

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

DATE: May 21, 2007  
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.

**PRELIMINARY BUSINESS**

Roll Call: All Trustees were present: Cynthia Addison, Donald Brown, Robert Brown, Loren Dykstra, Lisa Godfrey, James VanderRoest and Valerie Wright.

Agenda Approval: No changes were needed.

**I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS**

A. Resolution to Authorize a Public Budget Hearing on June 18, 2007

**Recommendation:** The director recommended the board adopt a resolution authorizing a public hearing on the 2007/2008 proposed budget for June 18, 2007.

**MOTION:** J. VANDERROEST MOVED AND L. GODFREY SUPPORTED ADOPTION OF THE RESOLUTION AS PRESENTED.

**Roll Call Vote:** L. Dykstra – yes; J. VanderRoest – yes; R. Brown – yes; V. Wright; D. Brown – yes; L. Godfrey – yes; C. Addison – yes.



**Motion carried 7-0.**

B. MERS Resolution

**Recommendation:** The director recommended the board adopt the “Resolution for Defining a Day of Work or Hours Per Month for MERS Retirement Purposes” to be effective July 1, 2007, with our work month set at 80 hours.

**MOTION:** L. GODFREY MOVED AND V. WRIGHT SUPPORTED ADOPTION OF THE RESOLUTION AS PRESENTED.

Executive  
Summary:

Currently our MERS service credit resolutions define the hours per month for MERS service credit at 34. Since the position for which the 34 hour minimum was established (0.2 FTE) no longer exists and we have no positions at less than 0.5 FTE, the recommendation is to adopt the MERS standard of 80 hours per month for retirement service credit. Two resolutions are needed -- one for union employees and one for non-union employees.

The resolutions were reviewed and supported by the Personnel Committee. Upon board approval, they will be submitted to MERS to be effective beginning July 1, 2007.

**Roll Call Vote:** L. Dykstra – yes; J. VanderRoest – yes; R. Brown – yes; V. Wright; D. Brown – yes; L. Godfrey – yes; C. Addison – yes.



**Motion carried 7-0.**

C. Recognition of Susan Warner

**Presentation:** President Addison recognized Susan Warner’s 2007 Award of Merit from the Michigan Library Association Children’s Services Division by presenting her with the book, “Full of Grace: A Journey Through the History of Childhood” by Ray Merritt, that will be placed in KPL’s collection in her honor. This award is given annually at the Spring Institute Conference to honor an individual who has made an outstanding contribution to library service to children in a Michigan community. Susan was cited for providing community service, exemplifying a dedication to bringing children and literature together through innovative programming or ideas or service to community organizations. She received the award at MLA’s Spring Institute in Frankenmuth on March 28.

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

Ann Sarenus, past president of KPLA, introduced Nancy Davis Smith, the new president for 2007/2008 who will regularly be attending board meetings in that capacity.

President Addison welcomed Ms. Davis Smith.

**III. CONSENT CALENDAR**

- A. Minutes of the April 23, 2007 Regular Meeting
- B. Personnel Items

New Employee:

**Caroline Quan-Abrams**, half-time library assistant 3 in circulation within Loan and Outreach Services effective May 16, 2007. Caroline comes to us from the Koloa Public/School Library in Koloa, Hawaii where she held a similar position.

Resignations:

**Jacob Amdursky**, half-time weekend custodian in Facilities Management, resigned from the position effective May 10, 2007.

**Steve Boven**, library assistant 4/OP-B, FM second shift Crew Leader, resigned from the position effective May 11, 2007.

Disposition: The board accepted the Minutes of the Meeting of April 23, 2007 and the Personnel Items as presented.

**IV. FINANCIAL REPORTS**

- A. Financial Reports for the Period Ending April 30, 2007

**Recommendation:** A. Rohrbaugh recommended the board accept the Financial Reports for the Period Ending April 30, 2007 as presented.

**MOTION:** J. VANDERROEST MOVED AND V. WRIGHT SUPPORTED ACCEPTANCE OF THE FINANCIAL REPORTS FOR THE PERIOD ENDING APRIL 30, 2007.



