

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

DATE: July 23, 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.

Agenda Approval: No changes were indicated.

**PRELIMINARY BUSINESS**

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

Oath of Office: Re-elected trustees C. Addison, R. Brown, and L. Godfrey, took the oath of office. Newly elected trustee Cheryl TenBrink had a schedule conflict for this meeting and will be officially sworn into office at the boards' regular meeting in August.

Election of Officers: President Addison asked the board officer nominating committee for their recommended 2007/08 slate of candidates. L. Godfrey said the committee met and surveyed the current membership of the board and recommended the 2006/07 officers be re-elected to continue to serve in the same offices:

President: Cynthia Addison  
Vice President: Valerie Wright  
Treasurer: James VanderRoest  
Secretary: Loren Dykstra

There were no other nominations.

**MOTION: J. VANDERROEST MOVED AND R. BROWN SUPPORTED THE MOTION TO CLOSE THE NOMINATIONS.**



**Motion carried 6-0. The nominations for 07/08 board officers were closed.**

**MOTION: THE COMMITTEE MOVED AND V. WRIGHT SUPPORTED THE ELECTION OF THE SLATE OF CANDIDATES AS PRESENTED.**



**Motion carried 6-0. The officers for 2007/08 are as listed above.**

**I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS**

There were no recognitions, resolutions or communications.

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

No one addressed the board.

**III. CONSENT CALENDAR**

- A. Minutes of the June 18, 2007 Regular Meeting
- B. Personnel Items

**Retirements**

**Pat Singleton**, library assistant 3, assigned to adult services, will retire August 31, 2007. Pat has been employed at KPL since 1980. She worked as book mender/processor until 1997 when she moved to adult services and the library office. Since 2001 she has worked full-time in adult services.

**Kathryn Steadman**, Head of Adult Services, will retire effective September 30, 2007. Katy began at KPL in 1983 as a substitute librarian; was hired as a librarian assigned to Washington Square Branch in 1984, moved to book selection within adult services in 1988 and was promoted to the Head of Adult Services in 2002.

**Administrative Move**

**Michael Holverstott-Cockrell**, Head of Loan and Outreach Services, will move from his current position as Head of Loan and Outreach Services to the Head of Adult Services position effective October 1, 2007.

**Resignation:**

**Michael Hartig** will resign from his Loan Services half-time library assistant 3 position effective Tuesday July 31, 2007. Michael began as a library aide in 2000 and has been in his current position since February of 2005. He is leaving to attend college in Pennsylvania.

Disposition: The board accepted the Minutes of the Meeting of June 18, 2007 and the Personnel Items as presented.

**IV. FINANCIAL REPORTS**

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

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

**MOTION:** L. GODFREY MOVED AND R. BROWN SUPPORTED ACCEPTANCE OF THE FINANCIAL REPORTS FOR THE PERIOD ENDING June 30, 2007.



Motion carried 6-0.

**V. REPORTS AND RECOMMENDATIONS**

**Action Items**

- A. Supervisory-Technical Classification Study

**Recommendation:** The director recommended board approval of the following classifications of Supervisory-Technical positions:

Assistant to the Director	Level 4
Benefits Specialist / Payroll Supervisor	Level 4
Community Relations Manager	Level 5
Graphic Assistant	Level 3
Information Systems Analyst	Level 4
Program Coordinator	Level 3
Programming Specialist	Level 3
Trainer	Level 3

**MOTION: V. WRIGHT MOVED AND L. GODFREY SUPPORTED APPROVAL OF THE SUPERVISORY-TECHNICAL CLASSIFICATION SCHEDULE AS RECOMMENDED.**

Note: Based on the outcome of the study, there are currently no positions on levels 1 and 2. All positions “fit” within the current salary ranges and no salary adjustments are needed.

Executive  
Summary:

Supervisory – Technical (S-T) positions have, in the past, been placed in salary ranges on the basis of historical experience rather than as a result of a classification system. Since new positions have been added and several of the existing positions have changed significantly in recent years, a classification study seemed indicated. A study was undertaken using the same consultant and system as was used for clerical and operational staff in 2005-2006.

The consultant conducted interviews with each S-T employee and the supervisor, reviewed the job description, and completed the questionnaire for each position. The factors on the questionnaire included: education and training; experience; problem solving; interpersonal interactions and skills; independent judgment and probable impact; innovation and response to change; responsibility for the work of others; physical, mental and visual effort; and adverse working conditions.

The classification of most of the positions was reaffirmed, but a few were shifted in relation to each other. Previously there were four groups. The study conclusion was for three groups.

The salary schedule for the S-T positions was approved by the board at the June meeting. As board members will recall, separate MPSERS and MERS salary schedules were eliminated as result of the Health Care Savings Plan. The structure of the scale approved was based on the consultant’s recommendation. The salary ranges were established to accommodate both the outcome of the study and the current employees in the positions. The resulting schedule will have longevity for future years. Levels 1 and 2 were established for future use if needed.

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

Discussion: J. VanderRoest asked why there are five levels of classification if only three will be used. A. Rohrbaugh indicated that during the process with the consultant it was determined the two additional levels would provide room for future needs. L. Godfrey commented they might be used sooner rather than later based on job duties.



