

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

DATE: March 28, 2011
TIME: 4:00 p.m.
LOCATION: Alma Powell Branch Library
Barnabee Gallery
1000 W. Paterson Street
Kalamazoo, MI 49007

PRELIMINARY BUSINESS

- Roll Call: All Trustees were present: Cynthia Addison, Fenner Brown (arrived at 4:15 pm), Robert Brown, Lisa Godfrey, Cheryl TenBrink, James Vander Roest and Valerie Wright.
- Call to order: President Godfrey called the meeting to order at 4:00 p.m.
- Agenda Approval: Two staff reports were reordered on the agenda, which was otherwise approved as written.

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 Board Meeting of February 28, 2011
B. Personnel Items

Employee Transfer

Karen Santamaria transferred to a KPLA 1.0 FTE Readers Service Librarian position in Adult Services on March 16, 2011. This position was recently reconfigured to include adult fiction collection development and coordination of the Reading Together program. Karen previously held a librarian position within Youth Services.

Disposition: The board accepted the Minutes of the Meeting of February 28, 2011 and the personnel item as presented.

IV. FINANCIAL REPORTS

- A. Financial Reports for the Period Ending February 28, 2011

Recommendation: A. Rohrbaugh recommended the board accept the Financial Reports for the Period Ending February 28, 2011 as presented.

Executive
Summary:

The director commented on lower interest rates reflected in the reports, an increase in gifts, grants and Friends' support, and continuing concern about tax charge backs for which the budget was adjusted upward to \$75,000 at the last budget revision, but will need to be

Minutes of the March 28, 2011 Kalamazoo Public Library Board of Trustees Meeting, cont.

increased again in June. The large increase is due to many challenges to property tax rate increases from a variety of individuals, businesses, apartment complexes.

MOTION: R. BROWN MOVED AND V. WRIGHT SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE PERIOD ENDING FEBRUARY 28, 2011.



Motion carried 6-0.

V. REPORTS AND RECOMMENDATIONS

ACTION ITEMS

A. Reclassification of Librarian Position

Recommendation: The director recommended the vacant, full-time youth librarian position, assigned to central library, be reclassified from a librarian 2 to librarian 1.

Executive
Summary:

This youth librarian position is vacant due to the transfer of the incumbent to Adult Services. Although cautious about filling vacancies with current financial uncertainties, we do want to proceed to fill this one. One librarian position in the children's room has already been dropped; service to youth is a high priority.

This position has been classified as a librarian 2 due to responsibility for selecting teen materials system-wide. That responsibility is shifting to the lead librarian in teen, a librarian 3 position. The vacant position will staff the public service desks in the children's room and teen services and do some programming, librarian 1 work.

The Personnel Committee supports the recommendation.

MOTION: J. VANDER ROEST MOVED AND V. WRIGHT SUPPORTED THE MOTION TO APPROVE THE POSITION RECLASSIFICATION AS RECOMMENDED.



Motion carried 6-0.

REPORTS:

B. Government Documents

Presentation: Christine Hann, Adult Services/government documents, reviewed the decision-making process and progress to date to weed KPL's government documents collection. Appropriate documents/runs of documents will be moved to Local History; others will be offered to WMU, other Michigan libraries and ultimately other libraries nationwide. It is still uncertain whether we will retain a regional library in Michigan to oversee selective government document depositories, or whether that responsibility will move to a regional library that will oversee several states. She publicly thanked Katie Platte for her extensive help in weeding and documenting items that will be offered to others.

Disposition: Trustees received the report and thanked C. Hann for both her work on this long-term project and the information she shared.

C. Legislative and Retirement Update

Presentation: Diane Schiller, Head of Financial Services, reviewed developments since last month's report to the board regarding the current status of various state legislative initiatives that could affect the library and its employees if enacted. She also distributed estimated rates of increase for the MPSERS and MERS retirement systems that cover KPL employees. The MERS rates are

Minutes of the March 28, 2011 Kalamazoo Public Library Board of Trustees Meeting, cont.

much lower than MPSERS, which are projected to be almost 30% in 2012-2013. Just over 70% of KPL employees are now under the MERS plan.

Discussion: The largest threat to KPL's funding would be the elimination of personal property taxes, particularly if nothing replaces that revenue stream; there has been little discussion of this to date.

Disposition: Trustees received the information and were appreciative that D. Schiller is keeping track of the various house and senate bills.

D. Powell Branch

Presentation: **Kevin King**, Head of Patron Services and **Judi Rambow**, lead librarian at Powell Branch reviewed a number of changes that have been made in the arrangement and marketing of the branch collection and the relocation of the lead librarian's office providing greater visibility and accessibility. These changes, along with extensive weeding of the collection and clearer signage, support our strategic priorities, and have resulted in a dramatic jump in materials circulation figures at the branch since August 2010.

The staff at Powell are fully supportive of the changes and are working as a great team in the newly energized atmosphere.

Discussion: In response to a question about HVAC challenges, trustees heard that although there are still difficulties, the Douglass is a much better partner than in the past and responsive to problems that arise.

Disposition: Trustees congratulated staff on the improvements in the appearance of the branch and in positive changes in programming and the circulation of materials.

VI. COMMITTEE REPORTS

Finance & Budget Committee

J. Vander Roest: No report; one will be needed soon on the 2011/12 preliminary budget.

Personnel Committee

V. Wright: No committee meeting, but director evaluation forms were distributed to trustees.

Building Committee

A. Rohrbaugh: No report

Fund Development Committee

L. Godfrey: No report

VII. OTHER BUSINESS

Director's Report

Presentation: The director commented on several written items from her report including the Friends' recent successful book sale at Oshtemo and that Reading Together is going very well – events are well attended. V. Wright mentioned the DKAC annual report listed central library as the single largest downtown traffic generator.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

IX. TRUSTEE COMMENTS

Minutes of the March 28, 2011 Kalamazoo Public Library Board of Trustees Meeting, cont.

C. Addison is pleased that Reading Together is going so well. She also noted she and her friends were turned away from a noon-time author presentation at another area library earlier in the day. The room was not large enough for the crowd; the staff attitude was not regretful and they indicated they always have to turn people away when they have an author visit. She was complimentary to the way KPL staff plans well for crowds, moving programs to larger locations when indicated, and being sensitive to attendees on occasions when they do have to be turned away.

J. Vander Roest mentioned that he plans to curtail his comments about the importance of purchasing nonfiction titles because he has been told it distresses some people.

V. Wright congratulated the Friends on their successful Oshtemo book sale; particularly enjoyed the storytelling aspects of the Richard Shindell concert; and is looking forward to the second quarterly strategic priority reports that will include survey results.

L. Godfrey felt Chenery Auditorium was a wonderful location for the Kidder reception and program.

XI. ADJOURNMENT

Hearing no objection, President Godfrey reminded trustees Judi Rambow would provide a tour of the branch following adjournment. She adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 5:15 p.m.

Fenner Brown, Secretary