

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

DATE: June 22, 2009
TIME: 4:00 p.m.
LOCATION: Central Library
Board Room
315 S. Rose Street
Kalamazoo, MI 49007

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

PUBLIC HEARING

President Wright called the Public Hearing regarding the proposed Preliminary Budget and millage rate for 2009/2010 to order at 4:00 p.m. She invited audience members to speak. The president closed the hearing at 4:02 p.m. after it was determined no one was present to address the board on this subject.

REGULAR SESSION

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

PRELIMINARY BUSINESS

Agenda Approval: The agenda was revised to include a communication from Trustee Ian Kennedy.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

A. Communication

Presentation: Trustee Ian Kennedy explained that because his family will be moving out of the library district on June 24, 2009, he will no longer be eligible to serve on the board and regretfully announced his resignation as of that date. When he moved to Kalamazoo he was thrilled with the library, and from his peek behind the scenes he has been nothing but impressed with the board, administration and staff. The mission is diligently carried out and effective library service is provided.

Disposition: Trustees received the information.

B. Resolution to Adopt the Preliminary Budget and Authorize the Millage Levy for 2009/2010

Recommendation: Director Rohrbaugh recommended the board adopt a resolution to approve the Preliminary Budget for the Fiscal Year Ending June 30, 2010 and authorize that 3.9583 mills be levied for library operation for 2009/2010.

MOTION: J. Vander Roest moved and L. Godfrey supported a motion to adopt the resolution to approve the preliminary budget and authorize the millage levy as recommended.

Executive

Minutes of the June 22, 2009 Kalamazoo Public Library Board of Trustees Meeting, cont.

Summary: The budget was reviewed at the regular board meeting of May 18 and prior to this meeting a public hearing was conducted for consideration of the budget and millage levy rate by the public.

Roll Call Vote: J. Vander Roest – yes; R. Brown – yes; I. Kennedy – yes; C. TenBrink – yes; C. Addison – yes; L. Godfrey – yes; V. Wright – 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 18, 2009

B. Personnel Item

Change in Assignment

Linda Cook will transfer from her half-time Librarian II assignment in Information and Reference Services to Librarian II in Cataloging, Acquisitions and Materials Processing (CAMP), effective September 1, 2009.

This is one step in staff realignments within Information and Reference Services and CAMP following several staff retirements.

Disposition: The board accepted the Minutes of the Meetings of May 18, 2009 and the Personnel Item as presented.

IV. FINANCIAL REPORTS

A. Financial Reports for the Period Ending May 31, 2009

Recommendation: A. Rohrbaugh recommended the board accept the Financial Reports for the Period Ending May 31, 2009 as presented.

MOTION: R. BROWN MOVED AND L. GODFREY SUPPORTED ACCEPTANCE OF THE FINANCIAL REPORTS FOR THE PERIOD ENDING MAY 31, 2009.

Executive
Summary:

Director Rohrbaugh indicated the reports reflect expected activity as we approach the end of the fiscal year; she noted the Miller Davis photograph project is described in the notes and how that money will be handled; there will be a recommendation to move the funds later in the meeting.



Motion carried 7-0.

V. REPORTS AND RECOMMENDATIONS

Recommendations

A. Budget Transfer

Recommendation: Director Rohrbaugh recommended the board transfer the Miller Davis Photography Project Grant in the amount of \$15,614 from the General Fund Budget to the Other Gifts and Grants Budget.

MOTION: C. TENBRINK MOVED AND C. ADDISON SUPPORTED A MOTION TO MOVE THE MILLER DAVIS PHOTOGRAPHY PROJECT GRANT IN THE AMOUNT OF \$15,614 FROM THE GENERAL FUND BUDGET TO THE OTHER GIFTS AND GRANTS BUDGET AS RECOMMENDED.

Executive

Summary:

The Revised Close Estimate Budget for the General Fund recognized the receipt of the Miller Davis Photography Project Grant from the Kalamazoo Community Foundation. After receipt of the funds in May, it was decided that the funds and the project should continue and be completed in the Other Gifts and Grants Local History project fund.

The adjustment to the Revised Close Estimate Budget for the general fund will be a reduction of \$15,600 in Other Local Support Revenue; the expenditures for the project were not budgeted to begin until July 1 in the Preliminary Budget for Fiscal Year 2009-2010.

The increase to the Other Gifts and Grants Local History Project fund will be an increase in both revenue and contracted services expenditures beginning with the Revised Closed Estimate Budget for fiscal year 2008-2009, with any unexpended fund carrying over to fiscal year 2009-2010.

