

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

DATE: April 23, 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: Trustees present: Cynthia Addison, Donald Brown, Robert Brown, Lisa Godfrey, James VanderRoest and Valerie Wright. Absent: Loren Dykstra

Agenda Approval: No changes were needed.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

Communication: President Addison noted a letter of appreciation from Portage District Library Board President Laurie DeHaven for hosting a discussion between the two boards of the 2007 Reading Together book, "The Curious Incident of the Dog in the Night-Time." President Addison also felt it was a successful event; trustees agreed and were pleased to receive the letter from President DeHaven.

She also noted trustee Loren Dykstra was experiencing medical problems, was in the hospital and asked M. Coash to keep trustees apprised of his progress.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

Cheryl TenBrink, candidate for KPL trustee in the May 8, 2007 election, greeted trustees who thanked her for attending the meeting.

III. CONSENT CALENDAR

A. Minutes of the March 26, 2007 Regular Meeting

B. Personnel Items

The following transfers were effective April 1, 2007:

Michael Noblit transferred from the position of .5 time library assistant 3 in circulation within Loan and Outreach Services, to .6 time library assistant 3, also in circulation within Loan and Outreach Services.

Steve Boven transferred from library assistant 3/OP-C, FM second shift, to second shift Crew Leader, 4/OP-B.

Disposition: The board accepted the Minutes of the Meeting of March 23, 2007 and the Personnel Items as presented.

IV. FINANCIAL REPORTS

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

Recommendation: A. Rohrbaugh recommended the board accept the Financial Reports for the Period Ending March 31, 2007 as presented.

MOTION: R. BROWN MOVED AND L. GODFREY SUPPORTED ACCEPTANCE OF THE FINANCIAL REPORTS FOR THE PERIOD ENDING March 31, 2007.



Motion carried 6-0.

V. REPORTS AND RECOMMENDATIONS

Action Items

A. Bylaw Amendment

Recommendation: L. Godfrey recommended a bylaw amendment to substitute the Endowment Fund Development and Allocation Committee structure and description for the current two committee structure described in the bylaws at Article III, Section 11 (3) and (4).

MOTION: J. VANDERROEST MOVED AND R. BROWN SUPPORTED THE AMENDMENT TO THE BYLAWS AS RECOMMENDED.

Executive
Summary:

The two committee structure was adopted in 2001 with the creation of the endowment fund. Since that time, the Fund Development Committee has been operational to hire and monitor the work of the investment manager and to monitor the performance of the fund. The Allocation Committee was not to be activated until such time as the Board determined the interest from the fund could be available for inclusion in the budgeting process. It was agreed that no monies would be spent from the fund for the first five years of the funds investment period which term expires at the end of the calendar year 2007.

The Fund Development Committee has reviewed the committee structure based on its experience of the last few years and looked at the process for allocation. It was determined that the structure is awkward and inefficient.

The proposed restructuring would place responsibility for advising on the entire fund development activity of the library with this committee so that the endowment activities and the other fund raising activities of the library are integrated and cohesive. This is desirable in order to manage the resources available to the library and direct their use to the appropriate projects. Moreover, placing the allocation process with the same committee enables coordination with the performance of the fund and the overall fund development strategies of the library.

It is expected that the Committee would review the fund development policies of the library and develop a policy on spending objectives and priorities.

Proposed language:

3.11 (3) Fund Development And Allocation Committee: The purpose of the Fund Development and Allocation Committee shall be to secure funds for programs, resources or personnel not able to be provided for in the regular tax-supported operations budget.

The work of the committee shall complement the strategic plan of Kalamazoo Public Library (hereinafter referred to as "KPL").

The committee will have the following responsibilities:

1. Promote public awareness and support of KPL and the Kalamazoo Public Library Endowment (hereinafter referred to as “the Endowment”).
2. Provide strategic and policy direction to KPL for all KPL fund development practices and procedures including both passive provision for and active solicitation of gifts and grants from supporters of KPL and for both public and private fund raising efforts.
3. Recommend to the KPL Board of Trustees a properly licensed and qualified advisor (who may but need not be an employee of KPL) for the Endowment funds.
4. Monitor, evaluate and make recommendations on the work of the Endowment advisor.
5. Monitor, evaluate and manage the investment of the Endowment funds including setting benchmarks for evaluation of the Endowment advisor.
6. Provide strategic and policy direction to KPL for the expenditure of Endowment income.
7. Direct the application and allocation of the income from the Endowment.

The committee shall consist of seven (7) members including the President of the KPL Board of Trustees, the Treasurer of the KPL Board of Trustees and one other trustee appointed by the President as well as a representative from the Friends of the Kalamazoo Public Library and, as ex officio members, the KPL Director, Deputy Director and Chief Finance Officer of KPL who shall serve as the committee staff person.

The ex officio members of the committee shall have full committee rights and responsibilities except they shall not vote on the application and allocation of the income from the Endowment but they shall bring recommendations to the committee for application and allocation of the income from the Endowment.

Discussion:

J. VanderRoest noted when the committee structure was set up it was thought community members would participate. L. Godfrey explained it is the expectation a Friends of Kalamazoo Public Library representative will fill that role and the three trustees will also represent the community.



Motion carried 6-0.

B. Supervisory/Technical Employees Classification Study

Recommendation: A. Rohrbaugh recommended board approval to proceed with a classification study of the library’s Supervisory–Technical positions.

