

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

DATE: May 19, 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**

A. Resolution to Approve a Public Budget Hearing

**Recommendation:** Director Rohrbaugh recommended the board adopt a resolution to authorize a public hearing on June 23, 2008 for the 2008/2009 proposed budget.

**MOTION:** Mr. Vander Roest moved and Ms. Wright supported a motion to adopt a resolution to authorize a public budget hearing for the 2008/2009 proposed budget on June 23, 2008.

**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.**

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

No one addressed the board.

**III. CONSENT CALENDAR**

A. Minutes of the April 28 , 2008 Regular Meeting

B. Personnel Items

**Additional Assignments/Increases to Full-Time Status**

**Cathy Serra** moved to full-time effective May 16, 2008 with the addition of the position of half-time (.5) library assistant 4 in the Children’s Room within Youth and Branch Services. She retained a half-time LA3 position in the History Room within Adult Services.

Minutes of the Kalamazoo Public Library Board of Trustees Meeting of May 19, 2008, cont.

**Jeremy Breeding** increased to full-time effective May 16. He added the (.5) weekend custodian position (LA3-O/P in Facilities Management to his current library assistant 3, half-time position in the Ready to Read office within Youth and Branch Services.

**Tami Russell** filled the open half-time library assistant 3 position in Loan Services. Added to her current half-time assignment in Loan Services, she is now full-time effective May 16.

Disposition: The board accepted the Minutes of the Meeting of April 28, 2008 and the Personnel Items as presented.

#### IV. FINANCIAL REPORTS

##### A. Financial Reports for the Period Ending April 30, 2008

**Recommendation:** **A. Rohrbaugh recommended the board accept the Financial Reports for the Period Ending April 30, 2008 as presented.**

**MOTION:** **R. BROWN MOVED AND L. GODFREY SUPPORTED ACCEPTANCE OF THE FINANCIAL REPORTS FOR THE PERIOD ENDING APRIL 30, 2008.**

Executive  
Summary:

The director noted activity in the Foundation Fund and that the reports reflect the first time we have received district court penal fines by electronic transfer.



**Motion carried 7-0.**

#### V. REPORTS AND RECOMMENDATIONS

##### Recommendations

##### A. Close Estimate Operating Budget Revision for Year Ending June 30, 2008

**Recommendation:** **Director Rohrbaugh recommended the board approve the “General Operating Close Estimate Budget Revision for Fiscal Year Ending June 30, 2008.”**

**MOTION:** **R. BROWN MOVED AND V. WRIGHT SUPPORTED A MOTION TO APPROVE THE REVISION TO THE “GENERAL OPERATING CLOSE ESTIMATE BUDGET REVISION FOR FISCAL YEAR ENDING JUNE 30, 2008.”**

Executive  
Summary:

The “General Operating Close Estimate Budget Revision for Fiscal Year Ending June 30, 2008” is based on information currently available. It is being revised to include projection revisions for property tax revenue, IFT/CFT, and tax Pilot and Brownfield payments. Other revenue revisions include increases to District Court Penal Fines, support from the Friends of KPL, and Misc. Fines & Fees for the distribution from the sale of Southwest Michigan Library Cooperative building.

This recommendation was reviewed and endorsed by the Finance & Budget Committee.



**Motion carried 7-0.**

##### B. General Operating Preliminary Budget for Fiscal Year Ending June 30, 2009

**Recommendation:** **Director Rohrbaugh recommended the board accept for review the “General Operating Preliminary Budget for Fiscal Year Ending June 30, 2009. “**

**MOTION:** L. GODFREY MOVED AND L. GODFREY SUPPORTED A MOTION TO ACCEPT FOR REVIEW OF THE “GENERAL OPERATING PRELIMINARY BUDGET FOR FISCAL YEAR ENDING JUNE 30, 2009.”

Executive  
Summary:

The “**General Operating Preliminary Budget for Fiscal Year Ending June 30, 2009**” is based on Taxable Value projections of 3.25%. Other sources of revenue such as the elimination of Single Business Taxes and the reduction in State Aid have impacted total revenue projected for fiscal year 2008-2009 to an estimated increase of just under 1% total over the current fiscal year. Since all regular staff salaries and benefits are indexed to the increase in Taxable Value at 3.25% and represent 68% of total expenditures, \$183,411 over the \$111,688 in additional revenue projected for fiscal year 2008-2009 is required to fund the projected \$295,099 addition in salaries and benefits. The Preliminary Budget as presented projects use of \$545,396 in Unreserved Fund Balance to fund operational costs. As in prior years, after the conclusion of the current fiscal year it is anticipated that unspent budget allocations will be available from fiscal year 2007-2008 to replace the funds.

