

**Kalamazoo Public Library**  
*OFFICIAL MINUTES OF THE BOARD OF TRUSTEES*  
*REGULAR SESSION*  
Date: April 23, 2012  
Time: 4:00  
Location: Central Library Board Room

**TRUSTEE ROLE CALL:**

Present: Fenner Brown, Robert Brown, Bruce Caple, Lisa Godfrey, Cheryl TenBrink, James Vander Roest, and Valerie Wright.

Absent: None

**CALL TO ORDER:**

President Godfrey called the meeting to order at 4:00.

**AGENDA APPROVAL:**

The agenda was approved.

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**I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS**

None.

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

No one addressed the Board.

**III. CONSENT CALENDAR**

A. *Minutes of the Board Meeting of March 26, 2012*

B. *Personnel Items – None.*

DISPOSITION: The Board accepted the Minutes of the Board Meeting of March 26, 2012.

**IV. FINANCIAL REPORT**

A. *Financial Reports for the Period Ending March 31, 2012.*

Director Rohrbaugh drew attention to the fact that the library had received its invoice for repaying its share of the Radisson Hotel settlement. The amount the library must pay back is lower than anticipated at \$13,525. This amount does not result in the library being in excess of the budgeted \$200,000 for Tax Charge Backs, but with the likelihood of additional refunds being high, the budget for this line item will be recommended for an increase with a budget revision at the May Board meeting.

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the period ending March 31, 2012.

MOTION:

R. BROWN MOVED AND V. WRIGHT SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE PERIOD ENDING MARCH 31, 2012.

MOTION CARRIED 7-0.



**V. REPORTS AND RECOMMENDATIONS**

REPORTS:

A. *3<sup>rd</sup> Quarter Strategic Priority Statistics*

Presentation: Director Rohrbaugh presented the 3<sup>rd</sup> Quarter Strategic Priority Statistics to the Board members. Two versions of the form used to present the statistics were included in the Board packets to introduce Board members to a new method of reporting that has been previously used with library staff. Director Rohrbaugh highlighted specific objectives stating that most goals were on course to be met by the end of the fiscal year. A few of the objectives, such as 4.4 and 8.4, will likely not be met. These, as well as objectives that have far outreached their goals such as 2.2, 3.2 and 7.2, will be reevaluated at the end of the fiscal year. Those who collect statistics will also reevaluate whether in library and out of library program attendance for children should be consolidated into one number as it is for all other age groups.

Discussion: B. Caple mentioned that he preferred the new landscape form for publishing the quarterly statistics that allowed a year at a glance view. He and R. Brown indicated that it would be helpful to indicate which quarters were active when a specific objective's success was dependent on the season, such as Summer Reading Games. R. Brown inquired about 1.3 which has only met 36.6% of its goal for this fiscal year, and 1.4 which will end the fiscal year meeting 55.8% of its goal. S. Warner explained that programs that are held off-site are usually much smaller than those held at the library, which is likely one of the reasons for the small numbers for objective 1.3. The low turn-out for Summer Reading Games (objective 1.4) is unknown. This number was an anomaly compared with previous years. In discussing whether in library and out of library program attendance should be kept separate for children's events, R. Brown questioned whether this was necessary or even helpful. S. Warner answered that she did not think it was important where the library was meeting the needs of its community but simply that needs were being met.

President Godfrey asked about objective 5.1 which was at 66.8% of its goal. Director Rohrbaugh explained that though this objective is not on target to meet its goal, circulation of adult print books is up 12% over last year. Though this target may not be

met, circulation is still increasing. F. Brown indicated that he would appreciate notes explaining why library staff believe the outlying statistics are not meeting or have greatly surpassed their goals. He also asked whether the library looked at its return on investment for specific programs and services. Director Rohrbaugh confirmed that the library does indeed analyze this. President Godfrey indicated that she would like to see the rationale behind changing any targets for the next fiscal year. Director Rohrbaugh agreed that this should and would be available and that she hopes the process of gathering and reporting on statistics can become more manageable and efficient for the next fiscal year.

*B. Legislative Update—Diane Schiller*

Presentation: D. Schiller again discussed Senate Bill 1040 which would alter the benefits and liabilities profile of MPSERS. This bill would have an effect on 19 library employees. This bill will be examined more closely in committee during the summer months; no changes will be undertaken before the end of our fiscal year.

