

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

DATE: April 26, 2010
TIME: 4:00 p.m.
LOCATION: Central Library
Board Room
315 South Rose Street
Kalamazoo, MI 49007

PRELIMINARY BUSINESS

ROLL CALL:

All Trustees present: Cynthia Addison, Fenner Brown, Robert Brown, Lisa Godfrey, Cheryl TenBrink, James Vander Roest and Valerie Wright

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

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 March 22, 2010

B. Personnel Items (none)

Disposition: The board accepted the Minutes of the Meeting of March 22, 2010 as presented.

IV. FINANCIAL REPORTS

A. Financial Reports for the Period Ending March 31, 2010

Recommendation: A. Rohrbaugh recommended the board accept the Financial Reports for the Period Ending March 31, 2010 as presented.

Executive

Summary: The Finance & Budget Committee reviewed the revised budget that will be presented at the May board meeting.

MOTION: L. GODFREY MOVED AND R. BROWN SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE PERIOD ENDING MARCH 31, 2010.



Motion carried 7-0.

V. **REPORTS AND RECOMMENDATIONS**

REPORTS

A. Relationship with Kalamazoo Department of Public Safety

Presentation: Officer Joshua Breese, downtown KDPS officer, talked to trustees about the excellent relationship that has been developed between him and other downtown police officers and library staff and management to address problems and issues that arise at central library.

Disposition: Director Rohrbaugh said she and staff also appreciate the good relationship we have with KDPS as well as prompt response when needed and regular walk-throughs of central library by officers. Trustees were appreciative of the report and thanked Officer Breese and KDPS for their assistance.

B. Census and Tax Preparation

Presentation: Director Rohrbaugh introduced Christine Hann, Information and Reference Service Government Documents, who reported on KPL's collaboration with the Kalamazoo County Tax Initiative to assist those who need help with their federal income tax filings.

She and Bobbi Luce, of the ONEplace also told trustees about KPL's partnership with Census 2010, to help get information out to the public by providing space for census job testing and training, questionnaire assistance centers, forms, displays and disseminating information indirectly through human services organizations.

Disposition: Trustees thanked Ms. Hann and Ms. Luce for their reports and were pleased KPL was able to collaborate and provide support so effectively for these two initiatives.

C. Strategic Planning Process

Presentation: A. Rohrbaugh updated the board on the third visit from consultant Sandra Nelson and the work that was done with staff on the first two days and with management team on the third day. She set the stage for two days of intense group work with about 35 staff members by discussing change and change readiness at KPL, resources, (staff, collections, facilities and technology) and the digital future.

We started by listing current activities and potential activities that support/might support the eight goals that support the five identified priorities. Then we began discussing criteria to assess the effectiveness of the goals and reviewed preliminary targets for KPL goals. The difference between proactive and reactive services was discussed. We reviewed what we are doing that does not support our priorities and discussed how to address activities that are not effective and the need to move resources to those activities that do support our goals. The group did another exercise to identify "sacred cows" within KPL, that is, practices that seem to be immune from criticism. This discussion will be continued within departments.

Friday morning Sandra met with the management team to discuss the next steps to implement the plan. She helped the group identify target dates for next steps and how to implement them. For example, one immediate step to go through was to identify how to involve the rest of the staff that did not attend the two day session. There will be departmental staff meetings, and we will be holding two staff meetings to repeat the exercises Sandra conducted.

The first thing we are working on is our organizational structure. The director hopes to bring a recommendation to the May board meeting to change the structure in order to make it easier to carry out our top priorities. We are looking at moving branches from Youth and Branch Services to Patron Services to support more time in Youth Services to address the pre-school literacy goal. If staff and resources are reallocated to allow it, we could nurture and strengthen existing partnerships to achieve greater access to children and families who do not have a history of using the library. Examples of collaborations we already have in place where we could be more proactive are PEEP, parental education through Headstart, the Domestic Assault Shelter, Nurse Family Partnership, childcare providers through KRESA, and child care providers who come to our storytimes.

We believe if we move the branches and oversight of the branches to Patron Services, and audiovisual services from Patron Services to Information and Reader Services, that will allow us to free up staff and reallocate some materials to support reading, listening and viewing for pleasure. We will likely be able to reallocate some resources from IRS, a department that currently provides some services not determined to be priorities.

We are also looking at what data we need to collect to support our objectives and measure our progress as we become a more data-driven organization.

Target dates and numbers for objectives and organizational competencies will be developed that will replace what in previous years has been the Tactical Plan.

We will begin centralized selection July 1st to streamline the work and be a help in the process. We have also begun looking at what we can do now as part of the "connecting to the online world priority" and have already enhanced the speed of our Wi-fi and are looking at possible equipment changes/upgrades.

In response to questions about the sacred cow discussion, the director gave some examples of some issues that were raised by staff.

In summary, the board so far has accepted the priorities and goals to carry them out. Management and staff are now working on the objectives with targets that include dates and numbers as we move to become a more data driven organization. She will share progress with the board as it is developed, some for board acceptance and some for board information.

Disposition: Trustees received the information.

VI. COMMITTEE REPORTS

Finance & Budget Committee

J. Vander Roest: indicated the committee met twice since the March board meeting and will meet again before the May meeting.

Personnel Committee

R. Brown: The committee will be meeting soon.

Building Committee

A. Rohrbaugh: No report.

Endowment Committee

V. Wright: The Arcadia Investment Management Corporation report for the first quarter of 2010 reflects no losses and was hopeful for the future.

VII. OTHER BUSINESS

Director's Report

In addition to the director's written report, she told the board they would soon be receiving invitations to the annual "Party in the Park" on June 2. She also told them our website is highlighting Kalamazoo Central High School's national contest win for the White House "Race to the Top" challenge to compete for President Obama to be the speaker at the 2010 commencement ceremony. We have also provided links to the winning KCHS student produced video.

She highlighted some other items from her report and answered trustee questions on several more, and indicated the meeting agenda for May will include budget revisions and the first review of the 2010/11 budget, her input for the director's annual evaluation, and an organizational chart recommendation.

The director will be at ALA in June during the time of the board meeting, which will be conducted by Deputy Director Mary Doud. That meeting will include a public hearing on budget, approval of next year's preliminary budget and setting the millage rate for 2010/11. In July the board will conduct the director's annual review.

In response to questions from trustees about written items, the director indicated the Douglass Community Association is limiting the focus of their organization as a result of a strategic planning process and will be concentrating on youth, which fits in well with KPL's priorities. She also indicated the bookmobile is being readied to be advertised for sale; materials are being evaluated by lead librarians. We already have some interest in the vehicle and will establish an asking price based on advice from the vendor from whom it was purchased.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

IX. TRUSTEE COMMENTS

C. Ten Brink visited several bookmobile stops including the last stop before the service was retired; patrons were quite nostalgic but understanding. She also enjoyed the Reading Together finale that included a drum performance by Kalamazoo College students.

V. Wright commented on the exceptional breadth and depth of the Reading Together programs as reviewed by her AAUW colleagues and their appeal to a wide range of age groups. She also enjoyed attending a recent Friends of the Library board meeting.

X. ADJOURNMENT Hearing no objection, President Wright adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 5:20 p.m.

Cheryl TenBrink, Secretary