This recommendation was reviewed and endorsed by the Finance & Budget Committee.



**Motion carried 7-0.**

C. Other Gifts & Grants Close Estimate Budget Revision for Fiscal Year 2007-2008 and Other Gifts & Grants Preliminary Budget for FY 2008-2009

**Recommendation:** Director Rohrbaugh recommended the board approve the “Other Gifts & Grants Close Estimate Budget Revision for Fiscal Year 2007-2008” and “Other Gifts & Grants Preliminary Budget for FY 2008-2009.”

**MOTION:** L. GODFREY MOVED AND V. WRIGHT SUPPORTED A MOTION TO APPROVE THE “OTHER GIFTS & GRANTS CLOSE ESTIMATE BUDGET REVISION FOR FISCAL YEAR 2007-2008” AND THE “OTHER GIFTS & GRANTS PRELIMINARY BUDGET FOR FY 2008-2009.”

Executive  
Summary:

The “**Other Gifts & Grants Close Estimate Budget Revision for FY 2007-2008**” and the “**Other Gifts & Grants Preliminary Budget for FY 2008-2009**” incorporate changes approved previously for the initial anonymous bequest to provide partial funding for the RFID project via transfer of the funds to the Capital Improvement Fund. Also included are revisions recognizing the receipt of 2008-2009 Friends Mini-Grants and the realignment of several individual project budgets between fiscal years. No other new project budgets are anticipated at this time.

This recommendation was reviewed and endorsed by the Finance & Budget Committee.



**Motion carried 7-0.**

D. Capital Improvement Plan for the Three Year Period Ending June 30, 2010

**Recommendation:** Director Rohrbaugh recommended the board approve the “Capital Improvement Plan for the Three Year Period Ending June 30, 2010”.

**MOTION:** L. GODFREY MOVED AND R. BROWN SUPPORTED A MOTION TO APPROVE THE “CAPITAL IMPROVEMENT PLAN FOR THE THREE YEAR PERIOD ENDING JUNE 30, 2010.”

Executive  
Summary:

The “**Capital Improvement Plan for the Three Year Period Ending June 30, 2010**” increases the Bookmobile Reserve and continues the Integrated Library System Replacement Reserve while allocating \$100,000 for the upgrade of system servers in 2008-2009. Support

from the General Operating Fund for the Preliminary Budget is included at \$550,000 while another \$37,649 has been approved as support for new projects such as E-book readers and website video podcasting equipment from the Endowment Fund allocations for fiscal year 2008-2009.

This recommendation was reviewed and endorsed by the Finance & Budget Committee.



**Motion carried 7-0.**

E. 2008/2009 Total Compensation Pools for Non-Represented Staff

**Recommendation:** The director recommended board approval of a total compensation pool not to exceed \$87,000 to be used to adjust Administrator\* and Supervisory/Technical total compensation for fiscal year 2008/2009, divided as shown below:

Supervisory/Technical:	\$49,000
Administrator:	\$38,000

**MOTION:** J. Vander Roest moved and R. Brown supported the motion to approve and divide the 2008/2009 total compensation pool for non-represented staff as recommended by the director.

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 assumed growth in taxable value of 3.42% and merit increases for eligible employees.

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

\*The director is not included.



**Motion carried 7-0.**

F. Revision of Fringe Benefit Statements

**Recommendation:** Director Rohrbaugh recommended board approval of the revised “Fringe Benefits for Library Administrators” and “Fringe Benefits for Supervisory-Technical Employees.”

**MOTION:** J. Vander Roest moved and C. Ten Brink supported the motion to approve the revised “Fringe Benefits for Library Administrators” and “Fringe Benefits for Supervisory-Technical Employees” as recommended by the director.

Executive  
Summary:

Both fringe benefit statements have been revised as shown, to reflect the change to MESSA Choices II as the library paid health insurance with the employee option to pay the difference to elect MESSA Super Care I.

The “Tax Sheltered Annuity Program” language has been changed to accurately reflect our offering a 403B program.

The board is aware of the insurance change from discussion at a previous meeting. Upon board approval, the revised statements will be distributed to employees.



**Motion carried 7-0.**

G. Endowment Spending Policy

**Recommendation:** The Fund Development and Allocation Committee recommended board approval of an “Endowment Spending Policy.”