**Motion carried 6-0.**

B. Appointment of Delegates to Annual MERS Meeting

**Recommendation: A. Rohrbaugh recommended Michael Cockrell, Head of Loan and Outreach Services, be appointed the KPL Officer Delegate to MERS (Municipal Employees’ Retirement System of Michigan) and Gary Green, Head of Technical Services / Information Technology, be named the alternate.**

**MOTION: IT WAS MOVED BY R. BROWN AND SUPPORTED BY L. DYKSTRA TO APPOINT DELEGATES TO MERS AS RECOMMENDED.**

Executive  
Summary:

Beginning in 2004/2005, staff members have attended the annual MERS meeting. With so many KPL employees enrolled in MERS, we feel it is important for us to participate in the system. We are asked to appoint an officer delegate and an alternate, both of whom need to be members of MERS and at the department head or higher level within the organization. Their appointment requires action of the governing body.

In addition, an election by KPL participants in MERS is held annually to provide an employee delegate and alternate. This year's election for these two roles was held on July 12, 2007. Jill Lansky will serve as employee delegate and Christine Hann as employee alternate.

The officer delegate and employee delegate will likely attend the MERS annual meeting to be held in September this year in Kalamazoo.



**Motion carried 6-0.**

## Reports

### C. Tactical Plan for 2007/08

**Presentation:** The director referred to the 2007/08 Tactical Plan, provided for board information.

The plan is arranged following the strategic map developed by the board and managers with the help of facilitator Tim Fallon. The map was approved by the board at the May meeting.

As managers used the map for the first time to develop this year's tactical plan, we realized there is some overlap between some categories or there are some categories that could be combined. As Mr. Fallon advised us however, it is "good enough" for this first year. We certainly have the needs and priorities in mind for the year and can consider tweaking the categories for the following year if it seems indicated.

She walked trustees through the plan, pointing out some areas of particular emphasis, elaborating on some items and clarifying others in response to trustee questions.

She acknowledged the plan includes a challenging list of goals for the year and that staff will be busy. Managers do a very good job predicting needs for the year that require a stretch.

**Disposition:** Trustees received the information and agreed it looks like 2007/08 will be an ambitious year.

### D. Oshtemo as the "Try it Out" Branch

**Presentation:** **Kevin King**, Oshtemo Branch lead librarian, reported on new features at Oshtemo, which has been designated as the "try it out" branch. He congratulated the staff on their enthusiasm and willingness to embrace the concept of trying out new things and especially noted they are performing as a team.

Over the last year the public has seen the addition of a coffee machine, new signs, self check-out, Hot Picks!, Playaways, and a Friends book sale. Enhancements for staff include online scheduling and an e-notebook used to document incidents during the day. Also new is fiction collection integration, changes in furniture and layout, increased programming and special events, examination of circulation procedures and patron and staff surveys.

Planned for the near future: self hold pick up, integration of nonfiction, reconfiguration of more collections, a "central" reference desk, increased community exposure. Hopes include: a public patio to replace Timebender, re-imagining the lobby and the addition of a reading room.

**Disposition:** President Addison and trustees appreciated the report and Mr. King's enthusiasm.

## **VI. COMMITTEE REPORTS**

### Finance & Budget Committee

J. VanderRoest: There was no need for a meeting this month.

### Personnel Committee

V. Wright: The committee reviewed the Supervisory-Technical Classification recommendation at its last meeting.

Building Committee

A. Rohrbaugh: The committee will meet after the conclusion of the board meeting to talk about a bid for the tile work on the central library front staircase, which was higher than expected.

Kingscott is working on a master floor covering replacement plan for all locations; this will be a multi-year project funded from the capital improvement project budget.

Millage Committee

A. Rohrbaugh: Committee members will meet soon with fundraising as their first emphasis.

**VII. OTHER BUSINESS**

A. Directors Report

A. Rohrbaugh highlighted a few items from her written report, including recent attendance at the American Library Association Conference where managers focused on RFID technology, carpeting and periodical and display shelving. She also noted Susan Warner spoke at an ALA conference program about the “Prime Time” program. Cory Grimminck, lead librarian in Teen Services, was elected chair-elect for the Michigan Library Association Teen Services Division. She also commented on how well summer programs are going. In addition, representatives from Insite, the web design company doing the redevelopment of our site, were here to meet with KPL staff and get a feel for the library and the community in preparation for their work. She also noted it has been valuable to be a member of the Urban Library Council – she participated in a number of their programs at ALA and their listservs are particularly helpful.

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

**Kevin King**, in his role as MLA conference program co-chair, invited trustees to attend the annual Legislative Day in Lansing on November 6, which will feature advocacy topics and may include a speech by the governor.

**IX. TRUSTEE COMMENTS**

In response to **L. Dykstra’s** request that programming communications be sent to non-public schools, A. Rohrbaugh said we are very aware of all schools in our district and make an effort to include them. He asked whether tile on the steps at central might be slippery when wet. V. Wright assured him ridges are integrated on the stair treads and meet engineering standards to avoid slipping.

**J. VanderRoest** attended the party celebrating the release of the latest Harry Potter book and noted it is exciting to see so many young people interested in a book.

**V. Wright** is excited to see in current literature the trend for libraries to develop outdoor programming spaces.

**R. Brown** commented that although he had always liked the Timebender concept in the Oshtemo courtyard, he dislikes the actual piece and feels the courtyard is wasted space as it is configured; it is time to do something different there to take better advantage of the area.

**L. Godfrey** said she is sad to hear of Katy Steadman’s retirement plans – they started library school together and although she will be missed, it is good to hear she would be interested in working at KPL in an hourly capacity.

**X. ADJOURNMENT**

Hearing no objections, President Addison adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 5:20 p.m.

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Loren Dykstra, Secretary