

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

DATE: May 18, 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 (arrived at 4:05), and Valerie Wright.

Agenda Approval: An item regarding amendment of the 403b plan was added to the agenda.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

A. Resolution: Comerica Bank

Recommendation: Director Rohrbaugh recommended the board adopt a resolution authorizing a public hearing on the 2009/2010 proposed preliminary budget.

MOTION: **R. BROWN MOVED AND C. TENBRINK SUPPORTED THE MOTION TO ADOPT THE RESOLUTION AUTHORIZING A PUBLIC HEARING ON THE PROPOSED 2009/2010 PRELIMINARY BUDGET.**

Executive Summary:

It is necessary to hold a public hearing on the proposed budget and publish notice of the hearing as detailed in the attached resolution to legally set the millage rate that supports the budget and allows the authorized property taxes to be collected for operation of the library.

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



Motion carried 6-0.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

III. CONSENT CALENDAR

- A. Minutes of the Board Meeting of April 27, 2009
- B. Personnel Items

Promotion

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Carol Borgais has been promoted to the supervisory-technical position of Benefits Specialist/Payroll Supervisor in Financial Services effective June 1, 2009. She currently holds the library assistant 5 accounting clerk position, also in Financial Services.

Disposition: **The board accepted the Minutes of the Meeting of April 27, 2009 and the personnel item as presented.**

IV. **FINANCIAL REPORTS**

A. Financial Reports for the Period Ending April 30, 2009

Recommendation: **A. Rohrbaugh recommended the board accept the Financial Reports for the Period Ending April 30, 2009 as presented.**

MOTION: **L. GODFREY MOVED AND R. BROWN SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE PERIOD ENDING April 30, 2009.**

Executive Summary: A. Rohrbaugh noted the financial reports reflect expected activity for the end of April.



Motion carried 6-0.

Note: Mr. Vander Roest arrived at this point.

V. **REPORTS AND RECOMMENDATIONS**

ACTION ITEMS

A. Budgets

Recommendation: **Director Rohrbaugh recommended the board take the following action by separate motions and votes:**

- 1. Approve the “General Operating Revised Close Estimate Budget for FY Ending June 30, 2009.”**
- 2. Receive for review the “General Operating Preliminary Budget for FY Ending June 30, 2010.”**
- 3. Approve the “Other Gifts & Grants Revised Close Estimate Budget for FY 2008-2009” and the “Other Gifts & Grants Preliminary Budget for FY 2009-2010.”**
- 4. Approve the “Capital Improvement Plan for the Three Years Ending June 30, 2011.”**

Executive Summary: The director commented that developing and producing budgets takes many hours of staff work; the finance & budget committee carefully reviewed and support the budget recommendations presented.

1. The “General Operating Revised Close Estimate Budget for Fiscal Year Ending June 30, 2009” presents revisions to revenue and expenditures that eliminate reserves for retirements occurring in the next fiscal year, accounts for the effect of the delayed installation of Radio Frequency Identification (RFID) equipment and associated furniture alterations, and reduces anticipated operational support of the Capital Improvement Plan in the near term. Changes in revenue budgets reflect changes in revenue received to date. The anticipated Unreserved Fund Balance as of June 30, 2009 carrying over to the next fiscal year has been revised upward \$155,450 to \$428,853.

MOTION: **C. ADDISON MOVED AND L. GODFREY SUPPORTED THE MOTION TO APPROVE THE “GENERAL OPERATING REVISED CLOSE ESTIMATE BUDGET FOR FISCAL YEAR ENDING JUNE 30, 2009.”**



Motion carried 7-0.

Executive
Summary:

2. The “**General Operating Preliminary Budget for Fiscal Year Ending June 30, 2010**” is based upon Taxable Values remaining constant with zero growth over fiscal year 2008-2009. Changes to other tax and income estimates are due to non-recurring insurance reimbursements, tax “claw-backs”, and prefunded grant revenue for the One Place non-profit management service center. Expenditure allocations have been reduced by \$396,211 from prior year levels and include the restructuring or elimination of several positions, the re-examination of electronic data base licenses as they come up for renewal, and scaling back expenditures for support and marketing efforts. The Preliminary Budget results in a Net Change to Fund Balance of (\$197,587) and an Unreserved Fund Balance at the end of the fiscal year of \$231,266.