MOTION: J. VANDERROEST MOVED AND V. WRIGHT SUPPORTED THE MOTION TO APPROVE A CLASSIFICATION STUDY OF THE LIBRARY’S SUPERVISORY-TECHNICAL POSITIONS.

Executive Summary:

About a year ago, we did a classification study of the support staff (KPLSP) positions. The study reviewed the relationship or rankings of support staff positions within the library in relation to each other. As a result some positions were reclassified. It is appropriate to do such a review periodically; we are now turning attention to S-T.

The form developed for support staff would be used for S-T, so the cost would be less, about \$1,200. The consultant would use the form to interview S-T employees and supervisors and then recommend a ranking of positions. Any recommendations for reclassification would be brought to the board.

Normally an expenditure of this size would not specifically be brought to the board, but since this outcome could have budget implications it is appropriate for the board to approve undertaking the study.

This recommendation has been reviewed and is supported by the Personnel Committee.



Motion carried 6-0.

Reports

C. Reading Together

Presentation: **Joan Hawxhurst**, Programming Specialist, reported to trustees about the recently concluded 2007 Reading Together program that featured the book, "The Curious Incident of the Dog in the Night-Time," by Mark Haddon, about a teen diagnosed on the autistic scale. As in past years, the subject of autism drew in many new readers and program participants. Although the programs and book discussions were many and varied and had a profound impact on those who attended, overall attendance was down. The likely reasons were that autism is not as relevant to large numbers of people, we did not have a splashy kick-off, and the author did not visit Kalamazoo as part of the program.

There seemed to be more disparity in participants than in the past, a reflection of autism cutting through socio-economic status. She would like to see a 20% participation rate next year of African Americans as well as more native Spanish-speakers.

Next year's program kickoff will be moved to mid-January, a time not as busy with other library programming; the number of programs will be reduced overall to 1-2 each week. The book title for 2008 will be selected by mid-May this year to allow us to inform the educational community before they are on hiatus for the summer.

Discussion: V. Wright commented the discussion leader training received for this program is invaluable.

Disposition: C. Addison said we are lucky to have J. Hawxhurst as a program coordinator and thanked her for her efforts.

VI. COMMITTEE REPORTS

Finance & Budget Committee

J. VanderRoest: The committee will meet next month to review the proposed preliminary budget for 2007/08.

Personnel Committee

V. Wright: Next month the committee will meet to review the director's evaluation.

Building Committee

A. Rohrbaugh: The committee has decided the first priority to address is the main stairs at central, which will be replaced with tile. They expect to make a final decision on tile at the next meeting. Prices will then be obtained and installation arranged. Simultaneously, carpet near elevators will be replaced. The second priority will be replacing carpet and upholstered chairs in the second floor rotunda and displays on the first floor. There is not enough money to implement a full re-do of the first floor, but we will be making some minor changes including moving Spanish materials to the second floor soon.

Kingscott is working on a master floor covering replacement plan for all locations; this will be a multi-year project funded from the capital improvement project budget.

Endowment Committee

L. Godfrey: The committee met to consider the bylaw amendment approved earlier in the meeting. Next they will look at the fund development policy to be sure it is what is needed when we begin to spend available funds.

Millage Committee

A. Rohrbaugh: Committee members will attend a millage workshop on May 17 and process what was learned at a meeting on May 22.

VII. OTHER BUSINESS

A. Directors Report

A. Rohrbaugh reported managers and board members worked on the strategic map at the second facilitated discussion. Managers have worked on it since then; it is expected the plan will be brought back to the board for approval. Managers will soon begin working on the next level – the Tactical Plan for 2007/08.

A sub-group of trustees and managers is working on fleshing out the vision and mission statements and the core values. When ready, they will be brought to the full board meeting.

She expanded on a few items from her written report, including thanking the Friends for funding staff mini-grant projects; recognizing Susan Warner’s receipt from WMU of the “David Czuk Memorial Award” for part-time instructors of the English Department where she teaches a children’s literature course and pointing out that Ready to Read’s annual Party in the Park in observation of Stand for Children Day, is set for Weds. May 30.

J. VanderRoest asked if we need more resources for technology training classes since they seem to fill quickly; this is within our mission and important to offer. A. Rohrbaugh said Keith Howard, the library’s trainer, is heavily booked and is an effective trainer, responsive to student needs; she doesn’t think we want to add another staff trainer.

In response to a question from R. Brown, Michael Holverstott-Cockrell indicated the “Book Club in a Bag” program has been well-received. To date bags have been loaned 71 times. We are continually fielding new title requests and plan to add a number of new ones soon.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

IX. TRUSTEE COMMENTS

J. VanderRoest said over the last month, with the problems the county has experienced with the costs of their pension plan he is grateful we have D. Schiller to oversee our funds.

V. Wright noted we can’t undervalue the significance of the two words, Reading Together. She has looked into other community read programs and ours really is different – it truly connects participants to our community.

L. Godfrey reported she recently attended the American Humanics Association Award dinner, a student organization at WMU with national affiliation. They give an award each year to an established non-profit as well as a new non-profit. The new non-profit award winner this year was “Lending Hands.” They were nominated for the award by Martha Lohrstorfer. The recipient mentioned in the acceptance speech the assistance received from Ms. Lohrstorfer who was very helpful in getting the business started.

A. Rohrbaugh noted several trustees will be attending the YWCA Women of Achievement banquet on May 10, when Lisa Godfrey will be honored.

X. ADJOURNMENT

Hearing no objections, President Addison adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 4:54 p.m.

Loren Dykstra, Secretary