**MOTION:** IT WAS MOVED BY J. VANDER ROEST AND SUPPORTED BY L. GODFREY TO APPROVE THE “ENDOWMENT SPENDING POLICY” AS PRESENTED.

**Background:** The Fund Development and Allocation Committee is responsible for setting the policy direction for expenditures from the library’s endowment fund. This policy outlines the direction, the spending priorities, and the formula for determining the funds available for distribution.

An example of the application of the formula for determining the amount available for 2008-2009 was provided for information.

**Discussion:** L. Godfrey explained when the endowment fund was set up five years ago the committee agreed we would allow the fund to grow for five years before looking at spending any income. Now that five years have passed, we can set some spending guidelines consistent with the bylaws of the committee to spend a percentage of the income while still allowing the fund to grow.

In response to a question from R. Brown, L. Godfrey explained a five year average for a rolling five years is being used so we are not so susceptible to the vagaries of the market. The fund manager is paid out of the fund earnings. The earnings are at about an average of \$41,000 at this point.



**Motion carried 7-0.**

Reports

H. ERAC/CE Opportunity

**Presentation:** A. Rohrbaugh provided a brief history of the efforts to fulfill KPL’s core value, “To advance the library’s mission we value diversity across all aspects of organizational life.” This includes valuing diversity in staffing, programming and our collections. A staff diversity task force was formed several years ago. They have since become a committee, working toward inclusiveness and respect in a number of areas of diversity.

One focus was to address institutional racism; for a period of time staff and a few trustees attended the Woodrick Institute’s Healing Racism Seminar in Grand Rapids. When that no longer met our needs, the committee looked into other local options. The Eliminating Racism and Claiming/Celebrating Equality (ERAC/CE) program, in affiliation with Crossroads Ministry, provides a 2-1/2 day workshop entitled: “Understanding and Analyzing Systemic Racism.” This has proven to be more in keeping with our expectations and we have been regularly sending staff to this workshop. Last fall they presented an abbreviated introduction to the regular session for staff at our in-service day.

The next step in our journey, following the plan established by Crossroads Ministry, to eliminate institutional racism is to form a team to work on these issues. We feel enough staff members have attended who are interested in pursuing this goal that we are now able to generate some real momentum to that end. Since training and involvement represent a substantial commitment of resources it seems appropriate to bring this to the board and to invite trustees to attend the 2-1/2 day session or in lieu of that, provide a similar introduction to what was offered at our staff in-service day. To proceed further it is vital the program is endorsed by our leaders.

Jo Ann Mundy, Art Hoekstra and Julie Kaufman, representatives of ERAC/CE, spoke to the board about the work of ERAC/CE toward the elimination of racism in our community. They have been working by invitation for seven years with Kalamazoo Public Schools and more recently with Western Michigan University, Portage Public Schools, Kalamazoo County and others. KPS has had a team in place; others are earlier in their journey. It is recognized that discussing how to eliminate racism can be a hard conversation. It isn’t done

in a way to cause anyone to feel alarmed. The conversation is about inherited systems, some of which need to be redesigned by the people who operate within the institutions. Over nine years more than 1000 people from the Kalamazoo area have been through the ERAC/CE training sessions. They are very pleased to be working with KPL in this regard and would like to assist us in moving forward; trustee involvement and endorsement is part of that process.

Staff Diversity Committee co-chairs and member, Caitlin Hoag, Carlos Santiago-Lugo, and Brenda Hughes, told trustees they have attended both the in-service introduction and the full workshop. They thanked the board for allowing them to participate, and explained the benefits of participating in this rewarding experience that changes perspectives and opinions; they feel it is important for trustees to support the efforts of staff to make KPL the best we can be by taking a strong stand as an anti-racist organization. J. Mundy said they understand schedule constraints and would be available to offer trustees a session tailored to their time constraints, but committee members joined the ERAC/CE representatives in inviting and encouraging trustees to attend the full ERAC/CE workshop, detailing its benefits over the introductory session.

**Disposition:** President Addison thanked the group for the information and the invitation and indicated trustees would need to talk about this issue further.

**I. Summer Reading Activities for Children and Teens**

**Presentation:** Susan Warner, Head of Youth and Outreach Services, distributed printed materials for use with the summer reading games for children and teens. Since Kalamazoo Public Schools has a renewed interest in working with KPL to support their students, they will be taking advantage of the summer reading program for children attending summer school; this year all 750 summer school students will be required to participate. In addition, Children's librarians will also be making school visits to all classes in 16 elementary schools and three middle schools to promote summer reading.

