materials list these items with more detail and show the remaining balances in the reserve accounts after these transfers.

This recommendation has been reviewed in detail by the Finance and Budget Committee and comes to the full board with committee support.

MOTION: J. VANDERROEST MOVED AND V WRIGHT SUPPORTED THE MOTION TO APPROVE THE TRANSFER OF \$250,359 FROM CAPITAL IMPROVEMENT PLAN (CIP) RESERVES TO EXPENDITURE ACCOUNTS TO FUND THE LISTED PROJECTS & ITEMS.

Discussion: No discussion.

MOTION CARRIED 7-0.

REPORTS:

B. *Reading Together – Karen Trout*

Report: Director Rohrbaugh introduced Karen Trout, Adult Services Librarian and Reading Together Coordinator.

Karen began her report by reminding trustees there were still two opportunities for group discussions, each centering on a specific chapter in *Writings on the Wall* by Kareem Abdul-Jabbar.

She then explained the origin of the efforts to secure Mr. Abdul-Jabbar as the 2017 Reading Together author. She stated the Reading Together steering committee was interested in bringing a big name to Kalamazoo since 2017 would be the fifteenth anniversary of Reading Together.

Initially, a large effort was made to bring Dr. Atul Gawande to town to discuss his book, *Being Mortal*. When that invitation was declined, the committee turned their attention to other titles including *Writings on the Wall*, which was yet to be released, and Bryan Stevenson's *Just Mercy*.

Ultimately, the focus narrowed to *Writings on the Wall*, which would provide a timely community discussion on the nature of race, and allow for decentralized, progressive discussions, taking place at a variety of locations in Kalamazoo.

K. Trout then thanked the Marketing and Communications department at KPL for prioritizing the creation of brochures, buttons, print ads, press releases, and a particularly effective Facebook ad that reached approximately 83,000 individuals. In addition to a good marketing push, she stated the high-profile nature of the author led to a lot of media interest, which provided opportunities for interviews and information sharing.

She stated 173 individuals had taken part in the ongoing chapter discussions thus far, and interest in physical copies of the book was very high; additional copies of the book were ordered for the library on two occasions when the main display had been depleted. Miller Auditorium estimated attendance at the main author visit event to be 3,250 people, with a widely diverse audience noted. All attendees who RSVP'd for the event will be contacted to participate in a follow-up survey.

Discussion: Farrell Howe, Marketing and Communications Manager, stated that all local bookstores, including Barnes & Noble, had sold all their copies of *Writings on the Wall*.

V. Wright asked how attendance at the author visit compared to attendance in previous years, stating her belief that the Rick Bragg visit was most likely the best-attended visit to date. K. Trout agreed that the Rick Bragg visit had the highest attendance, and stated this year's author visit was a very close second.

L. Godfrey stated she was surprised by the number of individuals who had told her they had purchased copies of the book for their children. She also said people continue to come to her expressing their enthusiasm and appreciation for this year's title.

J. Williams stated she recently became aware of the Social Justice Resolution adopted by the Board of Trustees prior to her election. She said selection of this title was a good way of addressing those same issues in an engaging manner. She also said she came to the chapter discussion at the Washington Square location, where a topic of conversation had been talk versus action in terms of social justice initiatives. She was pleased to consider the resolution and Reading Together 2017 that very sort of action discussed.

K. Trout stated she feels if Reading Together spurs people in the community to action, then she considers it a job well done. She said it is sometimes difficult to continue the discussion after the programming has concluded for the year.

Disposition: Trustees thanked K. Trout for her report.

C. Collection HQ – Matt Smith

Report: Director Rohrbaugh introduced Matt Smith, Collection Development Specialist. M. Smith began his report by sharing an overview of circulation statistics throughout the Kalamazoo Public Library system. Circulation of adult books at Central Library and Oshtemo account for the majority of the total. He explained Collection HQ is a tool that assists librarians in making informed choices about what to add to and remove from a library's collection in order to maximize circulation of titles.

He stated one metric used to determine a given collection's value in terms of circulation is known as 'turnover', which assesses how often items from a collection circulate in relation to the collection's total size. Collections with high turnover rates include cook books, urban fiction, graphic novels, and thrillers. He stated the collection at Washington Square has a good overall turnover rate when compared with other locations, primarily due to circulation of DVDs and Blu-Ray titles.

M. Smith then explained Collection HQ also provides librarians with lists of materials that are 'dead on arrival'. That is, those materials which are purchased, added to the collection, and then fail to circulate. He stated books with older publishing dates tend to be classified as 'dead on arrival' more frequently than others.

He then stated Collection HQ allows librarians to conduct their own experiments by selecting specific titles to monitor and then tracking their performance. He has used this function to determine a reasonable weeding schedule for Central Library.

Discussion: R. Brown asked for additional details regarding 'dead on arrival' titles and how they are selected. M. Smith explained he believes many of these titles are requested by patrons for their specific needs and interests. It is also possible these titles tend to be replacement copies of materials that have been destroyed or lost. They often tend to have older publishing dates.

J. VanderRoest asked if those titles are considered to be out of date. M. Smith said that makes sense.

Disposition: Trustees thanked M. Smith for his report.

D. 3D Printing – Ryan Turner

Report: Director Rohrbaugh introduced Ryan Turner, Hub Intern. R. Turner drew attention to the 3D printed keychains that were placed at each trustee's seat prior to the meeting and explained the 3D printer he brought with him for his report was creating a large-scale version of that same item.

