

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

DATE: June 20, 2011  
TIME: 4:00 p.m.  
LOCATION: Central Library  
Board Room  
315 S. Rose Street  
Kalamazoo, MI 49007

Roll Call: Trustees present: Cynthia Addison, Fenner Brown, Robert Brown, Lisa Godfrey, Cheryl TenBrink, James Vander Roest and Valerie Wright

**PUBLIC HEARING**

President Godfrey called the Public Hearing to order at 4:00 p.m. regarding the proposed Preliminary Budget for 2011/2012. She invited audience members to speak. The president closed the hearing at 4:01 p.m. after it was determined no one was present who wished to address the board on this subject.

**REGULAR SESSION**

President Godfrey called the meeting to order at 4:01 p.m.

**PRELIMINARY BUSINESS**

Agenda Approval: The agenda was approved as presented.

**I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS**

B. Resolution to Adopt the Preliminary Budget and Authorize the Millage Levy for 2011/2012

**Recommendation:** Director Rohrbaugh recommended the board adopt a resolution to approve the Preliminary Budget for the Fiscal Year Ending June 30, 2012 and authorize that 3.9583 mills be levied for library operation for 2011/2012.

**MOTION:** J. Vander Roest moved and R. Brown supported the motion to adopt the resolution approving the preliminary budget and authorizing the millage levy as recommended.

Executive Summary: The budget was reviewed at the regular board meeting on May 23, 2011; prior to this meeting a public hearing was conducted for public consideration of the budget and millage levy rate.

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



**Motion carried 7-0.**

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

No one addressed the board.

**III. CONSENT CALENDAR**

- A. Minutes of the board meeting of May 23, 2011
- B. Personnel Items

Presentation: Director Rohrbaugh made a few comments (in italics below) concerning the personnel items.

**Employee Transfer**

**Amy Chase** transferred to the KPLA 1.0 FTE Librarian position in the Youth Services Department effective June 1, 2011. Amy previously held the .5 FTE Librarian position assigned to the Oshtemo/Washington Square branches. *This position will be filled; it is currently being advertised internally.*

**Employee Promotion**

**Jennifer Cornell** will transfer to the Supervisory- Technical FTE 1.0 Assistant to the Director position effective August 15, 2011. Jennifer currently holds the Supervisory Technical 1.0 FTE Technology Trainer position in the IT Department. *The trainer position will not be filled; the incumbent will bring some training duties with her to the library office.*

**Employee Resignation**

**Laura Hoppe** has resigned from the Supervisory-Technical position of Graphic Arts Assistant within the Marketing and Communications Department effective June 24, 2011. Laura began work at KPL in November 1996. She has accepted a position with the Michigan Municipal League in Ann Arbor. *This position will be considered; immediate needs will be contracted out.*

**Cathy Serra** has resigned from the two KPLSP .5 FTE Library Assistant positions she currently holds in Local History and Material Selection within the Adult Services Department effective August 5, 2011. Cathy began work at KPL in August 1998. She is moving out of the area. *Consideration is being given to the need for each of these positions.*

**Employee Retirement**

**Ann Fleming** announced her retirement from KPL effective July 31, 2011. Ann began work at KPL in November 1990. She currently holds the KPLA 1.0 FTE position of lead Children's librarian in the Youth Services Department. *This position supports our number one priority and will be filled; there may first be some realignment of works in the children's room.*

**Disposition:**            **The board accepted the Minutes of the Meetings of May 23, 2011 and the Personnel Items as presented.**

**IV.        FINANCIAL REPORTS**

A.        Financial Reports for the Period Ending May 31, 2011

**Recommendation:**    **A. Rohrbaugh recommended the board accept the Financial Reports for the Period Ending May 31, 2011 as presented.**

**MOTION:**                **C. ADDISON MOVED AND V. WRIGHT SUPPORTED ACCEPTANCE OF THE FINANCIAL REPORTS FOR THE PERIOD ENDING MAY 31, 2011.**

Executive Summary:        Director Rohrbaugh indicated the reports reflect the budget revisions approved in May.

Discussion:                J. Vander Roest was pleased that we received part of the Kalamazoo Gazette "claw back" agreement.



**Motion carried 7-0.**

**V.        REPORTS AND RECOMMENDATIONS**

**Recommendations**

A.        2010-2011 Close Estimate Budget Revision

**Recommendation:**    **Director Rohrbaugh recommended approval of budget revisions to the Close Estimate Budget for the General Operating Fund for Fiscal Year Ending June 30, 2011**

Executive

Minutes of the June 20, 2011 Kalamazoo Public Library Board of Trustees Meeting, cont.

Summary: Subsequent to board approval of a revision to the 2010-2011 Close Estimate Budget at the May board meeting, adjustments were necessary to both revenue and expenditure line items that were significant enough to require another revision. They include an increase in revenue to the unassigned fund balance as a result of new budget estimates in both revenue and expenditure items.