This recommendation was reviewed by the Treasurer.



Motion carried 7-0.

B. Calendar of Meetings

Recommendation: Director Rohrbaugh recommended the board adopt a Calendar of Meetings for fiscal year 2009/2010.

A suggested calendar was presented. Trustees agreed it would be appropriate to move the regular September 4th Monday meeting to the third Monday to avoid conflict with Yom Kippur.

MOTION: R. BROWN MOVED AND L. GODFREY SUPPORTED THE MOTION TO ADOPT THE FOLLOWING CALENDAR OF MEETINGS FOR 2009/2010.

July 27, 2009	January 25, 2010
August 24, 2009	February 22, 2010
September 21, 2009 *	March 22, 2010
October 26, 2009	April 26, 2010
November 2009 (no meeting) **	May 24, 2010
December 14, 2009	June 28, 2010

* 4th Monday conflicts with Yom Kippur

** If a meeting is needed in November, it will be scheduled for Monday, November 24, 2009.



Motion carried 7-0.

C. Position Reclassification

Recommendation: The director recommended the board approve reclassification of a librarian 1 position in Information and Reader Services to librarian 2 to reflect the addition of librarian 2 duties to this position, effective September 1, 2009.

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

Executive

Summary:

The director noted that board members are aware that three librarians will be retiring over the summer and early fall. There has been a realignment of duties and the reduction of 1.5 librarians within Information and Reader Services.

Collection development for fiction and services to readers, formerly done by librarian 2's, will move to a librarian who is currently a librarian 1.

As reported during budget discussions, these reductions in positions and this accompanying reclassification will reduce expenditures in 2009/10 by about \$100,000.

This recommendation was reviewed and is supported by the Personnel Committee.



Motion carried 7-0.

D. Process to Fill Open Board Seat

Presentation: President Wright acknowledged Ian Kennedy's resignation from the board. She said trustees had enjoyed working with him, valued his contributions in the time he was on the board, and wished his family the best.

She indicated an appointment for the open seat would be made for the duration of two years, until the next scheduled board election, through June 2011, and recommended the following process to the board:

- Letters of interest and descriptions of qualifications will be solicited from the public.
- Solicitations will be posted in the Kalamazoo Gazette, KPL's website and at all library locations with a due date of July 17, 2009.
- A committee comprised of trustees Cynthia Addison, Lisa Godfrey and Valerie Wright will review the applicant letters and credentials. In the case of multiple qualified candidates, the committee may choose to interview candidates.
- The committee will present a recommendation of appointment to the full board at the regularly scheduled August meeting on August 24.
- The vacated seat will be appointed by a majority vote of the board.

MOTION: L. GODFREY MOVED AND C. ADDISON SUPPORTED A MOTION TO APPROVE THE PROCESS FOR FILLING THE OPEN BOARD SEAT AS RECOMMENDED BY PRESIDENT WRIGHT.

Motion carried 7-0.

Reports

E. Tactical Plan for 2009-2010

Presentation: The director presented the Tactical Plan for fiscal year 2009-2010 for board information.

Executive
Summary:

We continued to follow the strategic map developed in 2006 by trustees and managers, with the help of a facilitator. After having used these goals and categories for two years, we have re-named or combined some of the categories to better fit our needs. The five goals remain the same.

Despite diminished revenues for the coming year, staff have developed a challenging list of goals. She indicated there are some common themes: becoming more efficient, reexamining processes, and items related to the re-do of the circulation desk area at Central.

There are several items that will benefit from board discussion prior to a formal recommendation or action from the director. A few examples are reciprocal borrowing, value added services, feasibility of bookmobile service and possibly changing our fiscal year.

Minutes of the June 22, 2009 Kalamazoo Public Library Board of Trustees Meeting, cont.

Discussion: Trustees agreed they would welcome discussion on such items prior to a recommendation and confirmed that if there are specific items they would like to handle this way, they should contact the director.

Disposition: The board accepted the Tactical Plan for 2009-2010.

F. Spanish Committee

Presentation: Sue Warner, Head of Youth and Neighborhood Services, told the board the Spanish Committee has been meeting since 2004; the mission is for KPL to attract more Spanish speaking people to the library and to make KPL a more relevant organization. She introduced Washington Square staff members Nancy Davis Smith and Carlos Santiago-Lugo, who provided background information on the development of outreach, services and collections for Spanish speaking patrons, and what is being offered currently and worked on for the future.

