

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

DATE: June 23, 2008
TIME: 4:00 p.m.
LOCATION: Central Library
Board Room
315 S. Rose Street
Kalamazoo, MI 49007

PUBLIC HEARING

President Addison called the Public Hearing regarding the proposed Preliminary Budget and millage rate for 2008/2009 to order at 4:00 p.m. 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 Addison called the meeting to order at 4:03 p.m.

PRELIMINARY BUSINESS

Agenda Approval: The agenda was accepted as presented.

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

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

A. Resolution to Adopt the Preliminary Budget and Authorize the Millage Levy for 2008/2009

Recommendation: Director Rohrbaugh recommended the board adopt a resolution to approve the Preliminary Budget for the Fiscal Year Ending June 30, 2009 and authorize that 3.9583 mills be levied for library operation for 2008/2009.

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

Executive Summary: The budget was reviewed at the regular board meeting of May 19 and prior to this meeting a public hearing was conducted for consideration of the budget and millage rate by the public.

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



Motion carried 6-0.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

III. CONSENT CALENDAR

- A. Minutes of the board meeting of May 19, 2008
- B. Minutes of the board meeting of May 30, 2008
- C. Minutes of the board meeting of June 18, 2008

Disposition: The board accepted the Minutes of the Meetings of May 19, May 30, and June 18, 2008 as presented.

- D. The director informed the board that earlier in the day staff learned former bookmobile driver, Dale Ford, had passed away. His last day to work was Friday of the previous week. His parents notified library personnel of the sad news. Library staff members are trying to cope with the news; grief counseling is being provided. Trustees were distressed to hear the news and concerned about staff.

IV. FINANCIAL REPORTS

- A. Financial Reports for the Period Ending May 31, 2008

Recommendation: A. Rohrbaugh recommended the board accept the Financial Reports for the Period Ending May 31, 2008 as presented.

MOTION: R. BROWN MOVED AND V. WRIGHT SUPPORTED ACCEPTANCE OF THE FINANCIAL REPORTS FOR THE PERIOD ENDING MAY 31, 2008.



Motion carried 6-0.

V. REPORTS AND RECOMMENDATIONS

Recommendations

- A. Law Library Contract

Recommendation: Director Rohrbaugh recommended the board approve the “Contract Renewal and Amendment Between the County of Kalamazoo and the Kalamazoo Public Library for the Maintenance and Display of the Kalamazoo County Law Library Collection.”

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

Executive
Summary:

Our current contract with the county for the law library expires on December 31, 2008. The contract provides for a renewal for two, five year periods. She contacted the county and recommended we exercise the first renewal for January 1, 2009 through December 31, 2013, using the current year fee of \$48,672 as the base. They agreed and drafted the recommended contract renewal.

Upon approval by KPL’s board, the contract will go to the Kalamazoo County Commission for approval at their next meeting.



Motion carried 6-0.

- B. Disbursement Approval Policy

Recommendation: Director Rohrbaugh recommended the board approve a “Disbursement Approval Policy.”

MOTION: R. BROWN MOVED AND V. WRIGHT SUPPORTED A MOTION TO APPROVE THE DISBURSEMENT APPROVAL POLICY.

Executive
Summary:

This policy was developed as a follow up from last year’s audit in order to define disbursement approval procedures and fulfill the library board of trustees’ responsibility for disbursement approval.

Upon approval, the Head of Finance & Budget and the Board Treasurer will work together to develop a process for implementing this policy.



Motion carried 6-0.

C. Acceptance of Grants for Nonprofit Management Support Center

Recommendation: The director recommended the board accept two grants to establish and operate a Nonprofit Management Support Center at the Kalamazoo Public Library from July 1, 2008 through June 30, 2011:

\$ 232,825 from the Irving S. Gilmore Foundation
\$ 150,000 from the Kalamazoo Community Foundation

MOTION: L. GODFREY MOVED AND R. BROWN SUPPORTED A MOTION TO ACCEPT THE TWO GIFTS TO SUPPORT THE NONPROFIT MANAGEMENT SUPPORT CENTER AT KALAMAZOO PUBLIC LIBRARY AS RECOMMENDED.

Executive
Summary:

The board approved submission of these grant proposals and the establishment of the nonprofit management support center, pending grant approval, at a previous meeting.

Both grants have been approved and will be dispersed to KPL in three payments over three years. The first year payment has been received from the Irving S. Gilmore Foundation and the first payment is expected soon from the Kalamazoo Community Foundation.

With these grant awards and acceptance by the board, planning will proceed. First priorities will be outfitting the space and writing job descriptions for the staff.

Discussion:

R. Brown's comment was, "YEAH TEAM!"



Motion carried 6-0.

D. Staffing Table Additions

Recommendation: Director Rohrbaugh recommended the following additions to the KPL staffing table:

- 1.0 supervisory technical position in Adult Services for the nonprofit management support center
- .25 librarian I position in Adult Services for the nonprofit management support center
- .15 library assistant 4 position in Loan and Outreach Services to handle the increase in interlibrary loans via MeLCat

MOTION: V. WRIGHT MOVED AND R. BROWN SUPPORTED A MOTION TO APPROVE THE ADDITIONS TO THE STAFFING TABLE AS RECOMMENDED BY THE DIRECTOR.

Executive
Summary:

Board members are aware of the staffing components included in the grant requests for the nonprofit management support center. They need to be added to our staffing table. The next step will be to write the job descriptions. The S-T position will be advertised; the .25 time librarian work will be added to an existing .75 time librarian I position in the department. The revenue and expenditures for this service will be folded into a budget revision later in the fiscal year.