The increase in revenue resulted from an increase in recognized revenue from the receipt of the Kalamazoo Gazette Tax Claw back from the City of Kalamazoo in the amount of \$76,651 and the receipt of an additional \$10,000 gift from the Friends of Kalamazoo Public Library. This was partially offset by several necessary expenditure budget adjustments prior to the end of the fiscal year.

The expenditure adjustments comprise a correction to Employer FICA and the Vacation Accrual Expense/Retirement Pay Out line item with no resulting effect upon fund balance. Two others do require additional funding, however. The first is an increase in the difficult to predict processing costs associated with audio visual material due to the strategic plan's emphasis on listening, viewing and reading for pleasure. The estimated increase necessary through the end of the fiscal year is \$7610. The second is a fourfold increase in the cost of the May election over the previous estimate of \$5000. KPL's final invoice of \$20,974.82 was due to few participants in the election; a budget increase of \$15,975 is required to cover that increased cost.

J. Vander Roest, Chair of the Finance & Budget Committee, reported the revisions were reviewed by the committee and recommended the board approve them. They are appropriate, not remarkable, and revisions are inevitable given that some estimates of future activity have to be made as part of the budget process.

**MOTION:**

**J. VANDER ROEST MOVED AND F. BROWN SUPPORTED THE MOTION TO REVISE THE CLOSE ESTIMATE BUDGET AS RECOMMENDED.**



**Motion carried 7-0.**

B. Fund Balance Policy Revision

**Recommendation: Director Rohrbaugh recommended the board revise the Fund Balance Policy.**

**MOTION: J. VANDER ROEST MOVED AND V. WRIGHT SUPPORTED THE MOTION TO REVISE THE FUND BALANCE POLICY AS RECOMMENDED.**

Executive Summary:

In May the board approved the Fund Balance Policy recognizing Governmental Accounting Standards Board Statement No. 54 and its implications regarding maintaining sufficient cash flow and the classification of fund balances.

After discussion of the policy with our CPA firm, Plante & Moran, several revisions to terminology have been made to clarify the intent of the policy regarding the minimum fund balance necessary to ensure sufficient operating cash flow in subsequent years.

Rather than a minimum range expressed in percent, the policy has been revised to specifically state that the committed fund balance is to support operating cash for July 1<sup>st</sup> through December 15<sup>th</sup> of the subsequent year.

Discussion: J. Vander Roest added that D. Schiller told the committee if this change is made to the policy, the board will not be required to vote to approve the policy every year.



**Motion carried 7-0.**

C. Oshtemo Easement

Minutes of the June 20, 2011 Kalamazoo Public Library Board of Trustees Meeting, cont.

**Recommendation:** **The Director recommended the board authorize the president and director to enter into an agreement with the township to allow an easement for the purpose of creating a walking path.**

Executive  
Summary:

Oshtemo Township has requested a walking path easement on the western property border between the library and the township. The walking path would be part of the township park and would connect the library and the park. The township must meet a July 1 due date to be eligible for a state grant to expand and improve the township park; this path would be a part of that larger project.

**MOTION:** **J. VANDER ROEST MOVED AND F. BROWN SUPPORTED THE MOTION TO APPROVE THE PLAN IN PRINCIPLE AND AUTHORIZE THE PRESIDENT AND DIRECTOR TO ACT ON THE BOARD'S BEHALF WITH OSHTEMO TOWNSHIP TO CONCLUDE ARRANGEMENTS AND ENTER INTO AN AGREEMENT REGARDING AN EASEMENT FOR A WALKING PATH CONNECTING THE TOWNSHIP PARK TO THE LIBRARY.**

Discussion: Libby Heiny-Cogswell, Oshtemo Township Supervisor, and Grace Borgfiord, Trustee, provided some details regarding the park development and explained why the topography of the property makes it desirable to re-route the path connecting the park to the library making it necessary to obtain an easement. There would be no expense to the library for construction of the part of the path that will be on library property, but the library would be responsible for ongoing maintenance of that portion.



**Motion carried 7-0.**

D. Request for Funds from Kalamazoo Community Foundation Local History Room Fund

**Recommendation:** **Director Rohrbaugh recommended the board approve an expenditure of up to \$10,000 from the "Kalamazoo Community Foundation/Kalamazoo Public Library Fund—Local History and Community Information Service Fund to digitize the public domain editions of the *Kalamazoo Gazette*.**

**MOTION:** **C. ADDISON MOVED AND V. WRIGHT SUPPORTED THE MOTION TO APPROVE THE EXPENDITURE OF UP TO \$10,000 FROM THE KCF FUND IN ORDER TO DIGITIZE PUBLIC DOMAIN EDITIONS OF THE *KALAMAZOO GAZETTE*.**

Executive  
Summary:

If this expenditure from the Local History and Community Information Service Fund is approved, we will contract with Lakeshore Document Services to scan and digitize microfilmed public domain editions (prior to 1923) of the *Kalamazoo Gazette*. We will provide adequate server space to hold, archive and provide access to the content. The last report from the Foundation, dated March 31, 2011, showed a balance of \$113,372.