MOTION:

J. VANDER ROEST MOVED AND C. TENBRINK SUPPORTED THE MOTION TO RECEIVE THE “GENERAL OPERATING PRELIMINARY BUDGET FOR FISCAL YEAR ENDING JUNE 30, 2010.”

Discussion:

In answer to a question from L. Godfrey, the director noted the preliminary budget for 09/10 is \$500,000 less than the 08/09 preliminary budget.



Motion carried 7-0.

Executive
Summary:

3. The “**Other Gifts & Grants Revised Close Estimate Budget for FY 2008-2009**” and the “**Other Gifts & Grants Preliminary Budget for FY 2009-2010**” budget for the completion of new gifts from the Friends of Kalamazoo Public Library for agency mini-grants and consolidate continuing gift and grant projects from three separate funds to two: “Ready to Read” and “Gifts and Grants.”

MOTION:

R. BROWN MOVED AND J. VANDER ROEST SUPPORTED THE MOTION TO APPROVE THE “OTHER GIFTS & GRANTS REVISED CLOSE ESTIMATE BUDGET FOR FY 2008-2009” AND THE “OTHER GIFTS & GRANTS PRELIMINARY BUDGET FOR FY 2009-2010.”



Motion carried 7-0.

Executive
Summary:

4. The “**Capital Improvements Plan for the Three Year Period Ending June 30, 2011**” budgets for the completion of projects associated with the Radio Frequency Identification (RFID) system installation and the associated furniture alterations necessary to install the equipment. New projects included in the 2009-2010 Budget allocate funds for the replacement of worn or failing furniture and equipment.

J. VANDER ROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO APPROVE THE “CAPITAL IMPROVEMENTS PLAN FOR THE THREE YEAR PERIOD ENDING JUNE 30, 2011.”



Motion carried 7-0.

B. Reclassification of Two Financial Services Positions

Recommendation: The Director recommended board approval of the reclassification of two library assistant positions in Financial Services, effective July 1, 2009:

- Full-time LA 3 be reclassified to LA 4
- Previously full-time LA 4 be reduced to half-time and reclassified to LA 3

MOTION: **L. GODFREY MOVED AND R. BROWN SUPPORTED THE MOTION TO APPROVE RECLASSIFICATION OF THE TWO KPLSP POSITIONS IN FINANCIAL SERVICES AS RECOMMENDED.**

Executive
Summary:

One of the tier one reductions is to reduce staffing in Financial Services by .5 FTE. As reported earlier, the Payroll and Fringe Benefits Specialist will retire on July 31. Her retirement, along with the need for some reductions, has prompted a reorganization of the work within Financial Services and some reassignments of the current staff. The end result will be advertising of the half-time, LA 3 position.

The reduction of a half-time position and these two reclassifications will result in a savings of approximately \$41,000. This recommendation was reviewed and is endorsed by the Personnel Committee.



Motion carried 7-0.

C. 2009/2010 Total Compensation Pools for Non-Represented Staff

Recommendation: **Director Rohrbaugh recommended board approval of a total compensation pool not to exceed \$48,000 to be used to adjust Administrator* and Supervisory/Technical total compensation for fiscal year 2009/2010, divided as shown below:**

Supervisory/Technical: \$30,000

Administrator: \$18,000

*excluding the director.

MOTION: **J. VANDER ROEST MOVED AND R. BROWN SUPPORTED THE MOTION TO APPROVE A TOTAL COMPENSATION POOL FOR ADMINISTRATOR AND SUPERVISORY-TECHNICAL EMPLOYEES FOR 2009/10, NOT TO EXCEED \$48,000 TO BE DIVIDED AS RECOMMENDED.**

Executive
Summary:

These pools are based on known rate changes for retirement and estimated increases in all other elements of total compensation. The pools established should allow for total compensation growth for non-represented employees equal to the nominal growth in taxable value and merit increases for eligible employees.

The Finance and Budget Committee reviewed this recommendation as part of its budget deliberations and support this plan.



Motion carried 7-0.

