

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

DATE: April 28, 2008  
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.

Agenda Approval: The agenda was accepted as presented.

**PRELIMINARY BUSINESS**

Roll Call: All trustees were present: Cynthia Addison, Robert Brown, Lisa Godfrey, Loren Dykstra, Cheryl TenBrink , James Vander Roest and Valerie Wright.

**I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS**

President Addison recognized Mary Doud and her husband, Robert Doud, for receiving *The Helen Coover Lifetime Achievement Award*. The award honors an individual volunteer or group who have demonstrated commitment to Senior Services, Inc. and, thereby to the community through volunteerism.

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

No one addressed the board.

**III. CONSENT CALENDAR**

- A. Minutes of the March 24 , 2008 Regular Meeting
- B. Personnel Items

**Transfers:**

**Mike Noblit** will move from the position of .5 library assistant 3 assigned to Loan and Outreach Services, to the position of .9 library assistant 3 in Youth and Branch Services assigned to the children’s room with shifts at Oshtemo and Eastwood branches. The effective date of the transfer is May 1.

**Brent Coates** transferred from a .5 library assistant OP/C position in Facilities Management to a full-time second shift library assistant OP/C position, also in Facilities Management, effective April 16, 2008.

**Resignation:**

**Tami Russell** resigned from the .5 library assistant 3 position in the Children’s Room within Youth and Branch Services. She will remain in the position until it is filled. She is retaining the other .5 library assistant 3 position she currently holds in Loan and Outreach Services.

Disposition: The board accepted the Minutes of the Meeting of March 24, 2008 and the Personnel Items as presented.

**IV. FINANCIAL REPORTS**

A. Financial Reports for the Period Ending March 31, 2008

**Recommendation:** A. Rohrbaugh recommended the board accept the Financial Reports for the Period Ending March 31, 2008 as presented.

**MOTION:** R. BROWN MOVED AND L. GODFREY SUPPORTED ACCEPTANCE OF THE FINANCIAL REPORTS FOR THE PERIOD ENDING MARCH 31, 2008.

Executive  
Summary:

The director had no comments to add to the written notes.



**Motion carried 7-0.**

**V. REPORTS AND RECOMMENDATIONS**

**Recommendations**

A. Registration Policy

**MOTION:** J. VANDER ROEST MOVED AND L. GODFREY SUPPORTED A MOTION TO TAKE FROM THE TABLE THE RECOMMENDATION FROM THE DIRECTOR TO APPROVE REVISIONS TO THE REGISTRATION POLICY.



**Motion carried 7-0.**

**Recommendation:** Director Rohrbaugh recommended the registration policy revisions be approved as amended in response to board direction at the March meeting.

Executive  
Summary:

Revisions to the Registration Policy will change the term of library cards from one year to three years, offer a free library card to persons 65 or older who reside within Kalamazoo County rather than within the SMLC service area, and clarify language for college students living in off-campus housing located within the library district.

Trustees had requested the director change the term “senior citizen” used in the policy language to “persons.” They also requested the language relating to students be revisited. Those two changes were made to the revised policy. The clarification of the wording referring to college students did not change long time practice.

**MOTION:** J. VANDER ROEST MOVED AND L. GODFREY SUPPORTED A MOTION TO APPROVE THE REVISIONS TO THE REGISTRATION POLICY AS RECOMMENDED WITH THE REVISIONS AS DESCRIBED.

Disposition: **Motion carried 7-0.**

**Reports**

B. Reading Together

**Presentation:** Lisa Williams, Reading Together Coordinator/Programming Specialist, provided a written report and oral comments on the 2008 Reading Together program featuring *Animal Dreams* by Barbara Kingsolver. Although program attendance was down somewhat, circulation and sales of the book were strong. Surveys conducted revealed the overwhelming majority of respondents would like to see fewer programs next year.

It is believed participation in programs was down because of several factors including repeated inclement weather on program days. Next year we will move to March programs to try to cut down on weather related problems, provide a printed calendar of all events, choose a book only after the author will agree to participate by visiting Kalamazoo, and place more emphasis on teen participation.

Disposition: President Addison thanked L. Williams for her report.

