

**Kalamazoo Public Library**  
*OFFICIAL MINUTES OF THE BOARD OF TRUSTEES*  
*PUBLIC MEETING*  
Date: April 25, 2016  
Time: 4:00 p.m.  
Location: Central Library Board Room

**TRUSTEE ROLL CALL:**

Present: Robert Brown, Bruce Caple, Cheryl TenBrink Lisa Godfrey, Kerria Randolph, James VanderRoest, and Valerie Wright

Absent: None

**CALL TO ORDER:**

President Caple called the meeting to order at 4:00 p.m.

**AGENDA APPROVAL:**

The agenda was approved.

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**I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS**

No recognitions, resolutions, or communications.

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

No one addressed the Board.

**III. CONSENT CALENDAR**

- A. *Minutes of the Meeting of March 28, 2016*
- B. *Personnel Items*

**IV. FINANCIAL REPORTS**

- A. *Financial Reports for the Month Ending March 31, 2016.*

Recommendation: Director Rohrbaugh recommended the board accept the Financial Reports for the month ending March 31, 2016.

Discussion: Director Rohrbaugh drew attention to the paragraph concerning the General Operating Fund, saying that expenditures have kept pace with the three-quarter mark of the fiscal year. Additionally, she stated information concerning the Endowment Fund had been attached this month.

J. VanderRoest pointed out that the Endowment Fund information is only current through Dec. 31<sup>st</sup> of 2015. He stated it was likely that, in the interim, the fund had performed poorly but had stabilized.

MOTION: L. GODFREY MOVED AND V. WRIGHT SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING MARCH 31, 2016.

MOTION CARRIED 7-0.

**V. REPORTS AND RECOMMENDATIONS**

**RECOMMENDATIONS:**

*A. General Operating Close Estimate Budget Revision for Fiscal Year 2015 – 2016*

Recommendation: Director Rohrbaugh recommended board approval of the attached General Operating Close Estimate Budget for the fiscal year ending June 30, 2016.

Executive Summary: The General Operating Close Estimate Budget recognizes the allocation of the beginning carryover variance of \$686,054 from the prior fiscal year as previously approved by the board for Capital Improvements, Municipal Employees Retirement System (MERS) additional funding for pension liabilities, and MPSERS unfunded liability state reimbursement & payment. Per prior approvals, an additional \$200,000 has been budgeted for transfer to the Capital Improvement Plan and both the \$100,000 lump sum payment and 1.5% of employee salaries have been recognized.

Changes to the revenue projections for the fiscal year are limited to recognition of delinquent property tax receipts, the credit reimbursement from Consumers Power, and an addition to the annual gift from the Friends of KPL of \$3,000 to total \$43,000 for the fiscal year. Revisions to property tax revenue estimates have not been recognized due to a delay in the final reconciliation of property taxes from the City of Kalamazoo.

Revisions to expenditure categories incorporate all changes to salaries and benefits, including a number of vacancies, since July 1, increases to materials budgets for digital collections, changes to accommodate internet contracts and data storage transfers to KRESA, and recognition of the previously approved website survey performed by the Kercher Center.

This recommendation has been reviewed and approved by the Finance & Budget Committee.

MOTION: J. VANDERROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO APPROVE THE ATTACHED GENERAL OPERATING CLOSE ESTIMATE BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2016.

Discussion: J. VanderRoest reminded trustees that a decision was made some time ago to utilize a significant portion of the budget surplus to shore up the MERS deficit. He stated the Finance & Budget Committee strongly support that decision.

Director Rohrbaugh stated KPL staff have been made aware of that decision, and that she believes it constitutes good stewardship on the part of the Board of Trustees.

J. VanderRoest said staff enrolled in MERS have earned specific benefits and it is important they have access to their fair share.

MOTION CARRIED 7-0.

*B. Special Revenue Close Estimate Budget Revision for Fiscal Year 2015 - 2016*

Recommendation: Director Rohrbaugh recommended board approval of the attached Special Revenue Close Estimate Budget for the fiscal year ending June 30, 2016.

Executive Summary: The Special Revenue Close Estimate Budget recognized carryover budget activity for Local History, Antiracism Team (ARTT) activities, Library gifts, and Friends Mini-grants as well as continuing expenditures for distributed books and spelling bee costs in the Ready to Read project.

This recommendation has been reviewed and approved by the Finance & Budget Committee.