D. Schiller also discussed the proposed legislation that would slowly phase out personal property tax. Bills propose the elimination of industrial personal property tax for those entities valued under \$40,000 by December 31, 2012. Personal property tax on all industrial entities will be eliminated by December 31, 2016. In 2011, \$488,000 of the \$1.2 million collected in personal property tax came from industrial personal property tax.

Disposition: J. Vander Roest asked D. Schiller about how the collection of commercial personal property tax was being altered by these recent bills. D. Schiller said she did not know how this was being eliminated yet. MLA is continuing to lobby hard and is pushing for a constitutional amendment that would ensure the replacement of personal property tax. Trustees thanked D. Schiller for her work in keeping up with this legislative activity.

*C. Smithsonian African American Museum of History and Culture—Valerie Osborne*

Presentation: The Smithsonian National Museum of African American History and Culture is the 19<sup>th</sup> museum in the Smithsonian Institution and scheduled to open in 2015. An exhibit titled “Making a Way Out of No Way” will feature Covert, MI and the first African American settlers to live here in 1866, two of V. Osborne’s great-great grandfathers, William Bright Conner and Dawson Pompey. A quote from the exhibit description states: “Looking at the town of Covert, Michigan in the late 19<sup>th</sup> and early 20<sup>th</sup> centuries, is a window into a community that focused on living together cooperatively in a time and place where racism and violence were prevalent. Covert tells a story of integration from the ground up where the town as a whole was integrated, including the schools.” V. Osborne gave a brief report on her two great-great grandfathers and their families proving that Covert was town ahead of its time.

Disposition: Trustees and meeting attendees thanked V. Osborne for her interesting report.

D. *ONEplace Leadership Academy and annual survey of ONEplace services—Bobbe Luce*

Presentation: B. Luce began her presentation with the results from the annual survey conducted by ONEplace in late February and early March. Respondents were surveyed about their satisfaction in four categories: individual and small group assistance, webinars, workshops, and roundtables. The average approval rating for these ONEplace services was 94%, up from 91% last year. B. Luce has been very pleased with the services ONEplace has been able to provide. Those who have used ONEplace are consistently referring new people which are arriving at nearly every event. Event attendees come from all levels of non-profit organizations from executives to volunteers.

B. Luce also discussed the ongoing Leadership Academy. The 19 participants have indicated that the Leadership Academy is providing them with many more resources and information than they expected. Each participant has a mentor, and the interaction among the participants and trainers has been rewarding. Participants have been able to get a broad look at different non-profit organizations and how the problems they experience are similar. A graduation has been planned for June 1<sup>st</sup> at 3:00.

Disposition: President Godfrey asked whether the job postings section of ONEplace's website was being utilized. B. Luce responded that this has become the most active part of the website with 1,500-3,000 hits per month. President Godfrey also asked whether the Leadership Academy is seen as a sort of succession planning and whether there were 19 individual mentors also working with ONEplace. B. Luce indicated that participation in the Leadership Academy may be the result of certain organizations thinking about succession planning, but that this is not necessarily the case for all the participants. She also indicated that there are a total of 18 mentors, with one mentor working with two participants. In her opinion this has turned into a great community building activity. Trustees were impressed with B. Luce's presentation and thanked her for her work.

E. *Reading Together 2012—Karen Santamaria*

Presentation: K. Santamaria presented a summary of the 2012 Reading Together season and *Into the Beautiful North*. A total of 19 events were held at nine different locations with attendance totaling 1,817. In addition to these 19 events, as many as 32 Book Discussions were held. The book circulated a total of 2,022 times in all formats. Interestingly, the library's five Overdrive titles had an average of 13.4 circs per copy, the highest of any format, which attests to the increasing demand for digital materials. Overall response to the title was positive with the majority of people giving the book a

rating of “excellent” or “very good”. This was especially true among those who attended one of the events featuring Urrea. These specific events were very successful and enjoyable. Some response to the book was lukewarm, however. Common criticism suggested the book was too light for Reading Together, that it didn’t address issues in our community, and that the Spanish interspersed in the writing was confusing. Overall, Reading Together 2012 can be seen as a success. K. Santamaria lastly acknowledged library employee Eleanore Chadderdon for help in making Reading Together a success.

Disposition: Trustees thanked K. Santamaria for her report and work to make Reading Together a success in 2012.

**VI. COMMITTEE REPORTS**

- A. *Finance and Budget Committee*—no meeting
- B. *Personnel Committee*—the committee will be meeting in May with Director Rohrbaugh for her annual evaluation
- C. *Fund Development Committee*—no meeting
- D. *Director’s Building Advisory Committee*—no meeting

**VII. OTHER BUSINESS**

A. *Bylaws Revision*

The new election law recently passed effected the timing of elections of the Board members for the library. The language of the bylaws was simply changed to reflect this new election schedule. The amended section was Article IV, Section 4.1 “Election of Officers; Nominations.” These amendments are immediately effective upon passage.