**Motion carried 7-0.**

E. Planning and Design Task Force and Workshop Endorsement

**Recommendation:** **The director recommended the board approve the establishment of a Planning and Design Task Force (PDTF) to explore the need for anti-racism work within KPL.**

**MOTION:** **V. WRIGHT MOVED AND C. ADDISON SUPPORTED THE MOTION TO APPROVE THE RECOMMENDATION TO ESTABLISH A PLANNING AND DESIGN TASK FORCE TO EXPLORE THE NEED FOR ANTI-RACISM WORK WITHIN KPL.**

Executive  
Summary:

The director noted over the course of recent meetings she kept the board informed of our grant request to the Kalamazoo Community Foundation to fund the establishment of a PDTF. Our request has been approved for \$5,500.

Minutes of the June 20, 2011 Kalamazoo Public Library Board of Trustees Meeting, cont.

She shared the original recommendation to her from the Diversity Committee, outlining the purpose, description and need of this next step to establish a task force. The budget was an early estimate. We are confident we can proceed as described in this committee recommendation with the \$5,500 from the foundation. If the board approves establishment of this task force, the Management Team and Diversity Committee will discuss task force membership and timing for the workshop.

She indicated she'd keep the board updated through periodic items in the director's report.

Discussion:

V. Wright said, having gone through the Crossroads/ERAC/Ce workshop on institutional racism herself, and having had a rewarding experience, she's very pleased to see this recommendation move forward.

A. Rohrbaugh introduced Caitlin Hoag, Chair of the Diversity Task Force and ADS librarian, who was in attendance at the meeting.

Fenner Brown asked what the next step would be if the Task Force determines we are not ready to move forward.

C. Hoag indicated the day of training is designed to help us get a better feel for how the Crossroads model could work for KPL. The process will help us decide whether or not we are ready to proceed. If not, we will determine what further work we will need to do to be ready. The outcome may be that we should look for another model or organization that might better fit our organization. The task force will make a recommendation about how best to move forward.



**Motion Carried 7 - 0.**

F. Calendar of Meetings

**Recommendation:** Director Rohrbaugh recommended the board adopt a Calendar of Meetings for fiscal year 2011-2012.

**MOTION:** **J. VANDER ROEST MOVED AND V. WRIGHT SUPPORTED THE MOTION TO ADOPT THE FOLLOWING CALENDAR OF MEETINGS FOR 2011/2012.**

July 25, 2011	January 23, 2012
August 22, 2011	February 27, 2012
September 26, 2011	March 26, 2012
October 24, 2011	April 23, 2012
November 2011 (no meeting)*	May 21, 2012**
December 19, 2011	June 18, 2012***

\* If a November meeting is needed, it will be scheduled for Monday, Nov. 21, 2011

\*\* 4<sup>th</sup> Monday conflicts with Memorial Day

\*\*\* 4<sup>th</sup> Monday conflicts with annual American Library Association conference



**Motion carried 7-0.**

## Reports

G. Legislative Update

Presentation: Diane Schiller, Head of Financial Services, reviewed the status of a number of current legislative initiatives for trustees. There has not been much action in the month since the last meeting that directly affects the library. A number of house and senate bills are still in committee at this point.

**Disposition:** Trustees received the information and thanked D. Schiller for keeping up with the overwhelming amount of quickly changing information.

H. Early Childhood Literacy Training and Summer Programs for KPS and CIS

Presentation: Susan Warner, Head of Youth Services, told trustees about cooperative efforts over the spring and summer with Kalamazoo Public Schools and Communities in Schools, including training by our librarians to promote literacy. We were asked to provide training to assist with increasing the level of preschool quality in order to ready children for kindergarten. This collaboration ties right in with our priority to provide assistance to child care providers and pre-schools. Kellogg planning grant funds are being used to pay KPL for training sessions. We also participated in a conference recently, providing sessions about working with infants and toddlers to home based child care providers, and received good reviews, again with remuneration.

Again this summer we will be providing summer reading program experiences for about 1200 KPS students attending summer school, and about 120 attending summer school through CIS. Ian Brown, the head football coach at Kalamazoo Central and in charge of the summer league for younger children, is requiring this summer's participants to enroll in and play the summer reading game as part of summer football practice.