MOTION: L. GODFREY MOVED AND J. VANDERROEST SUPPORTED THE MOTION TO APPROVE THE ATTACHED SPECIAL REVENUE CLOSE ESTIMATE BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2016.

Discussion: No discussion.

MOTION CARRIED 7-0.

REPORTS:

*C. Third Quarter Strategic Planning Statistics*

Report: Director Rohrbaugh said as we move towards the final quarter in the 2015 – 2016 fiscal year, some of the target goals will see a spike while others are on a steady pattern. Upon examination of some of those targets and goals, it appears that some will not be met. She stated that is indicative of both changing circumstance and the ambitious setting of target numbers.

Additionally, she pointed out that accompanying these statistics are the results of the Caregiver Survey, which focuses on services, programs, collections and spaces for children. As usual, the results are encouraging.

Discussion: V. Wright asked about the number of gift books given and whether those books were primarily donated through the *Summer Reading Challenge & Ready to Read*. Director Rohrbaugh stated that was case. S. Warner said additional opportunities include outreach efforts such as those targeting teen parents at Loy Norrix High School.

Disposition: Trustees thanked Director Rohrbaugh for her report.

*D. Teen Services Update – Andrea Vernola*

Report: Director Rohrbaugh introduced A. Vernola, head of Teen Services. A. Vernola began by handing out a list of current and upcoming projects undertaken by Teen Services staff. She stated that since she has been the head of Teen Services she has been carefully assessing existing initiatives and creating plans for moving forward. She then stated there was a recent staffing change in which Tami Russell moved to the Circulation Supervisor position, and Kirsten Baldwin-Wilson began in Teen.

A. Vernola reported a focus in recent months has been participation in professional development opportunities. She listed outcomes including ongoing participation in the

ONEplace nonprofit leadership academy and programs and partnerships with the Face-Off Theater Company and Speak it Forward / Kinetic Effect. Overall, she described recent developments as efforts to rebuild a youth voice in programming and take advantage of networking opportunities.

Moving forward, priorities include identifying existing youth advisory groups, investigating a variety of regular gaming and craft opportunities at all KPL locations, and preparing for the Summer Reading Challenge.

Discussion: C. TenBrink asked how many teens regularly visit the teen room at Central Library after school. A. Vernola said there is a general crowd of five to ten who tend to show up on a daily basis. C. TenBrink also asked how teen programs and services are promoted to teens. A. Vernola stated while there is some use of social media for this purpose, signs and flyers tend to be effective as well. She also stated that taking advantage of opportunities to address teens in schools has been worthwhile.

L. Godfrey asked whether A. Vernola had any specific ideas for alterations to the teen space at Central. A. Vernola said the first step was making all the games accessible. She then shared plans to create a space for teen events and information to be posted, eliminate one of the catalog computers, purchase modular tables to increase the flexibility of the seating areas, and place book displays near the video game station. She also shared an idea to convert the rear half of the teen staff offices, which are not being fully utilized into additional teen patron space. Lastly, A. Vernola stated that she wishes to create a space where teens could eat.

J. VanderRoest asked whether there was any coordination between Teen Services and area schools for assistance with assignments. A. Vernola stated that would be an excellent connection to make, but as far as she knows, such a relationship has never truly existed. She said working with Kalamazoo Public Schools can be difficult since while both KPS high schools have a school librarian, only one middle school does.

J. VanderRoest then asked what the gender breakdown for usual teen patrons has been as of late. A. Vernola stated that regular patrons tend to be male. J. VanderRoest said he found that interesting as, historically, girls have been the more numerous demographic. A. Vernola stated more girls have been coming to craft-related programs and while they also appreciate gaming opportunities, they tend to play different games. J. VanderRoest asked whether gaming generally consists of table top games or video games. A. Vernola said both types have been available. She added that a recent Harry Potter themed trivia program was *very* successful.

C. TenBrink stated that in the past, KPL librarians would visit KPS classrooms to discuss the Summer Reading Games. She suggested that procedure be revisited. A. Vernola said she has met with school librarians for this purpose and hopes to create unified outreach protocol for all of Teen Services.

V. Wright then shared her enthusiasm for the recent Jason Reynolds author visit and said she found it very exciting that such a wide group of ages were in attendance.