R. Turner stated he has worked in The Hub for approximately a year, and has thoroughly enjoyed making 3D printing available to KPL patrons. He said The Hub has purchased three 3D printers to date, each being more efficient and capable than the last.

He said 3D printing in The Hub spiked in November and December as many patrons visited to print Christmas presents for friends and families. Additionally, he has noticed many WMU medical students coming in to work on projects related to the medical field. One student was attempting to design a new type of pill bottle, while another was designing an assistive trachea device, which could hold a camera while an intubator tube was inserted into a patient in areas where scar tissue was a concern.

He then stated two children age eight and ten had stopped by to build parts for a submarine. They created several propellers and other components and decided they enjoyed 3D printing enough that they purchased their own printer for their home.

Lastly, he said he was also visited by two Loy Norrix students who were designing a showerhead that would rotate slowly in order to automatically shut off and save water. The showerhead was being designed with military and humanitarian purposes in mind. Those students were able to take their device to San Diego to take part in a national invention contest.

He then shared several items he had designed himself for KPL use including miniature tripod easels, which can attractively and effectively hold smaller library signage, such as 'out of order' signs for PCs.

Discussion: L. Godfrey asked if patrons simply arrive with an idea. R. Turner said that is often the case. What happens next is he works with the patrons to track down a 3D model of an existing item or a plan similar to that which the patron intends to construct. He stated all projects must have a 3D software model in order to be created by the printer.

J. VanderRoest asked what could be done if a patron brought in an existing item they wished to duplicate. R. Turner said with the assistance of a 3D modeling camera, almost any item of appropriate size could be reproduced. L. Godfrey asked how much such a camera would cost. R. Turner stated it would cost approximately \$900.

L. Godfrey asked how patrons tend to hear about 3D printing at KPL. R. Turner said it seems to be a lot of word of mouth recommendations. He said it seems that once patrons discover The Hub, they tend to come back very frequently, and not just to do 3D printing.

R. Brown stated a friend of his had recently 3D printed 'treasure boxes' for his grandchildren, which were constructed out of three different pieces and then assembled. R. Turner stated there are thousands of available 3D patterns with more being created all the time.

V. Wright asked whether people tend to start from scratch or locate an existing 3D model upon which they elaborate to create a new design. R. Turner said both methods are used, provided the user has some 3D modeling know-how and a programs such as Google Sketch Up or Fusion 3D Pro.

Disposition: Trustees thanked R. Turner for his report.

VI. COMMITTEE REPORTS

- A. *Finance and Budget Committee* – Met to discuss the Capital Improvement Plan revision.
- B. *Personnel Committee* – No meeting.
- C. *Fund Development and Allocations Committee* – Met with Ed Knox, Arcadia Management Investment Advisor to review the performance of the endowment. L. Godfrey stated they are also in the process of reviewing a number of board-approved policies for potential revision.
- D. *Director’s Building Advisory Committee* – No meeting.

VII. OTHER BUSINESS

- A. *Director’s Report*

Report: Director Rohrbaugh began her report by drawing trustees’ attention to a handful of items. She stated the recent Friends of KPL Board Meeting was particularly interesting; they reported good sales and the approval of annual mini-grants and scholarships.

She stated Literacy Night was a good success and always takes a lot of coordination and staff involvement, especially in Youth Services and Circulation departments.

She then reminded trustees that the Global Reading Challenge final event will take place following the board meeting on Monday, April 24th.

Discussion: V. Wright stated it is always great to hear about KPL staff active at conferences and contributing articles to national publications.

J. VanderRoest asked for additional details regarding a new fiberglass door installed at the Eastwood location. Susan Lindemann, Head of Facilities Management, stated it was a very solid door, which should aid in mitigating water leaking into the building.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

IX. COMMENTS BY TRUSTEES

- V. Wright stated the Kareem Abdul-Jabbar visit was very exciting. She said she wished he had responded to the interview questions more robustly, but seeing the community come together to attend made it worthwhile.
- J. Williams said she felt the same way about the Reading Together author visit. She said the chapter discussion she attended was very meaningful to her. She then stated she had visited Central Library for First Saturday and received wonderful customer service from Circulation Library Assistant Josh Schauss. She then mentioned she had attended a

recent meeting of KPL's antiracism transformation team to introduce herself.

- C. TenBrink said she is pleased to be back in Kalamazoo in time for the Kareem Abdul-Jabbar visit.
- K. Randolph said he agreed with everyone else about the Reading Together author event. He stated he attended two chapter discussions, where everyone was open and honest.
- R. Brown stated he also thought the Kareem Abdul-Jabbar visit was fantastic and the question and answer format was enjoyable.
- J. VanderRoest said he has spoken to many people about the Reading Together event at Miller Auditorium, and the only negative feedback he heard was that it was too short. He also said that despite the deep content of the book itself, he felt the discussion was somewhat superficial. He then said he was approached on his way to the meeting by a patron who expressed his appreciation for the library, but stated it was just a little too noisy.
- President Godfrey stated she felt the moderated question and answer format might have contributed to the ultimate depth of the interview. She said despite that, she believed this year's Reading Together may have been the most effective ever in terms of community engagement.

X. ADJOURNMENT

Hearing no objection, President Godfrey adjourned the meeting at 5:12 P.M.

X _____
Kerria Randolph
Secretary