**Motion carried 7-0.**

**V. REPORTS AND RECOMMENDATIONS**

**Action Items**

**A. Budgets**

**Recommendation:** The director recommended the board take the following action by separate motions and votes:

- 1. Approve the “General Operating Close Estimate Budget Revision for Fiscal Year Ending June 30, 2007.”**
- 2. Approve the “Other Gifts & Grants Close Estimate Budget Revision for FY 2006-2007” and the “Other Gifts & Grants Preliminary Budget for FY 2007-2008”.**
- 3. Receive for review the “General Operating Preliminary Budget for Fiscal Year Ending June 30, 2008.”**
- 4. Receive for review the “Capital Improvement Plan for the Three Year Period Ending June 30, 2009.”**

Executive  
Summary:

The General Operating Fund budgets are based upon information currently available. The Close Estimate Revision for Fiscal Year Ending June 30, 2007 is being revised to include projection revisions for City of Kalamazoo property tax revenue and the suspension of State Aid for the remainder of the fiscal year. Since those two revenue revisions result in a reduction of over \$95,000, it was considered significant to the availability of funds for carry-forward into Fiscal Year 2007-2008.

The Preliminary Operating Fund Budget for Fiscal Year 2007-2008 is based upon Taxable Value projections of 5%. Decisions made by the legislature of the State of Michigan may change the availability of those funds, but at this time we are proceeding with the taxing structure as currently legislated. The budgeted suspension of all State Aid and the anticipated elimination of Single Business Taxes reduces the net increase in all types of revenue to 2% overall. Due to the muting of revenue increases and the fact that labor contracts and total compensation are tied to a taxable value increase of 5%, reductions in budgeted expenditures to balance the budget have been targeted in several areas.

The adjustments made in the fiscal year 2007-2008 projections include a reduction in the General Operating fund’s Preliminary Budget “Transfer to the Capital Improvement Plan” from the “normal” target of \$400,000 to \$235,000. As in prior years, if funds become available as the result of the current year operations, the recommended transfer to the Capital Improvement Plan will be increased accordingly. Capital allocations recommended for fiscal year 2007-2008 include limited Central Library first floor and library-wide Carpeting Master Plan projects, replacement of the Van Deusen Auditorium audio-visual equipment, repaving of Oshtemo Branch parking lots and driveways, replacement of PC equipment, and a project to improve the quality of branch phone service.

The recommendation was reviewed in considerable detail and endorsed by the Finance & Budget Committee.

**MOTION: J. VANDERROEST MOVED AND V. WRIGHT SUPPORTED THE MOTION TO APPROVE THE “GENERAL OPERATING CLOSE ESTIMATE BUDGET REVISION FOR FISCAL YEAR ENDING JUNE 30, 2007.”**



**Motion carried 7-0.**

**MOTION: J. VANDERROEST MOVED AND L. DYKSTRA SUPPORTED THE MOTION TO APPROVE THE "OTHER GIFTS & GRANTS CLOSE ESTIMATE BUDGET REVISION FOR FY 2006-2007" AND THE "OTHER GIFTS & GRANTS PRELIMINARY BUDGET FOR FY 2007-2008."**



**Motion carried 7-0.**

Discussion: A. Rohrbaugh indicated the operating budget is built on the best information we have currently. The picture may change substantially in the next week or two depending upon what actions the state takes. If there are substantial changes that affect KPL's budget, she will be in touch with trustees.

J. VanderRoest added the budget was developed projecting as prudently as possible.

The director indicated if all goes as expected, we may be able to more fully fund the CIP after actual revenue is known around the end of the year, our usual pattern.

Disposition: The board received the "General Operating Preliminary Budget for Fiscal Year Ending June 30, 2008" and the "Capital Improvement Plan for the Three Year Period Ending June 30, 2009." They will be returned to the June meeting for a public hearing and approval by the board.

B. Salary Range Indexing for Supervisory-Technical and Administrative Employees

**Recommendation: A. Rohrbaugh recommended the board approve indexing the salary ranges for supervisory-technical and administrative employees (non-union) to the librarian (KPLA) salary schedule using a structure based on salary mid-points as a reference.**

**MOTION: J. VANDERROEST MOVED AND V. WRIGHT SUPPORTED THE MOTION TO APPROVE INDEXING THE SALARY RANGES FOR SUPERVISORY-TECHNICAL AND ADMINISTRATIVE EMPLOYEES (NON-UNION) TO THE LIBRARIAN (KPLA) SALARY SCHEDULE, USING A STRUCTURE BASED ON SALARY MID-POINTS AS A REFERENCE.**

Executive Summary: Total compensation has long been the basis for our pay schedules, including those for supervisory – technical and administrative employees. The result of applying that percentage increase to the ranges year after year has resulted in a spread within each classification level that is becoming significantly higher than originally intended. The tendency is further accentuated in the higher pay ranges.