Recommendation: President Godfrey recommended that the Kalamazoo Public Library Board of Trustees Bylaws should be revised at Article IV—Board of Trustees Organization, Section 4.1.

MOTION:

R. BROWN MOVED AND B. CAPLE SUPPORTED THE MOTION TO REVISE THE KALAMAZOO PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS AT ARTIVE IV—BOARD OF TRUSTEES ORGANIZATION, SECTION 4.1.

MOTION CARRIED 6-0.



(Trustee J. Vander Roest was absent from the room at the time of this motion.)

B. *Director’s Report*

Presentation: Director Rohrbaugh began her report talking about the schedule for budget approval. MTeam has been working on the Action Plan for the next fiscal year and has solidified the special projects they will be undertaking to fulfill the library’s strategic priorities. The budget is then partially developed working from the Action Plan

to fund the projects that have been decided upon. The Finance and Budget Committee will meet in May and the first review of the budget will occur at the May Board meeting. The budget will be recommended for approval at the June Board meeting.

Director Rohrbaugh then drew attention to certain notes in the Director's Report. She thanked the Friends for their continuing support, noted that the Oshtemo Branch Library will be a polling place beginning with the August 7<sup>th</sup>, 2012 election, and expressed her pleasure in the continuance of solid partnerships with KPS. Strong attendance at the second First Saturday@KPL was not hampered by the Easter holiday or Spring Break.

Discussion: V. Wright was happy to see that the renovations to the Teen area at Central that allow the area to be closed off were already being utilized successfully during programs. She was happy to read that Director Rohrbaugh was participating on the United Way Education Strategy Group. She thanked the Friends for their annual donations and Caitlin Hoag for her representation at the LSTA discussion at the Library of Michigan. President Godfrey thanked JD Anderson for working on upgrades to SIRSI on Easter and thanked her in advance for the work she will do over the Memorial Day weekend.

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

No one addressed the board.

**IX. COMMENTS BY TRUSTEES**

- B. Caple shared his enjoyment of the Earth Day concert at the Oshtemo Branch Library on Saturday, April 21<sup>st</sup>. This program was attended by approximately 350 people. He thanked the Friends for their generous contribution. He also raised the question of if there was a way to track children and young adults participation in library events throughout the years. S. Warner answered that this was not something that we currently track.
- V. Wright expressed her gratification in the way the library was meeting its goals as related to the strategic priorities. Being on the committee that developed this plan for the library, she remembers the angst and concern that was raised as these priorities were being developed. She is very pleased to see the library has been successfully meeting its goals.
- President Godfrey thanked the Friends for the annual gift as well and expressed her enjoyment in the Friends annual brunch which featured Margean Gladysz and her book *The Spy on the Bus*. She was pleased that they had been nominated for a STAR Award, feeling their acknowledgment at the STAR breakfast was well-deserved.

**X. EXECUTIVE SESSION**

President Godfrey asked for a motion to move to closed session to conduct a discussion on upcoming negotiations and asked that Director Rohrbaugh, D. Schiller, and T. New stay.

MOTION:

B. CAPLE MOVED AND F. BROWN SUPPORTED THE MOTION TO MOVE TO CLOSED SESSION TO DISCUSS THE UPCOMING NEGOTIATIONS WITH KPLA AND KPLSP.

**Roll Call Vote:** R. Brown—yes; F. Brown—yes; B. Caple—yes; C. TenBrink—yes; V. Wright—yes; L. Godfrey—yes.

MOTION CARRIED 6-0.



(Trustee J. Vander Roest was absent from the room at the time of this motion.)  
Trustees moved to closed session at 5:25 p.m.

MOTION:

F. BROWN MOVED AND B. CAPLE SUPPORTED THE MOTION TO RETURN TO OPEN SESSION.

**Roll Call Vote:** R. Brown—yes; F. Brown—yes; B. Caple—yes; C. TenBrink—yes; V. Wright—yes; L. Godfrey—yes; J. Vander Roest—yes.

MOTION CARRIED 7-0.



Trustees moved to open session at 5:55 p.m.

**XI. ADJOURNEMENT**

Hearing no objection, President Godfrey adjourned the meeting at 5:56 p.m.

**X**\_\_\_\_\_

Robert Brown  
Secretary