D. Amendment to 403b Plan

Recommendation: **The director recommended the Kalamazoo Public Library 403b Plan document be amended to remove Hantz Financial Services, Inc. as an approved vendor under the plan.**

MOTION: **R. BROWN MOVED AND L. GODFREY SUPPORTED THE MOTION TO AMEND THE KPL 403b PLAN DOCUMENT TO REMOVE HANTZ FINANCIAL SERVICES, INC. AS AN APPROVED VENDOR UNDER THE PLAN.**

Executive
Summary:

At the time that we interviewed potential vendors for the Kalamazoo Public Library 403b Plan, Hantz Financial Services Inc. was recommended as an alternative to Foresight Capital Management Advisors, Inc. due to their traditional fee structure and their ability to offer annuity products through Prudential Retirement Services.

No employees currently participate with Hantz Financial Services. Additional public information recently made available about the company makes their recommendation as an

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approved vendor problematic. Although we do not have an alternative vendor at this time to replace Hantz Financial Services as a traditional vendor for annuity products, we would consider a search if employee interest is expressed.

This recommendation was reviewed and supported by the Finance and Budget Committee.

Discussion: L. Godfrey recalled the Personnel Committee originally looked into vendors to be included in this plan; she agreed this would be a prudent move since no one wants an annuity option. R. Brown noted we still have the potential to look at other vendors if the need arises and recalled the Personnel Committee had talked about the possibility of reviewing the plan annually.



Motion carried 7-0.

REPORTS

E. Historical Letters

Presentation: Michael Cockrell, Head of Information and Reader Services, explained Local History Librarian, Beth Timmerman, is a member of a floating group known as the public history roundtable, that represents a number of local institutions and groups. As a result of discussion at a recent meeting it was discovered Kalamazoo Valley Museum had a number of historical letters dating from the late 1800's, most addressed to Kalamazoo Public Library, from authors and other notable figures. Correspondents include W.E.B. DuBois, Carl Sandburg and Rex Stout, and the letters were made available to KPL. Most letters are regarding their books or local appearances; some were addressed to the Friends of KPL.

He shared some of the actual documents and demonstrated how to find them on the library's website where relevant links have been established. Some of the letters that are not appropriate for KPL's archives will be re-directed to other institutions.

Disposition: Trustees appreciated and thanked M. Cockrell for the information.

F. Reading Together

Presentation: Lisa Williams, Program Coordinator, provided a written report on the 2009 Reading Together program. The three featured books by Rick Bragg circulated 3100 times from KPL; event attendance for thought-provoking programs was down; concert and food-related programs were more popular. 750 attended the author presentation and 290 completed a survey; many of those who responded had read all three books. Although many purchased the books, more used their library to borrow the books. Responses from surveys and comment cards were very positive.

L. Williams introduced WMU Senior and Videography Intern, Brandon Marsh, who covered many library events including this year's Reading Together events. He recorded and compiled a DVD of this year's program that includes a montage, Rick Bragg's interview and excerpts from programs. B. Marsh showed a quick overview of the DVD and extras included and played the montage for the group. This video is available to view on the library's website and is also included in KPL's audiovisual collection. A 60 minute version will be provided to Public Media Network to air locally.

Disposition: Trustees enjoyed the presentation and thanked B. Marsh and L. Williams.

VI. COMMITTEE REPORTS

Finance & Budget Committee

Minutes of the May 18, 2009 Kalamazoo Public Library Board of Trustees Meeting, cont.

J. Vander Roest: The committee had a good, productive meeting; budgets and other items were reviewed. A change in the fiscal year cycle may be recommended to the full board at some point. As always, KPL's finances are in great hands with KPL's Financial Services staff.

Personnel Committee

R. Brown: The committee will meet shortly; results of the director's evaluation will be shared at the June meeting.

Building Committee

A. Rohrbaugh: The building committee met again about the first floor at central library after a six month hiatus. They reviewed where they are in the process and gave Miller-Davis and the architect some things to pursue and they will report back on June 12; hopefully they will be ready to give the go ahead soon.

Millage Committee

L. Godfrey: We had approximately a 3 to 1 victory in the May 5 election, the same as it has been historically; very good support throughout the district and especially in the neighborhoods canvassed by volunteers. The millage committee members are grateful to folks who made that possible.