In order to reestablish ranges for each level, an index needs to be established. Using the librarian salary schedule upon which to base the progression of the incremental ladder for each level allows for a method of maintaining the salary ranges which does not fluctuate over time.

This change in method has been discussed in detail with the Personnel Committee and comes to the full board with the committee's support.

Discussion: R. Brown commented this action should help keep the schedules better aligned.



**Motion carried 7-0.**

C. Non Represented Staff Total Compensation Pools for 2007/2008

**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 2007/2008, divided as shown below:**

**Supervisory/Technical: \$45,500**  
**Administrator: \$41,500**

Executive  
Summary:

The 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 5.0%, 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:**

**R. BROWN MOVED AND L. GODFREY SUPPORTED THE MOTION TO APPROVE THE TOTAL COMPENSATION POOL TO ADJUST ADMINISTRATOR AND SUPERVISORY-TECHNICAL EMPLOYEE TOTAL COMPENSATION FOR FISCAL YEAR 2007/2008 IN THE AMOUNT OF \$87,000 TO BE DIVIDED AS RECOMMENDED.**

Executive  
Summary:

Total compensation has long been the basis for our pay schedules, including those for supervisory – technical and administrative employees. Applying that percentage increase to the ranges year after year has resulted in a spread within each classification level that is becoming significantly higher than originally intended. The tendency is further accentuated in the higher pay ranges.

In order to reestablish ranges for each level, an index needs to be established. Using the librarian salary schedule upon which to base the progression of the incremental ladder for each level allows for a method of maintaining the salary ranges which does not fluctuate over time.

This change in method was discussed in detail with the Personnel Committee and comes to the full board with the committee's support.



**Motion carried 7-0.**

D. Strategic Map for 2007-2009

**Recommendation: A. Rohrbaugh recommended board approval of the “Kalamazoo Public Library Strategic Map: 2007-2009.”**

**MOTION: R. BROWN MOVED AND V. WRIGHT SUPPORTED THE MOTION TO APPROVE THE “KALAMAZOO PUBLIC LIBRARY STRATEGIC MAP: 2007 – 2009” AS RECOMMENDED.**

Executive  
Summary:

Board and Management Team members met with Tim Fallon in April to begin work on a three-year strategic map. We got a good start and Mr. Fallon estimated we were 75% of the way. Mr. Fallon then worked with the Management Team to complete the map; we added #5: Maintain and Strengthen Library Infrastructure.

Management Team members then reviewed the current tactical plan to determine where the items would fit on this map as a way to determine its usability. Some language was tweaked and there was rearrangement of some of the strategies; we determined this structure would work for us.

Upon board approval of this map, departments will use it to write their tactical plan items for the year beginning July 1, 2007. She expects the tactical plan will be brought to the board for information at the July meeting. With a map in place for future years, it is expected a tactical plan will be brought to the board along with a budget. This year it is a step behind since the map was not in place.

Discussion: R. Brown confirmed with the director the staff finds the map functional.



**Motion carried 7-0.**

**Reports:**

D. Teen Galley Review Group

Presentation: Director Rohrbaugh introduced Karen Santamaria, Teen Services Librarian, who told the board about the teen galley review group, who read and review pre-publication galleys of books written for teens. KPL is one of only 15 sites in the United States which has been approved to receive galleys for this program. Since November we have received at least 80 titles for review. Interested teens meet monthly as a group, but read and review the galleys independently. There are currently 15-20 teens on the mailing list, with about half attending the monthly meetings which are focusing on book discussion techniques and writing prompts.

Disposition: President Addison thanked K. Santamaria for the report.

**VI. COMMITTEE REPORTS**

Finance & Budget Committee

J. VanderRoest: The committee met to review the budgets.

Personnel Committee

V. Wright: The committee worked on the director's evaluation and reviewed the salary range indexing recommendation that was approved earlier in the meeting.

Building Committee

A. Rohrbaugh: A decision has been made on tile for the central library front stairs. Kingscott has been asked to provide a proposal for oversight of the project; it is hoped a final contract can be agreed upon yet this week. Installation is expected to be started this summer and completed by fall. The committee has also confirmed that we will use carpet tiles for the 2<sup>nd</sup> floor rotunda area. Kingscott will develop a process for consideration of how to make a decision on what tiles to purchase for this area.