J. VanderRoest asked whether there were any specific initiatives just for teens this year in regards to *Reading Together*. A. Vernola said they tried a book club earlier in the year, but she

felt that Orphan Train may not have appealed to teens as much as they had hoped, and that the timing and scheduling of the book club could have been improved. She then said they plan to try again with all of that in mind.

Disposition: Trustees thanked A. Vernola for her report.

*E. Legislative Update – Diane Schiller*

Report: D. Schiller began her report with the news that the Executive Director of the MLA recently put out a notice that coalition attorneys working in opposition to House Bill 269 are currently in negotiations with the Secretary of State and the Attorney General to come to an accord regarding the sixty day ban on discussion of millage specifics prior to an election.

Her next point regarded the so-called ‘dark store’ legislation efforts. She stated a house bill has been introduced by a representative from Portage and referred to the Tax Policy Committee. There is no meeting scheduled yet.

Additionally, paid sick leave petition efforts have been revived. She said to expect to see individuals around town seeking signatures.

She then stated the recent series of bills regarding tax captures pertinent to public libraries have passed through the Senate and are now in the Tax Policy Committee in the House of Representatives. Pushback seems to now concentrate on the DDAs and TIFFs not wanting a comprehensive approach to tax captures, but rather individual approaches for specific types of captures.

Responding to trustees’ request for information regarding firearm legislation, D. Schiller stated there were approximately fifteen individual pieces of such legislation in various committees. None currently have any meetings scheduled.

Discussion: J. VanderRoest asked for the ‘nutshell’ version of the dark store bill. D. Schiller stated it seeks to redefine the basis for the tax assessment by the Michigan Tax Tribunal to the highest and best-use appraisal practices.

J. VanderRoest then asked how many of the firearm legislation pieces seemed to support the goals of firearm lobbyists. D. Schiller said that was not immediately evident, but the bills discussed things such as sentencing guidelines, concealed carry waivers, definitions of ‘public areas’, and the creation of pistol-free zones.

Disposition: Trustees thanked D. Schiller for her report.

*F. PLA Experience – Bob Brown & Kerria Randolph*

Report: R. Brown and K. Randolph thanked the Kalamazoo Public Library for making their attendance of the Public Library Association Conference possible. They also thanked the KPL staff who also went.

R. Brown stated he focused on programs and sessions that related to maker spaces. He stated he found it interesting that low-tech maker programs seemed to be highlighted throughout the conference. The focus, he said, was on helping patrons identify things they'd like to make, regardless of the equipment or tools required and empowering them to do so. He stated he was left with an impression that employing or partnering with artists-in-residence can be very helpful in this process. He also stated that it was rewarding to hear the sorts of programs and services which KPL provides being discussed at the conference.

K. Randolph stated he focused on sessions around the themes of diversity and outreach. He stated he was pleased to be able to see the ways in which KPL embraces those themes within the grander context of public libraries in general. He also said he appreciated being able to hear personal stories from individuals presenting at the *We Need Diverse Books* luncheon.

He went on to say that it was good to see how close-knit the KPL team that attended PLA seemed to be, and how well-represented KPL was at the conference. He stated everywhere he went, other library professionals seemed to recognize Kevin King, head of Branch and IT Services.

Disposition: President Caple thanked R. Brown and K. Randolph for their report.

## VI. COMMITTEE REPORTS

- A. *Finance and Budget Committee* – J. VanderRoest stated there had been a meeting to review the close estimate budgets. There will be another meeting in May to discuss the preliminary budget for fiscal year 2016 -2017.
- B. *Personnel Committee* – V. Wright thanked trustees for returning Director Rohrbaugh's annual evaluations. She also said there is a meeting scheduled for early May.
- C. *Fund Development and Allocations Committee* – No meeting.
- D. *Director's Building Advisory Committee* – No meeting.

## VII. OTHER BUSINESS

### A. *Director's Report*

Report: Director Rohrbaugh began by drawing trustees' attention to a handful of items regarding the Friends of Kalamazoo Public Library's annual meeting, which focuses on volunteer appreciation.

She then stated the May board meeting will take place at the Oshtemo Branch Library. The new public service desk should be installed at Oshtemo by that time, but unfortunately, the flooring will not be in place. She said there will be tour of the space following the meeting.

Director Rohrbaugh then mentioned a number of recent events which were well-received. She stated while the weather may not have been desirable for Spring Break, it may have contributed to good library event attendance numbers. She went on to say that a new one-on-one

genealogy program model proved to be very successful and will be used again in the future.

