

**Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC HEARING ON BUDGET AND REGULAR SESSION**

DATE: June 18, 2007
TIME: 4:02 p.m.
LOCATION: Central Library
Board Room
315 South Rose Street
Kalamazoo, Mi 49007

PUBLIC HEARING

President Addison called the Public Hearing on the proposed Preliminary Budget for 2007/2008 to order at 4:02 p.m. There were no public comments; the hearing was closed at 4:02 p.m.

PRELIMINARY BUSINESS

President Addison called the regular meeting to order at 4:02 p.m.

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

Approval of Agenda
The agenda was approved as presented.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

A. Resolution to Adopt the Preliminary Budget and Set the Millage Rate for 2007/2008

Recommendation: A. Rohrbaugh recommended the board adopt a resolution to approve the Preliminary Budget and authorize that 3.9583 mills be levied for library operations for fiscal year 2007/2008.

Executive Summary: The board reviewed the budget at the May board meeting and conducted a public hearing at 4:00 p.m. on June 18, 2007 prior to the regular meeting, for public consideration of the budget and millage rate.

MOTION: J. VANDERROEST MOVED AND D. BROWN SUPPORTED ADOPTION OF THE RESOLUTION AS RECOMMENDED.

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.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

II. CONSENT CALENDAR

A. Minutes of the Regular Meeting of May 21, 2007

B. Personnel Items

Presentation: **Promotion:**

Jeff Rybicki transferred from library assistant 3/OP-C to the position of library assistant, 4/OP-B second shift crew leader, within the Facilities Management department. The effective date for the transfer and first day of work were Friday June 1, 2007.

New Hires:

Drew Weirick was hired for the position of full-time library assistant 3, OP/C, second shift custodian, effective June 16, 2007. His first day of work is June 18, 2007.

Brent Coates was hired for the position of half-time library assistant 3, OP/C, weekend custodian. His effective hire date and first day of work is June 23, 2007.

Both Drew and Brent previously worked as KPL hourly custodians.

Disposition: The board accepted the minutes of the May 21, 2007 meeting and the personnel items as presented.

IV. FINANCIAL REPORTS

A. Financial Reports for the Period Ending May 31, 2007

Recommendation: Director Rohrbaugh recommended the board accept Financial Reports for the Period Ending May 31, 2007.

MOTION: R. BROWN MOVED AND V. WRIGHT SUPPORTED ACCEPTANCE OF THE FINANCIAL REPORTS AS RECOMMENDED.

Executive Summary: The director indicated expenditures are as expected for this point in the fiscal year. The combined balance sheet reflects large bond payments.



MOTION CARRIED 7-0.

V. REPORTS AND RECOMMENDATIONS

Action Items

A. Kalamazoo Community Foundation History Room Funds Expenditure Requests

1. Miller Davis Corporate Photography Collection

Recommendation: The director recommended the board approve the expenditure of up to \$17,500 from the “Kalamazoo Community Foundation/Kalamazoo Public Library Fund—Local History and Community Information Service Fund” for the sorting, inventorying, identifying and cataloging of the Miller-Davis Corporate Photography Collection. A small portion of the funds may also be used for archival materials to house the Collection.

Executive
Summary:

We have Local History funds at the Kalamazoo Community Foundation and though it is the library's money, we need formal board action to request the foundation to release the money to the library.

The Miller-Davis Company is in the process of giving the library their collection of photographs of buildings they have constructed in the Kalamazoo area over nearly a 100 year period. The company will be celebrating their centennial in 2009. Plans are underway for a reception for the formal transfer of this gift to KPL. Details will follow. We want to add this invaluable resource to our holdings, both physically and on our website. Most of the \$17,500 would be used for human resources to do the initial sorting, inventorying, identifying (when necessary), and cataloging the photos for inclusion in the library's collection. Some of the funds would also be used for archival supplies. Hourly employee support—placing the photos in photo sleeves and acid-free folders and scanning—will be paid with regular hourly salary funds.

This is the work which had been approved for an internship through Kalamazoo College, but there were no Kalamazoo College student applicants for our proposal. Since that possibility did not work out, we are fortunate to be able to turn to the local history gift funds at the Kalamazoo Community Foundation to fund it ourselves.

As of March 31, 2007, the last financial report from the Foundation, there was a balance of \$132,657 in this account.

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

At a later board meeting, perhaps in the fall or early winter, local history librarian, Beth Timmerman, who was responsible for securing this collection for us and will oversee this project, will report on it to the board.

MOTION: L. GODFREY MOVED AND J. VANDER ROEST SUPPORTED A MOTION TO APPROVE THE EXPENDITURE AS RECOMMENDED.

Discussion: L. Dykstra asked how many photographs are involved. K. Steadman, Head of Adult Services, indicated there are several thousand photos in the collection.



Motion carried 7-0.

2. Micrographic Reader

Recommendation: The director recommended the board approve an expenditure of up to \$6850 from the "Kalamazoo Community Foundation/Kalamazoo Public Library Fund—Local History and Community Information Service Fund" for the purchase of a refurbished Minolta MS6000 micrographic reader, MSP3000 Printer and UC7E Carrier for the Clarence L. Miller Family Local History Room.

