

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

DATE: April 27, 2009
TIME: 4:00 p.m.
LOCATION: Central Library
Board Room – Third Floor
315 S. Rose Street
Kalamazoo, MI 49007

REGULAR SESSION

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

PRELIMINARY BUSINESS

Roll Call: All Trustees were present: Cynthia Addison, Robert Brown, Lisa Godfrey, Ian Kennedy, Cheryl TenBrink, James Vander Roest, and Valerie Wright.

Agenda Approval: There were no changes to the agenda.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

A. Resolution: Comerica Bank

Recommendation: Director Rohrbaugh recommended the board adopt a resolution to update Comerica Bank’s records regarding KPL’s Declaration and Agreement for Opening & Maintaining Deposit Account(s) and to authorize the secretary to sign updated Business Account Signature Cards.

MOTION: L. GODFREY MOVED AND J. VANDER ROEST SUPPORTED THE MOTION TO UPDATE COMERICA BANK’S RECORDS REGARDING KPL’S DECLARATION AND AGREEMENT FOR OPENING & MAINTAINING DEPOSIT ACCOUNT(S) AND TO AUTHORIZE THE SECRETARY TO SIGN UPDATED BUSINESS ACCOUNT SIGNATURE CARDS.

Executive Summary: The director indicated that as part of Comerica’s efforts to keep their records updated they require adoption of the “Declaration for Deposit Accounts and Treasury Management Services” resolution and that Business Account Signature Cards be updated.

This recommendation does not represent any change in accounts or authority; it merely updates Comerica file documents.

Roll Call Vote: J. Vander Roest – yes; R. Brown – yes; I. Kennedy – yes; L. C. Addison – yes; C. TenBrink – yes; L. Godfrey – yes; V. Wright – yes.



Motion carried 7-0.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

III. CONSENT CALENDAR

- A. Minutes of the Board Meeting of March 23, 2009
- B. Personnel Items

Retirement

Linda Cook, librarian 2, announced her retirement effective June 1, 2010. Linda began her career at KPL in 1969 as a substitute cataloger. Soon after, she joined the salaried staff as a half-time librarian in Cataloging and moved to full-time in 1972. She worked briefly as a half-time cataloger and half-time librarian at Washington Square and Oshtemo branches in 1998. She moved to her current assignment, half-time in Cataloging/Technical Services and half-time in Adult Services, focusing primarily on indexing the *Kalamazoo Gazette*, for the last 10 years.

Director Rohrbaugh pointed out that Ms. Cook provided more than a year's notification of her retirement; J. Vander Roest noted she has been a long-time library employee.

Disposition: **The board accepted the Minutes of the Meeting of March 23, 2009 and the personnel item as presented.**

IV. FINANCIAL REPORTS

- A. Financial Reports for the Period Ending March 31, 2009

Recommendation: **A. Rohrbaugh recommended the board accept the Financial Reports for the Period Ending March 31, 2009 as presented.**

MOTION: **L. GODFREY MOVED AND R. BROWN SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE PERIOD ENDING MARCH 31, 2009.**

Executive
Summary:

A. Rohrbaugh reported the budget request for 2009/10 is being developed based on revenue projections currently available and on the assumption the millage proposal will pass. Even with a renewal, there will continue to be budget reductions.

\$100,000 was taken out of the current year's budget that will be brought to the board for approval in May. This will help with the budget process for 2009/10, but the carryover balance after the audit will be less by that amount.

Next year's budget includes the elimination of most items listed in the "Tier One Reductions" list the director shared with the board earlier this year. The total expenditures amount is still too high; another \$200,000 in cuts was worked through department heads and will be reflected in the preliminary budget that will come to the board in May for consideration and in June for approval after being reviewed by the Finance & Budget Committee on May 11.

If the millage proposal does not pass on May 5, the budgets will all need to be re-done.



Motion carried 7-0.

V. REPORTS AND RECOMMENDATIONS

ACTION ITEMS

A. Departmental Name Change

Recommendation: The director recommended reconsidering and changing the departmental name “Business Office” to “Financial Services.”

MOTION: C. ADDISON MOVED AND L. GODFREY SUPPORTED THE MOTION TO CHANGE THE DEPARTMENTAL NAME “BUSINESS OFFICE” TO “FINANCIAL SERVICES.”

Executive Summary:

Earlier this year, the board approved name changes for several library departments. One of the changes was FINANCE AND BUDGET to BUSINESS OFFICE. we now realize the preferred departmental name is FINANCIAL SERVICES. “Services” is consistent with the terminology used for several other library departments and lends itself to more logical titles on our organizational chart and for staff.



Motion carried 7-0.