The summer students at Northeastern Elementary will take walking trips to Eastwood during summer school, and there will also be bookmobile visits to Milwood and Northeastern Elementary schools.

We are working on a pilot project in conjunction with KPS to determine the effect of reading during the summer on reading test scores.

She noted Youth and Branch Services staff are enthusiastic and working hard this spring to successfully get the word out.

A. Rohrbaugh said she has felt our wonderful summer reading program has been underutilized and hopes the avenue we have now to the schools will help increase participation.

**Disposition:** Trustees received the report and were enthusiastic about this opportunity to reach more children through the summer reading game and activities.

**J. Income Tax Services**

**Presentation:** Christine Hann, Government Documents Librarian, reported to the board on KPL's 2008 involvement with 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. C. Hann began serving on the Kalamazoo County Tax Counseling Initiative (TCI) representing KPL. The total number of people served at KPL sites this year were 174, with a combined total of \$81,536 in federal tax refunds. She said she was grateful to staff members and community members for their assistance.

In response to a question about why Oshtemo was chosen as a site, C. Hann said VITA requested Oshtemo host a site since they didn't have a west side location; she indicated it was heavily used.

Disposition: Board members received the information and thanked C. Hann for coordinating KPL's participation in this service.

## **VI. COMMITTEE REPORTS**

### Finance & Budget Committee

**J. Vander Roest:** The committee considered the budgets presented earlier in the meeting.

### Personnel Committee

**V. Wright:** the committee met to review the compiled evaluation data for the director and then met with A. Rohrbaugh to share the information. The director has asked for a closed session following this meeting to receive her annual evaluation.

### Building Committee

A. Rohrbaugh: the building committee did not meet, but reported re-carpeting of Central is underway. Talk has begun about how the circ desk area will be affected by RFID implementation.

### Millage Committee

A. Rohrbaugh: Cynthia Addison and Lisa Godfrey have agreed to co-chair the millage committee. They will begin holding regular meetings and future reports will come from them. Nancy Davis Smith will join the committee as staff liaison and President of KPLA.

### Endowment Committee

L. Godfrey: the committee developed the spending policy approved earlier in the meeting and has a recommendation for use of \$41,000, which is reflected in the budget.

## **VII. OTHER BUSINESS**

### A. Directors Report

The director told trustees we are on track for the new website launch early-mid June; she will let them know when it is launched and available. She expects to present a "show and tell" at the June board meeting.

A. Rohrbaugh provided notes from the mechanic who works on the bookmobile. His report was reassuring; we will continue to save for a new vehicle, but its condition does not seem urgent enough to dramatically increase savings at this point in time.

She reported the carpeting project is going faster than expected. After the first round is completed we will step back and decide what pace to follow.

Trustees commented favorably on a number of the written items in the director's report, particularly on the successful recent staff recognition breakfast event. They felt it was a good time and hit just the right note.

Disposition: The trustees received the report.

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

No one addressed the board.

## **IX. TRUSTEE COMMENTS**

C. TenBrink was pleased the library is in touch with KPS to promote our successful reading program – it is a plus for everyone.

V. Wright enjoyed attending the annual Friends' luncheon.

**X. EXECUTIVE SESSION**

President Addison asked for a motion to move to executive session for the purpose of conducting the library director's annual evaluation.

**MOTION: V. WRIGHT MOVED AND C. TENBRINK SUPPORTED A MOTION TO MOVE TO EXECUTIVE SESSION FOR THE PURPOSE OF CONDUCTING THE LIBRARY DIRECTOR'S ANNUAL EVALUATION.**

**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 6:15 p.m.**

**MOTION: V. WRIGHT MOVED AND L. GODFREY SUPPORTED THE DIRECTOR'S TOTAL COMPENSATION PACKAGE FOR THE YEAR STARTING JULY 1, 2008, BE INCREASED BY 3.42% PER TAXABLE VALUE; THAT SHE BE GIVEN A ONE-TIME BONUS OF \$5,000; THAT HER THREE YEAR CONTRACT BE ROLLED FORWARD FOR AN ADDITIONAL YEAR; AND THAT A SUMMARY OF THE EVALUATION COMMENTS WILL BE PLACED IN HER PERSONNEL FILE.**



**Motion carried 7-0.**

**XI. ADJOURNMENT**

Hearing no objections, President Addison adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 6:17 p.m.

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Loren Dykstra, Secretary