Much of the work of the committee itself (comprised of N. Smith, C. Santiago-Lugo, S. Warner, M. Doud, S. Siebers, M. Cockrell and R. Gage) is to provide collection and website development. The Spanish collection at Washington Square began in earnest with a mini-grant for materials from the Friends of the Library in 2005.

Since the addition of Mr. Santiago-Lugo, who is bilingual, to the Washington Square and Eastwood staffs, and a concentrated effort at outreach in the Edison neighborhood, including participation in various community events, use by Spanish speaking people has steadily increased. Some recent additions to services include computer classes and book discussion groups in Spanish and school visits. An expanded collection at Eastwood is also in the works and Spanish speaking patrons are becoming more common there as well.

Disposition: Trustees received the report and thanked N. Smith and C. Santiago-Lugo for the report and the committee's work to reach out to bring more Spanish speaking people into the library.

VI. COMMITTEE REPORTS

Finance & Budget Committee

J. Vander Roest: The committee has not met since the last board meeting.

Personnel Committee

R. Brown: the results of the committee's work are part of today's meeting.

Building Committee

A. Rohrbaugh: the plan for the first floor re-do is back on track. The committee has met twice since May; the final plan has been approved and they are working with Miller-Davis to get final pricing which will be within budget. It is hoped the project will be completed by the end of 2009.

VII. OTHER BUSINESS

A. Directors Report

In addition to the written report, the director shared two items that occurred after the report was written. L. Godfrey received a prestigious award for her service to Rotary, nice recognition since she gives so much to so many local organizations. Summer Reading was launched about a week and a half ago; so far sign ups are up 8% from the same point last year. All five games have gained in numbers; the largest gain is among pre-schoolers.

Disposition: Trustees received the report.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

IX. TRUSTEE COMMENTS

J. Vander Roest enjoyed reading at Party in the Park.

R. Brown noted he would miss I. Kennedy.

I. Kennedy apologized to the board for having to resign. He said he will be a life long KPL booster and will spend at the Friends bookstore.

C. TenBrink mentioned she had an opportunity to successfully use the self check out in Children's room when there was a long line at the circulation desk and she was invited by a staff member to try it. She also enjoyed reading at Party in the Park.

L. Godfrey will miss I. Kennedy's potential perspective on the board; she was enthusiastic about having a trustee who has children. She enjoyed the recent enjoyable staff recognition event and noted staff member Sam Hughes did a great job as emcee.

V. Wright congratulated L. Godfrey on her Rotary award, noted the energy of all staff being in the same room together at the staff recognition event and mentioned the recent successful concert featuring "Shout Sister Shout" which garnered such a large crowd that people had to be turned away.

X. EXECUTIVE SESSION

President Wright asked for a motion to move to executive session for the purpose of reviewing the tentative contract with KPLSP and conducting the library director's annual evaluation. She requested that the board's negotiations team (M. Coash, M. Doud and D. Schiller) remain for the first part of the executive session.

MOTION: L. GODFREY MOVED AND R. BROWN SUPPORTED THE MOTION TO MOVE TO EXECUTIVE SESSION.

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



Motion carried 7-0. The meeting moved to executive session at 5:07 p.m.

MOTION: I. KENNEDY MOVED AND L. GODFREY SUPPORTED THE MOTION TO RETURN TO OPEN SESSION.

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



Motion carried 7-0. The meeting returned to open session at 5:32 p.m.

MOTION: R. BROWN MOVED AND C. TENBRINK SUPPORTED THE MOTION TO ACCEPT THE CONTRACT WITH THE K.P.L.S.P. AS NEGOTIATED FOR THE PERIOD JULY 1, 2009 – JUNE 30, 2012.



Motion carried 7-0.

MOTION: R. BROWN MOVED AND L. GODFREY SUPPORTED APPROVAL OF THE ACTION RECOMMENDED IN THE DIRECTOR'S ANNUAL EVALUATION TO



Minutes of the June 22, 2009 Kalamazoo Public Library Board of Trustees Meeting, cont.

**ROLL THE DIRECTOR'S CONTRACT FORWARD FOR AN ADDITIONAL YEAR,
UNTIL JUNE 30, 2012, AND INCREASE HER TOTAL COMPENSATION BY 3%.**

Motion carried 7-0.

XI. ADJOURNMENT

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

Cheryl TenBrink, Acting Secretary