**B. Carpet Project**

Presentation: Ernie Clemence, Facilities Manager, told trustees a pre-construction meeting with library staff, Kingscott, and Central Tile representatives in attendance was held this week. Central Tile is very organized and experienced and as a result of information shared at the meeting, staff feels the process should go smoothly. Timelines and schedules were discussed.

Work on the second floor rotunda, reference desk and elevator/stair lobby on the second floor is scheduled to begin May 12, followed by the staff room and then the 3<sup>rd</sup> floor balcony and elevator lobby. These three areas should be completed by the end of May.

He cautioned trustees that although Central Tile is planning for as little disruption as possible, staff and patrons will be inconvenienced at times, and staff will be heavily involved with expedition of the work. It is expected the entire building will take 90 – 100 working days to complete.

Disposition: President Addison thanked E. Clemence for the information.

**C. Public Library Association (PLA) Conference Sharing**

Presentation: President Addison expressed her gratitude for being associated with an entity that values sending representatives, including staff and trustees, to a national meeting that offers so much to participants. Trustees Addison, Godfrey, TenBrink and Wright attended PLA and each offered a glimpse of worthwhile sessions they attended. The sessions they described included topics such as evaluating the library director, why public libraries still matter, library services to the Hispanic population, interactive technology/electronic social networking, redesigning libraries, video displays/electronic signage, how public libraries contribute to economic development and ways to market to small business and non-profits, and corporate sponsorships.

Disposition: Trustees appreciated the information shared.

**VI. COMMITTEE REPORTS**

Finance & Budget Committee

**J. Vander Roest:** No meeting.

Personnel Committee

**V. Wright:** the committee will meet to review the compiled evaluation data for the director and subsequently to share the information with the director prior to the May board meeting.

Building Committee

A. Rohrbaugh: the building committee did not meet, but the director told trustees staff has begun to talk about how to handle self-checkout when RFID is implemented and to identify an area for the nonprofit center if it is approved.

Millage Committee

A. Rohrbaugh: the committee plans to meet May 9.

Endowment Committee

L. Godfrey: the endowment committee is scheduled to meet April 29.

**VII. OTHER BUSINESS**

A. Directors Report

The director asked Marti Fritz, Community Relations Coordinator, to speak about web site timing. She asked trustees to get their profiles and choice of photo to use to her by April 30 for inclusion on the website when it is launched.

Director Rohrbaugh commented on two items included in her written report: 1) the RFID contract with 3M should be in place by the end of May; 2) supervisory-technical and administrative employees will be moving from Messa Supercare I to Messa Choices II beginning July 1, 2008, remaining within the total compensation formula.

She mentioned learning at PLA that the Patriot Act is still alive and well; L. Godfrey added the non-disclosure aspect of the Act was stressed. A. Rohrbaugh also learned from the local privacy laws session they attended that our procedures regarding security system surveillance tapes are appropriate.

Disposition: The trustees received the report.

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

No one addressed the board.

**IX. TRUSTEE COMMENTS**

Several trustees congratulated Mary Doud and Robert Doud on the Senior Services award, noting that it also reflects well on the library.

V. Wright said she feels it is important for representatives of KPL, a leader and role model for others, to attend conferences and mentioned the synergy among leaders.

L. Godfrey agreed it is important for KPL to send people to conferences; sessions are valuable and it is equally valuable to interact with staff in a different environment – she is always impressed with their commitment and interest.

C. Addison noted she would be attending and speaking briefly at the annual staff recognition event and encouraged trustees to contribute input for her remarks.

**X. EXECUTIVE SESSION**

President Addison asked for a motion to move to executive session for the purpose of discussing labor negotiations and asked Mary Doud and Diane Schiller, staff members on the board's negotiations team, to remain.

**MOTION: L. GODFREY MOVED AND J. VANDER ROEST SUPPORTED A MOTION TO MOVE TO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING LABOR NEGOTIATIONS.**

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



**Motion carried 7-0. The meeting moved to executive session at 5:15 p.m.**

**MOTION: L. GODFREY MOVED AND J. VANDER ROEST SUPPORTED A MOTION TO RETURN TO OPEN SESSION.**

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



**Motion carried 7-0. The meeting returned to open session at 6:12 p.m.**

**XI. ADJOURNMENT**

Hearing no objections, President Addison adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 6:13 p.m.

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Loren Dykstra, Secretary