B. Additional Meeting Date

Recommendation: The director recommended the board schedule an additional meeting to be held Thursday, May 7 at 4:00 p.m. for the purpose of discussing the budget for 2009/10.

MOTION: J. VANDER ROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO SCHEDULE AN ADDITIONAL MEETING TO BE HELD THURSDAY, MAY 7 AT 4:00 P.M. FOR THE PURPOSE OF DISCUSSING THE 2009/10 BUDGET.

Executive Summary:

It is a good idea to plan to meet in early May for continued budget discussions for the year beginning July 1, 2009. Should this meeting not be needed, it would be cancelled and discussion would continue at the regularly scheduled May 18 meeting. There is the possibility that two discussions could be needed in May.



Motion carried 7-0.

REPORTS

C. Tax Assistance Program

Presentation: Christine Hann, Government Documents Librarian, spoke to the board about the free tax assistance through the Volunteer Income Tax Assistance program (VITA). Both Central and Oshtemo were host sites where tax help was scheduled by appointment. 174 people received tax preparation assistance at the two library sites.

In addition, we began offering tax forms and instruction booklets to the public again after several years of providing only reproducible tax forms. The pilot project went well and we expect to expand it next year.

Disposition: The board received and thanked Ms. Hann for the information and her efforts.

VI. COMMITTEE REPORTS

Finance & Budget Committee

J. Vander Roest: The committee has scheduled a meeting for May 11 to review the budgets.

Personnel Committee

R. Brown: The director’s annual evaluation will be conducted in an executive session at the June board meeting. He distributed the evaluation instrument to trustees, indicated the

Minutes of the April 27, 2009 Kalamazoo Public Library Board of Trustees Meeting, cont.

director would provide input soon and asked that the completed instruments be returned to him by May 18.

Building Committee

A. Rohrbaugh: The building committee plans to meet May 12 to resume work on the redesign of the circulation area at central library.

Millage Committee

L. Godfrey: Provided an update and opportunities to volunteer for the campaign leading up to the May 5 election and plans for an election night gathering.

Endowment Committee

V. Wright: The endowment committee did not meet; Arcadia Management recently provided a first quarter update on the general state of the economy and investments.

VII. OTHER BUSINESS

A. Directors Report

A. Rohrbaugh observed the passing of two long-time former KPL staff members. Dr. Mark Crum passed away April 23. He retired from the position of director after 30 years, in 1986 and was named Director Emeritus in 1998.

Mary Mace Spradling passed away in January, but her memorial service was held on April 25. She began a separate young adult department at KPL and retired in 1976.

Dr. Crum had written comments he hoped to deliver at Mrs. Spradling's memorial service, but he passed away before that could occur. They were read by one of her guardians and it proved to be a moving tribute to them both.

She drew trustees' attention to monthly statistics that indicate circulation was up system-wide last month, 18% at central library. Year to date system-wide, circulation is up 16%.

Trustees had questions and comments on several of the items from the written report.

Disposition:

Trustees received the director's written report and comments.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

IX. TRUSTEE COMMENTS

J. Vander Roest enjoyed the Rick Bragg visit and handing out materials to attendees following the presentation.

R. Brown said he was greatly anticipating the May 5 election and believes the millage vote will be positive, but acknowledged the need to help ensure a positive outcome.

I. Kennedy noted the passing of Judith Krug, founding director of the American Library Association's (ALA) Office for Intellectual Freedom. He quoted her from a 1972 interview with the New York Times.

"My personal proclivities have nothing to do with how I react as a librarian. Library service in this country should be based on the concept of intellectual freedom, of providing all pertinent information so a reader can make decisions for himself."

He commented this is a good time to reflect on the role of libraries.

Minutes of the April 27, 2009 Kalamazoo Public Library Board of Trustees Meeting, cont.

C. TenBrink attended a Prime Time session and found it interesting and instructive. She and C. Addison attended the Potluck dinner finale to the 2009 Reading Together program. She is looking forward to volunteering for the millage campaign Saturday.

L. Godfrey acknowledged a number of staff members and trustees have helped to wage a hard fought campaign for the library's millage renewal ballot proposal. The Friends of KPL have provided important support as well. She appreciated everyone's efforts and thanked everyone who has worked hard, whether she is aware of their efforts or not.

C. Addison expressed her appreciation for the report from Ms. Hann.

V. Wright commented that standing in line at the Rick Bragg program gave her a chance to talk to a number of people and she reflected on how the sense of community she felt developed around a book as a common denominator.

X. ADJOURNMENT

Hearing no objection, President Wright adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 4:50 p.m.

Cheryl TenBrink, Secretary