

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

DATE: July 25, 2005
TIME: 4:00 p.m.
LOCATION: Oshtemo Branch Library
Meeting Room
7265 West Main Street
Kalamazoo, Mi 49009

PRELIMINARY BUSINESS

President Godfrey called the regular meeting to order at 4:00 p.m.

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

Oath of Office: Re-elected Trustee James VanderRoest and newly elected trustee Valerie Wright were sworn into office.

Election of Officers: D. Brown polled the group to determine interest in offices; the nominating committee proposed the following slate of officers:

Lisa Godfrey, President
Cynthia Addison, Vice-President
Secretary, Loren Dykstra
Treasurer, James VanderRoest

President Godfrey asked for other nominations; there were none.

MOTION: J. VanderRoest moved and D. Brown supported closing the nominations.



Motion carried 5-0.

MOTION: The nominating committee recommended and C. Addison supported approval of the slate of officers as presented.



Motion carried 5-0.

Approval of Agenda

The agenda was approved as presented.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

A. Resolution to Adopt the Section 125/Cafeteria Plan for 2005/06

Recommendation: The director recommended board approval of a resolution contracting with BASIC to continue to provide a Section 125 cafeteria plan to allow pre-tax deductions for employees and authorization for the president to sign the accompanying adoption agreement.

MOTION: **C. Addison moved and J. VanderRoest supported a motion to adopt the Section 125 Cafeteria Plan and authorize the President to sign the accompanying adoption agreement as recommended.**

Executive Summary: We have traditionally offered employees a flexible spending (cafeteria) plan to set aside pre-tax earnings for medical and dependent care costs under Section 125 of the IRS code of 1986.

BASIC has been our provider for this service for the last four years. Its plan is designed to run for the calendar year; at the end of each year it is amended and restated if necessary. Any change requires us to obtain board approval.

This year minor changes were made in dependent definition to comply with Working Families Tax Relief Act (WFTRA) and COBRA regulations updates require the COBRA administrator and the method of communication to be disclosed in the agreement.

Roll Call Vote: **Ms. Addison – yes; Mr. VanderRoest – yes; Ms. Wright – yes; D. Brown – yes; Ms. Godfrey – yes.**



Motion Carried 5-0.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

III. CONSENT CALENDAR

A. Minutes of the Regular Meeting of June 20, 2005

B. Personnel Items

There were no personnel items.

Disposition: The board accepted the minutes of the June 20, 2005 meeting as presented.

IV. FINANCIAL REPORTS

A. Financial Reports for the Period Ending June 30, 2005

Recommendation: **Director Rohrbaugh recommended the board accept Financial Reports for the Period Ending June 30, 2005.**

MOTION: **C. ADDISON MOVED AND D. BROWN SUPPORTED ACCEPTANCE OF THE FINANCIAL REPORTS AS RECOMMENDED.**

Presentation: J. VanderRoest indicated there was nothing out of the ordinary in the reports. A. Rohrbaugh noted Diane Schiller, Head of Finance & Budget, and the auditors are preparing for the audit expected in September; currently an engagement letter is being developed.



MOTION CARRIED 5-0.

V. REPORTS AND RECOMMENDATIONS

A. Trustee Appointment

Presentation: President Godfrey noted the trustees who served on the search committee to fill the board vacancy were she, C. Addison and D. Brown. A public meeting was held on July 11 to consider applicants for the vacant board position. Two other trustees were present at that

meeting. The committee recommends the board appoint Robert P. Brown to the board to fill the term that expires June 30, 2007.

MOTION: J. VANDERROEST MOVED AND C. ADDISON SUPPORTED THE COMMITTEE'S RECOMMENDATION TO APPOINT ROBERT P. BROWN TO THE BOARD TO FILL THE TERM THAT WILL EXPIRE JUNE 30, 2007.

Discussion: D. Brown noted it was gratifying to see the number of district residents who stepped forward, and the quality of the candidates. The board is pleased with the interest shown and hopes their interest in the library continues. The other trustees agreed.



Motion carried 5-0.

A letter will be sent from President Godfrey on behalf of the board to all candidates who applied for the open position.

B. Oshtemo Branch Report

Presentation: Joanna Lundberg, Oshtemo Branch/Bookmobile Lead Librarian, told trustees about the history of the Oshtemo Branch, and usage patterns and programs unique to Oshtemo (particularly a book discussion group and an ongoing book sale) and the bookmobile.