Endowment Committee

V. Wright: No report.

VII. OTHER BUSINESS

A. Directors Report

A. Rohrbaugh attended a MLA legislative committee meeting earlier in the day; they received information on how the negative economic picture will affect libraries. The information was not good, for KPL it means state aid and MeLCat and database funding is very threatened.

The management team is considering several topics, including value added services, reciprocal borrowing and fee structure; resulting recommendations may come to the board in the next few months.

The director met with Dr. Rice, Superintendent of Kalamazoo Public Schools, to ask if there might be federal stimulus funds available through the schools to help pay for Live Homework Help currently funded by KPL. The outlook is not likely, but we will provide a demo of the product for KPS and depending on the amount of stimulus money they receive and the categories for which it may be used, he is open to considering the request.

In response to a question from L. Godfrey about how KPS literacy activities impacts on our summer reading program, S. Warner reported KPS has requested their students to read 20 minutes each day. We have adjusted our summer reading game to reflect that same request. We are working with summer school students to incorporate the summer reading game into their school day. We are going into all the schools again this year to promote the summer reading program as we did last year. It did not seem to make a difference in numbers of participants last year, but we are trying again.

L. Godfrey also asked about a reported threat to Evenstart funding. S. Warner said there is a threat to eliminate the funding because legislators think it is redundant with Headstart. It would affect our programming and we are hopeful it will not be cut.

Disposition:

Trustees received the director's written report and comments.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

Greg Rubio, 448 North Burdick Street, told the board that because he is currently staying at the mission and does not have a permanent address that he is not allowed, under library rules, to order books through MeLCat. He is also limited to borrowing three items at one time. He requested the board review the procedures and consider changing the rules for transient people to be the same as for those with a permanent address.

President Wright thanked him for his comments and told Mr. Rubio the board would consider his request and respond.

IX. TRUSTEE COMMENTS

J. Vander Roest thanked everyone who was involved in the successful millage campaign, particularly those on the citizens' committee. He also expressed his pleasure at having been re-elected to the board.

R. Brown also expressed thanks to those who helped pass the millage; the staff has been providing campaigning and marketing everyday over the last 20 years.

I. Kennedy thanked those who worked to pass the millage. The best thank you from the electorate is that the employees, who are the face of the library, will continue extending the service that has made the library such a success, and the administration will continue efforts to be effective stewards of public trust.

C. Addison said she considered it an honor to work on the campaign, but the thing that was so wonderful was that she was so proud of the people who work at KPL and the services we provide. KPL is a very special institution that means a lot to a lot of people.

L. Godfrey said the campaign was two years in the making and many people worked on it, but she especially acknowledged Marti Fritz for her marketing efforts and Kevin King for his media aspects. She also acknowledged family members for all their work in putting up signs and other efforts. It was very gratifying.

V. Wright attended her first Global Reading Challenge. She was amazed at the excitement of the participants at the finale. It was an amazing event and she thanked everyone involved in the program. The details the students had in mind were impressive.

X. EXECUTIVE SESSION

MOTION: J. VANDER ROEST MOVED AND I. KENNEDY SUPPORTED THE MOTION TO MOVE TO EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS.

Roll Call Vote: Mr. Vander Roest – yes; Mr. Brown – yes; Mr. Kennedy – yes; Ms. TenBrink – yes; Ms. Addison – yes; Ms. Godfrey – yes; Ms. Wright – yes.



Motion carried 7-0. The meeting moved to executive session at 5:12 p.m.

XI. RETURN TO OPEN SESSION

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

Roll Call Vote: Mr. Vander Roest – yes; Mr. Brown – yes; Mr. Kennedy – yes; Ms. TenBrink – yes; Ms. Addison – yes; Ms. Godfrey – yes; Ms. Wright – yes.



Minutes of the May 18, 2009 Kalamazoo Public Library Board of Trustees Meeting, cont.
Motion carried 7-0. The meeting returned to open session at 5:34 p.m.

XII. ADJOURNMENT

Hearing no objection, President Wright adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 5:35 p.m.

Cheryl TenBrink, Secretary