She was pleased to announce that Central Library and the Oshtemo Branch Library have been selected as beta test sites for Johnson Controls' latest building automation software. This means the upgrade will be free and additional technical support will be available to Facilities Management staff during the test.

Lastly, Director Rohrbaugh thanked R. Brown and K. Randolph for attending the PLA conference and said she was pleased to hear that both were energized and validated by their experience.

Discussion: V. Wright asked why circulation statistics seemed to be trending downwards. Director Rohrbaugh said KPL staff had been thinking about that for some time. In the case of circulation of digital media, the consensus seems to be that streaming services such as Netflix and Amazon Prime have made in-roads into the circulation of DVDs and CDs.

J. VanderRoest said that it certainly still appears as though circulation numbers are still quite high. Director Rohrbaugh voiced her agreement and went on to say that print resource circulation seems to be holding steady.

L. Godfrey asked what might contribute to decline in database usage. Director Rohrbaugh said she could not point to any specific trend that might account for that decline. L. Godfrey said it seemed unusual to see a sudden drop in interest in those services from last year. President Caple stated, as far as he knew, there had been no large-scale changes to KPL database subscriptions in the last year. Director Rohrbaugh indicated that was the case.

J. VanderRoest asked whether lack of home access to some of the databases might be contributing to that decline. Director Rohrbaugh stated that was a possibility and mentioned that Michael Cockrell and Caitlin Hoag might know more.

V. Wright asked whether the twentieth anniversary of the Friends Bookstore would be celebrated with a public event. Janice Snell, a Friends of KPL Board Representative, said she was unsure whether a celebration beyond the annual meeting had been planned.

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

No one addressed the board.

**IX. COMMENTS BY TRUSTEES**

- L. Godfrey had no comments.
- V. Wright reiterated her satisfaction with the Jason Reynolds visit, and said she was very pleased with how motivational his speech was. She also stated that she always finds it exciting to hear reports from PLA attendees.
- C. TenBrink had no comments.
- K. Randolph thanked the library again for making his attendance of the PLA conference possible and that, as Director Rohrbaugh had stated earlier, he found it to be an energizing experience.
- R. Brown also thanked the library for sending him to PLA.

- J. VanderRoest stated that in regards to D. Schiller’s report on firearm legislation efforts, and as someone who has a concealed carry permit, he cannot imagine why any patron would feel the need to bring deadly force into a public library setting. Director Rohrbaugh indicated the philosophy seems to be that individuals who carry at the library and in other public places are those who feel as though they are ‘good guys’ who are there to prevent a tragedy from taking place. R. Brown stated that attitude is alarming considering the number of trained police officers routinely suspected of the misapplication of deadly force. J. VanderRoest said the library is not a location where those with proper training would feel comfortable applying deadly force due to the number of bystanders. L. Godfrey stated that she believes true change will only occur not at the legislative level, but at the judicial level, when the language regarding the second amendment is interpreted accurately. President Caple stated his agreement regarding the inherent danger posed by self-identifying ‘good guys’.
- President Caple thanked R. Brown and K. Randolph for finding the time to attend the PLA conference. He also expressed his satisfaction with recent changes to the KPL mobile app, which have made it much more user-friendly.

**X. EXECUTIVE SESSION**

MOTION: L. GODFREY MOVED AND J. VANDERROEST SUPPORTED THE MOTION TO MOVE TO CLOSED SESSION TO DISCUSS THE LABOR NEGOTIATIONS.

**Roll Call Vote**: L. Godfrey – yes; V. Wright – yes; C. Tenbrink – yes; K. Randolph – yes; R. Brown – yes; J. VanderRoest – yes; B. Caple - yes

MOTION CARRIED 7-0.

Trustees moved to an executive session at 5:11 P.M.

MOTION: R. BROWN MOVED AND L. GODFREY SUPPORTED THE MOTION TO RETURN TO OPEN SESSION.

**Roll Call Vote**: L. Godfrey – yes; V. Wright – yes; C. Tenbrink – yes; K. Randolph – yes; R. Brown – yes; J. VanderRoest – yes; B. Caple - yes

MOTION CARRIED 7-0.

Trustees moved to open session at 5:58 P.M.

**XI. ADJOURNMENT**

Hearing no objection, President Caple adjourned the meeting at 5:59 P.M.

**X** \_\_\_\_\_  
Kerria Randolph  
Secretary

[Return to Agenda](#)