Endowment Committee

L. Godfrey: no further information to report at this time.

Millage Committee

A. Rohrbaugh: Several staff members and trustees, C. Addison and L. Godfrey, attended a millage workshop sponsored by SMLC last week that covered advocacy, fundraising and campaigns. They have a meeting scheduled to process what they heard and will focus on timing for our vote.

R. Brown asked if the higher costs for school elections affect the library and whether changing to a different election cycle would be beneficial. A. Rohrbaugh said although we have not yet received an invoice for the May 8 trustee election so we do not know our share, it will undoubtedly be higher than what we paid last time. One of the issues the committee will consider is the advantages vs. disadvantages of changing our election cycle. L. Godfrey explained the more issues that are on the ballot, the smaller our share of the cost, but that advantage needs to be weighed against being less prominent on the ballot.

**VII. OTHER BUSINESS**

A. Directors Report

Rohrbaugh shared three information items that were not included in the written report to the board: 1) Former director, Saul Amdursky, has accepted the position of director of the Des Moines, Iowa Public Library and will be leaving Frazer Valley, British Columbia; 2) A big chunk of the brick wall on the south side of Central Library's parking lot was damaged by a

garbage truck and will be repaired soon. It is expected it will be at the expense of the garbage company; 3) We have agreed to be an "Operation Freedom site" as part of a TDS-Metro COM program that provides opportunities for soldiers serving in Iraq and their families to communicate through a video tele-conferencing session. TDS-M will take care of all equipment/DSL line requirements to set up the largest study room on the lower level, which we have designated as the most appropriate location since there is already a television there. They will also be responsible for scheduling the soldiers (who will be able to use any of four sites in Iraq) and their families.

She also highlighted and answered questions on several items from the written report.

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

No one addressed the board.

**IX. TRUSTEE COMMENTS**

**L. Dykstra** had a question about the boundaries of the library's district; he also called attention to an article in the newspaper about a local man who is selling an extensive collection of local historical materials; the director thanked him for the information and will follow up on it.

**L. Godfrey, R. Brown and C. Addison** expressed their appreciation to voters for returning them to office in the recent trustee election and all trustees welcomed newest trustee, Cheryl TenBrink, who will attend her first meeting in an official capacity in July. All trustees expressed their appreciation to D. Brown, who did not run for re-election, for his 12 years of service on the board.

**L. Godfrey** expressed her disappointment in the lack of *Kalamazoo Gazette* coverage of the various local elections for library trustees.

**D. Brown** congratulated all four newly elected trustees and noted a major strength of the board, which he described as one of the finest he has served on, is the high qualified people who have chosen to run for office. He also congratulated director Rohrbaugh on the outstanding job she has done during her tenure as director to the great benefit of the library.

**X. EXECUTIVE SESSION**

In response to a request from the director, President Addison asked for a motion to move to executive session to conduct the director's annual evaluation.

**MOTION: J. VANDER ROEST MOVED AND R. BROWN SUPPORTED THE MOTION TO MOVE TO EXECUTIVE SESSION TO CONDUCT THE DIRECTOR'S ANNUAL EVALUATION.**

**Roll Call Vote: L. Dykstra – yes; J. VanderRoest – yes; R. Brown – yes; D. Brown –yes; V. Wright – yes; L. Godfrey – yes; C. Addison – yes.**



**Motion carried 7-0. The meeting moved to executive session at 5:05 p.m.**

**MOTION: L. GODFREY MOVED AND J. VANDERROEST SUPPORTED THE MOTION TO RETURN TO OPEN SESSION.**

**Roll Call Vote: L. Dykstra – yes; J. VanderRoest – yes; R. Brown – yes; D. Brown –yes; V. Wright – yes; L. Godfrey – yes; C. Addison – yes.**



**Motion carried 7-0. The meeting returned to open session at 5:30.**

**MOTION:**

**L. GODFREY MOVED AND R. BROWN SUPPORTED THE MOTION TO ACCEPT THE RECOMMENDATION OF THE PERSONNEL COMMITTEE TO INCREASE THE DIRECTOR'S TOTAL COMPENSATION FOR FISCAL YEAR 2007/2008 BY 5.05% AND ROLL HER CONTRACT FORWARD FOR ONE YEAR.**



**Motion carried 7-0.**

**XI. ADJOURNMENT**

Hearing no objections, President Addison adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 5:33 p.m.

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Loren Dykstra, Secretary