Executive
Summary:

The micrographic reader in the Local History Room is in need of replacement. It is an old, analog model which is no longer supported by the manufacturer, and it is only by scavenging parts from its "retired twin" that we have been able to keep it operating. Because of other CIP demands, this replacement was not to be funded in this coming fiscal year. For the following year, we were hoping to fund the purchase of a replacement model. For planning purposes we had received a quote of \$9287 for a new Z-Scan 46 II from Solutions of Southwest Michigan LLC. This was not as deluxe a model as the two Minolta MS6000s that are in the Tech Center, for which we had paid over \$12,000 apiece several years ago.

On 5/31/07, our vendor approached us with the availability of a very good, refurbished Minolta MS6000 at \$6,850. They feel very confident in recommending this refurbished unit to us and would provide the same warranty to us as if it was a new machine. Taking advantage of this offer would not only replace our old unit with a reliable, digital unit sooner than we had anticipated, this price would save us around \$2500+ of what we were planning to spend next year and probably in excess of \$6000+ of what we would have had to spend for a comparable Minolta 6000.

As of March 31, 2007, the last financial report from the Foundation, there was a balance of \$132,657 in this account.

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

MOTION: J. VANDER ROEST MOVED AND V. WRIGHT SUPPORTED A MOTION TO APPROVE THE EXPENDITURE AS RECOMMENDED.



Motion carried 7-0.

B. Revision of Administrator/Supervisory-Technical Salary Pools

Recommendation: The director recommended board approval of a total compensation pool not to exceed \$92,500 to be used to adjust Administrator and Supervisory/Technical total compensation for fiscal year 2007/2008, divided as shown below:

Supervisory/Technical:	\$50,000
Administrator:	\$42,500

Executive Summary:

It is necessary to revise the total compensation pool to reflect final rate increases. The pools now reflect total compensation growth for non-represented employees equal to the final quoted growth in taxable value of 5.41% and merit increases for eligible employees.

MOTION: L. GODFREY MOVED AND V. WRIGHT SUPPORTED A MOTION TO APPROVE THE TOTAL COMPENSATION POOL FOR ADMINISTRATOR AND SUPERVISORY-TECHNICAL TOTAL COMPENSATION AS RECOMMENDED.



Motion carried 7-0.

C. Revision of Administrator/Supervisory-Technical Salary Schedules

Recommendation: The director recommended board approval of salary schedules for Supervisory – Technical and Administrative employees effective for the fiscal year beginning July 1, 2007.

Executive Summary:

Last month’s recommendation to the board of a salary schedule was premature. Since that time, revenue and fringe benefit information we were given has changed and we have received advice from a HR consultant about our structure.

Local revenue has increased 5.41% and MESSA rates increased 3.5% for this group, less than we had expected. The result is more money to salaries and less to fringe benefits. The previous schedule did not have “room” to accommodate these increases at some of the levels.

Also since the May meeting, we have talked with a HR consultant about the methodology of constructing salary schedules and realize the differentials between our various levels is too low, especially given the S-T classification study which is underway.

This revised schedule addresses the immediate issue of salaries for the year beginning July 1 and increases the differentials between the levels. It is expected to serve us well for the outcome of the S-T classification study. In coming years, we will continue to link the increase in these schedules to that in the librarian schedule so no further adjustment in the ranges or the differentials should be needed for awhile. Some employees at some levels may top out within the next year or two, depending upon the cost of fringe benefits. If that is the case, their increase will be in a one-time bonus, not to salary.

This recommendation was supported by the majority of the Personnel Committee. One member was not available.

MOTION: L. GODFREY MOVED AND J. VANDER ROEST SUPPORTED A MOTION TO APPROVE THE RECOMMENDED SALARY SCHEDULE FOR ADMINISTRATOR AND SUPERVISORY-TECHNICAL EMPLOYEES AS RECOMMENDED.

Discussion: L. Godfrey commented the main reason for making this change is to more accurately reflect the width of the ranges that we should be using. The director agreed.



Motion carried 7-0.

C. Board Calendar of Meetings for 2007/2008

Recommendation: A. Rohrbaugh recommended approval of a board calendar of meetings for 2007/2008.

Executive Summary:

A suggested calendar (below) was presented for board consideration. Exceptions to the fourth Monday were noted on the calendar.

July 23, 2007	January 28, 2008
August 27, 2007	February 25, 2008
September 24, 2007	March 24, 2008
October 22, 2007	April 28, 2008
November 2007 (no meeting)*	May 19, 2008
December 17, 2007	June 23, 2008

MOTION: J. VANDER ROEST MOVED AND V. WRIGHT SUPPORTED A MOTION TO APPROVE THE SUGGESTED CALENDAR AS PRESENTED.

Discussion: A. Rohrbaugh indicated the proposed calendar does not conflict with holidays or national library conferences.



Motion carried 7-0.