Disposition: The board received and thanked Ms. Lundberg for the report.

C. American Library Association – Oral Reports

Presentation: Director Rohrbaugh introduced several people who attended the June 2005 American Library Association Conference:

Katy Steadman, Head of Adult Services, reported she, A. Rohrbaugh and M. Doud attended at a session that discussed the street life or urban fiction phenomenon. As a result of attendance, they all gained more understanding of the value of this new genre. They all have a stronger conviction of how it fit with our materials selection policy. We have purchased materials in this genre in the past, expect to continue, and will add the subject heading “Street Life – Fiction” to our catalog.

Kevin Dugal, a T.A.B. member, rode the KPL-sponsored bus to attend the ALA exhibits on June 25. T.A.B. members were given the opportunity to qualify to go on the trip by reading and evaluating books for teens as part of the ALA “Best Books for YA s” program. The five members who read and critiqued the most books, and two T.A.B. members who work as aides at KPL, went on the trip. They all enjoyed the experience and came away with several bags of free books from vendors. They all wore their T.A.B. t-shirts and received a lot of attention from other attendees.

Marti Fritz, Community Relations Coordinator, reported on attendance at two awards sessions where KPL received major awards for our publications; our graphic artist, Laura Hoppe, was also able to attend one of these awards presentations. She also attended a pre-conference on library promotion that focused on the “Smartest Card” campaign, an initiative of American Library Association and Public Library Association. KPL will be participating in this long-term promotional campaign.

Mary Doud, Deputy Director, told the board she particularly appreciated attending a session on special populations/outcome measures for programming. She hopes to implement outcome measures for one service each year.

Ann Rohrbaugh, Director, said she benefited from the sessions reported on by K. Steadman and M. Doud, thinks the Smart Card Campaign is a pretty good program, and came away feeling the first floor at central needs to be more inviting and user friendly – the message at ALA was “give patrons what they want, how they want it and when they want it.” She also

has a renewed appreciation for our strong staff, supportive board and stable funding – other libraries around the country are not as fortunate.

Joyce Underkofler, liaison to the Friends of KPL, also went on the KPL- sponsored bus trip. She said she and the two other Friends’ members who attended appreciated the opportunity to go and thoroughly enjoyed the exhibits.

Disposition: Trustees received and appreciated the reports.

VI. COMMITTEE REPORTS

- A. Finance & Budget Committee
Nothing to report.
- B. Personnel Committee
Nothing to report.

VII. OTHER BUSINESS

- A. Directors Report

Presentation: The director had several additions to the written report:

Mary Doud was named one of the 39 most influential women in SW Michigan by *Business Review*.

Powell Branch: we are trying to renegotiate a lease with the Douglass Community Association. Twice recently major rainwater came into Powell. She sent a letter to the director stating our distress and outlining an action plan. The lease is on hold until the building issues are solved. For the first time it was mentioned in writing that the library may leave the Douglass if materials cannot be secure. It is our preference to stay, but the problems need to be addressed. On advice from our attorney, we withheld part of our July rent to cover the cost of damaged materials; 25 were totally ruined and 51 damaged in the recent incidents.

President Godfrey added she spoke to the president of the Douglass Community Association board and hopes some action will be taken; the board was unaware of our problems.

A. Rohrbaugh gave the board an update on Patriot Act action in the U. S. House of Representatives – they voted against the amendment that would have protected reading records. This will be addressed again when the senate and house versions come together.

She also highlighted several items and answered questions about items in the written report.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

IX. TRUSTEE COMMENTS

C. Addison enjoyed hearing about attendance at the American Library Association Conference.

J. VanderRoest hopes to be able to continue the productive relationship we have with the county in providing the law library. He feels it is one of the most valuable partnerships between governmental units in the county and sets an example for the initiative toward cooperative government that is being talked about in the community.

V. Wright mentioned KPL is included in the current walking tour brochure. She also appreciated hearing about the new street life genre.

D. Brown said the board is twice blessed. It is good to have a new perspective on the board and that has been acquired in Ms. Wright; it is also good to retain the experience of a prior board member – bringing R. Brown back was a good decision.

XI. ADJOURNMENT

Hearing no objections, President Godfrey adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 5:45 p.m.

Loren J. Dykstra, Secretary