The 2008-2009 budget includes a .15 library assistant increase in Loan and Outreach Services. We currently have a .1 vacancy there through the reduction in a position from .6 time to .5 time. We would add the .1 to a .75 position and add a further .15 time to make the position full time: .75 currently + .1 vacancy + .15 additional time = 1.0. This help is

Minutes of the June 23, 2008 Kalamazoo Public Library Board of Trustees Meeting, cont.

needed to handle the increase in interlibrary loan with MeLCat. There is a big increase in requests our patrons are placing as well as requests coming to us from other libraries. We are also looking at some work space rearrangements to accommodate items coming in and going out.

Upon board approval these additions will be reflected in the organizational chart.

These changes have been reviewed by the Finance and Budget Committee as part of the budget review process; the Personnel Committee has been informed and supports these changes as well



Motion carried 6-0.

Director Rohrbaugh noted although the four action items approved by the board moved quickly, it took a lot of work at the board committee and administrative level to get to this point

E. Calendar of Meetings for 2008/2009

Recommendation: The director recommended the board adopt a Calendar of Meetings for fiscal year 2008/2009.

Executive Summary:

A suggested calendar for 2008/2009 board meetings was developed and presented for board consideration.

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



Motion carried 6-0.

Reports

F. Summer Programs for Adults

Presentation: Kevin King, Head of Loan Services, reported adults are signing up at a good rate for the summer reading program. In addition to the traditional sign up locations at circulation desks, this year adults can also sign up at the children's desk and first floor desk at central. Collaboration with other departments for sign up and programming has been very positive.

Programs presented have been successful with diverse audiences, many of whom do not usually come to the library. He described several successful programs held to date and reported we are collecting e-mail addresses from attendees – close to 880 in three weeks.

In answer to questions from trustees, K. King said we are working toward getting permissions from artists to allow us to record programs for our collection and indicated people are finding out about programs by word of mouth, in the *Link*, Facebook invitations and other niche marketing tools.

He also asked them to mark the evening of October 23 on their calendars, inviting them to attend the Michigan Library Association all conference reception being held at central library. There will be a number of activities offered – this will give us a chance to really show off the library.

Disposition: Trustees received the report, were appreciative of the adult program and enthusiastic about hosting the MLA reception.

G. New Website Show and Tell

Presentation: Keith Howard, Website Coordinator, gave a brief tour of the website, highlighting new features and capabilities.

Disposition: Board members were pleased with the improved new look and features of the website.

VI. COMMITTEE REPORTS

Finance & Budget Committee

J. Vander Roest: The committee reviewed the policy adopted earlier in the meeting.

Personnel Committee

V. Wright: the committee reviewed and approved the library director's job description which will be kept on file in the administrative office.

In addition, since the board established the director's total compensation at an increase of 3.42%, the official percentage increase from the county was revised down to 3.26%. The personnel committee would like to revise her total compensation increase to reflect the decrease.

MOTION: **V. WRIGHT MOVED AND C. TENBRINK SUPPORTED THE MOTION TO REVISE THE DIRECTOR'S TOTAL COMPENSATION INCREASE FOR 2008/2009 FROM 3.42% TO 3.26%.**



Motion carried 6-0.

Building Committee

A. Rohrbaugh: the building committee met with the architect about how the circ desk area might be reconfigured to accommodate RFID implementation and self-checkout.

Millage Committee

L Godfrey: the committee has been meeting with local people who have expertise with millage elections; work is proceeding.

Endowment Committee

L. Godfrey: No report.

VII. OTHER BUSINESS

A. Directors Report

The director's report was written. She commented on the positive numbers of patrons signed up for the various summer reading programs. V. Wright commented she appreciated the item about the Prime Time Family Reading Time program series.

Disposition: Trustees received the report.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

M. Fritz, Community Relations Coordinator, passed out "READ" posters to trustees who participated in the photo shoot opportunity.

IX. TRUSTEE COMMENTS

R. Brown commented that the law library contract and grants are evidence that KPL keeps doing great things and is a positive force in the community. The nonprofit center wouldn't have been possible without the vision that allowed us to be positioned to be able to take it on. He continues to be humbly grateful to be part of this institution.

C. TenBrink attended the Party in the Park for the first time, taking her four year old granddaughter and thought it was a wonderful event.

J. Vander Roest passed on a comment from a friend who was very pleased with the change in the children's summer reading program from reporting the number of books read to the number of pages read.

V. Wright is very pleased with the new carpeting at central – it not only looks better, but also feels and sounds better.

X. EXECUTIVE SESSION

In response to a request from the director, President Addison asked for a motion to move to executive session for the purpose of reviewing the library director's annual progress.

MOTION: V. WRIGHT MOVED AND C. TENBRINK SUPPORTED A MOTION TO MOVE TO EXECUTIVE SESSION.

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



Motion carried 6-0. The meeting moved to executive session at 4:59 p.m.

There was a brief discussion as to whether it was appropriate to discuss the end of year report in closed session; it was decided it was inappropriate so there was no discussion.

MOTION: L. GODFREY MOVED AND J. VANDER ROEST SUPPORTED A MOTION TO RETURN TO OPEN SESSION.

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



Motion carried 6-0. The meeting returned to open session at 5:05 p.m.

XI. ADJOURNMENT

Hearing no objections, President Addison adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 5:06 p.m.

Cheryl TenBrink, Acting Secretary