**Disposition:** Trustees were pleased with these collaborations and appreciated the report.

VI. COMMITTEE REPORTS

Finance & Budget Committee

**J. Vander Roest:** The committee considered the revisions to the budget and the Fund Balance Policy and the request for the Local History Funds, all addressed earlier in the meeting. They expect to meet again over the summer.

Personnel Committee

**V. Wright:** The committee conducted and completed the directors' annual evaluation.

Fund Development Committee

**L Godfrey:** No report

Director's Advisory Building Committee

**A. Rohrbaugh:** no meeting.

Nominating Committee

**C. Addison:** reported the nominating committee, consisting of C. Addison, R. Brown and C. TenBrink, developed the following slate of candidates for 2011-2012, which will be presented and recommended for election at the July board meeting.

President:	Lisa A. Godfrey
Vice President:	Valerie Wright
Treasurer:	Jim Vander Roest
Secretary:	Bob Brown

The board received the slate, thanked the committee for their work and will take action on board officers for 2011-2012 at the July meeting.

VII. OTHER BUSINESS

A. Open Discussion

Discussion: President Godfrey indicated this item was added to the board agenda after considering the suggestion from R. Brown at the previous meeting.

R. Brown explained he felt it would be prudent to discuss the topic of consolidation of library services and districts in light of the current state government encouragement of municipalities and school districts to consolidate to achieve economies of scale. We need to be aware of our options so that we don't find ourselves without them at some point.

Trustees considered pathways to the consolidation of library districts; current law allows for the voluntary consolidation of library services but not for the consolidation of districts; that would require legislative changes regarding funding structures for libraries. The issue of losing local district identity if library districts are consolidated was considered.

It was observed KPL is already doing relatively well in difficult times – we have achieved some economies of scale and can list many examples of collaborating and sharing services. Ready to Read, Reading Together and reciprocal borrowing are just a few. Others who are not doing as well might decide they need assistance and push for consolidation.

The consensus was that KPL should continue to deliver services in the most cost effective, efficient way possible, but that it is unlikely state attention would shift anytime soon to libraries without an incentive.

**Disposition:**            **The discussion concluded and President Godfrey invited trustees to contact her if they have a discussion item for next month's agenda.**

B.        Directors Report

Presentation:            The director talked about two items that occurred after the written report was completed: 1) we were pleased the Van Deusen Room at KPL was chosen as the site for The Learning Network initiative announcement. A. Rohrbaugh has talked with Dr. Rice, Superintendent of Kalamazoo Public Schools, about how KPL already provides many programs that contribute to this initiative and how else we can be of assistance. She is confident there will be a role for KPL. 2) She noted our circulation statistics for the 2010 – 2011 fiscal year, through May, are up 17%.

She also highlighted several items from her written report. The Prime Time program is being re-evaluated since we are having difficulty attracting enough families to participate. Early literacy stations with educational games for pre-schoolers through 4<sup>th</sup> graders were purchased with federal stimulus funding. We are finding more ways to eliminate paper use.

Several procedures, including registration and overdue and holds notices, are all going at least partially paperless. We are considering how better to provide cost effective, greener printing for the public.

**Disposition:**            **Trustees received the report.**

Director Rohrbaugh presented two books to departing trustee Cynthia Addison that were added to the collection in her honor. She emphasized her appreciation of Cynthia's good advice and willingness to listen during her two terms as board president. On behalf of herself and the staff she thanked her for her contributions to the board.

C. Addison said the board and staff always go for institutional excellence and she has been proud to say she served on the board of KPL. She was honored and grateful for her place at the board table.

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

**Bruce Caple**, 224 Parkwood, said no one has spoken at the meetings he has attended, so he wanted to thank C. Addison for her encouragement and helpful suggestions during the election. C. Addison added she is very pleased B. Caple will serve on the board.

**IX. TRUSTEE COMMENTS**

Minutes of the June 20, 2011 Kalamazoo Public Library Board of Trustees Meeting, cont.

**J. Vander Roest** noted he tried to attend the June 4 Friends of the Library book sale, but it was so busy he couldn't get near it, both a good and bad thing.

**R. Brown** reported he drove past Woods Lake School and noticed the sign out front encouraged students to "visit your public library and have a great summer."

**F. Brown** said he will miss C. Addison. He appreciates her sharing her knowledge with him and showing him the ropes as a new board member.

**V. Wright** agreed that C. Addison was very welcoming when she joined the board, noted she has always sat either to the right or left of her at meetings, and commended her dedication to serving the community and the board.

**L. Godfrey** has always appreciated C. Addison's advice. She also reported that the mayor, Bobby Hopewell, made it clear at the Learning Network announcement that he considers the Van Deusen Room as THE place to make important announcements about the City of Kalamazoo. She also thanked the Friends for their support, in particular the additional year end gift of \$10,000.

## **X. ADJOURNMENT**

Hearing no objections, President Godfrey adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 5:40 p.m.

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Robert Brown, Secretary