Reports

D. Summer Reading Kickoff – Michael Cockrell

Presentation: Michael Cockrell told the board the summer reading program has gotten off to a fast start since the kickoff on June 14. Again this year there are games for pre-schoolers, children, 'twens, teens and adults. In the first few days, the sign ups total 955 across all categories. He provided the names of each game, all mystery theme related, and some game details. He thanked the CRO office for the wonderful printed materials being used for each game and invited trustees to sign up for the adult game.

Disposition: Trustees were pleased to hear about the summer program and that it is off to such a good start for each age level.

E. Energy Update

Presentation: Ernie Clemence, Head of Facilities Management, reviewed the energy conservation project controls and equipment installed in 2005. The project has proven to be timely and successful, both in financial terms and in the sense of being good stewards of limited resources.

Although our gas costs increased significantly over the last two years, our projected savings for 06/07 are \$59,500, a significant amount toward the payback of installation costs. Next spring he will have a year's worth of degree day data to assist with budgeting.

We are also beginning to employ turning off various systems motors when not needed to save on energy costs. Looking ahead, we will work to reduce the use of electricity for lighting.

Disposition: Trustees expressed their appreciation to E. Clemence for his initiation and continuing successful management of this valuable project.

VI. **COMMITTEE REPORTS**

A. Finance & Budget Committee

J. VanderRoest said he had nothing to report from the Finance & Budget Committee.

B. Personnel Committee

V. Wright explained that since the final quoted growth in taxable value of 5.41% was received subsequent to the 5.05% increase in compensation approved for the director at the May meeting, it is necessary to revise the total compensation growth percentage to 5.41% as was done earlier in the meeting for other non-represented employees.

MOTION: THE COMMITTEE MOVED AND L. GODFREY SUPPORTED A MOTION TO APPROVE AN INCREASE IN THE TOTAL COMPENSATION INCREASE FOR THE DIRECTOR AT 5.41% FOR 2007/08.



Motion carried 7-0.

C. Building Committee

A. Rohrbaugh provided an update: Kingscott is working on the specifications for stair tiling toward a Sept. 1 completion. The committee will meet July 13 and plans to hold a second meeting soon thereafter; they plan to get back on track to discuss rotunda carpeting.

D. Millage Committee

The millage committee is leaning toward scheduling a millage vote in February of 2009, but is not yet ready to recommend that to the board. That would hopefully give enough time for the state's economic situation to become clear as well as allow enough time to go back to the voters prior to the millage expiring at the end of 2009 in a worst case scenario if the millage request were to be turned down. They have also started to talk about fundraising for the campaign. She has been in touch with Bob Kent, who has agreed to act as campaign treasurer, and has some preliminary steps in process with him.

VII. **OTHER BUSINESS**

A. Directors Report

Two financial developments that are good news for KPL have occurred since the written director's report was produced:

1) The moratorium on payments for fiscal year 2007 has been lifted for state aid to public libraries, but the payment will be about a month late, arriving around August 15. The

payment is not expected to reflect any cuts in state aid for the year. This is a result of lobbying by patrons, librarians and MLA.

2) Libraries will be held harmless from the cuts in personal property tax that will be part of the Michigan business tax which is to replace the Single Business Tax.

We have budgeted funds to redo our website in fiscal year 2007/2008. Four vendors who responded to requests for proposal (rfp) were interviewed. We have selected a company called Insite, based in Portland, Oregon to assist us. We are in the process of developing a contract with them for website design which will be reviewed by our attorney, Don Schmidt, and hope to begin the website work in July. We are very excited to work with them because they have experience with libraries. There were no viable local vendors, only one responded to our request for rfp and they had no library experience.

20-25 staff members attended the Kalamazoo Kings game Friday, June 15 for the summer reading kickoff. There were many appropriate library-related announcements and J. VanderRoest did a wonderful job singing the national anthem.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

IX. TRUSTEE COMMENTS

President Addison presented the book, *Worldchanging: A User's Guide to the 21st Century*, by Alex Steffen, to Don Brown to be added to the collection in his honor for his 12 years of service as a KPL trustee. When she decided to run for KPL's board she was pleased to know he was a member.

J. VanderRoest acknowledged this is the last meeting D. Brown will attend as a board member and said he would miss him.

He also mentioned he heard there was an assault and robbery involving a library patron as he left the library recently. He acknowledged he has been one who has preferred the guard be in the background, but that we need to be committed to the safety of patrons and staff as a prime concern.

D. Brown said it has been a personal privilege and pleasure to serve on the board; he has been continually impressed with the quality of the leadership in the institution and the effectiveness of the staff, it is an outstanding organization and he will be pleased to "blow the bugle" for it any time the opportunity arise.

V. Wright was very pleased to participate in "Stand for Children Day" and was amazed to see the connection between the children and adults who were there that day.

L. Godfrey thanked D. Brown for his service and said it had been a pleasure to work with him on the board; his quiet thoughtfulness has been a major contribution to the work the board has done.

C. Addison also participated in "Stand for Children Day" for the first time and was very impressed with the organization and what a marvelous event it was.

X. ADJOURNMENT

Hearing no objections, President Addison adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 5:08 p.m.

Loren Dykstra, Secretary