

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

DATE: July 26, 2010
TIME: 4:00 p.m.
LOCATION: Central Library
Board Room – Third Floor
315 S. Rose Street
Kalamazoo, MI 49007

PRELIMINARY BUSINESS

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

REGULAR SESSION

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

Election of Officers

President Wright asked Lisa Godfrey, representing the nominating committee for board officers for 2010-2011, comprised of 2009-2010 non-officers, Cynthia Addison and Fenner Brown and Lisa Godfrey, for their recommendation. Ms. Godfrey indicated the committee had polled the board for interest and recommended the following slate of officers:

Recommendation: Lisa Godfrey, President
Valerie Wright, Vice President
Fenner Brown, Secretary
James Vander Roest, Treasurer

Hearing no further suggestions, President Wright closed the nominations.

MOTION: J. VANDER ROEST MOVED AND C. ADDISON SUPPORTED THE MOTION TO APPROVE THE SLATE OF OFFICERS RECOMMENDED BY THE NOMINATING COMMITTEE FOR 2010-2011.



Motion carried 5-0.

Note: F. Brown arrived at this point in the meeting.

Director Rohrbaugh presented Ms. Wright with two books in the areas of architecture and cooking that have been placed in the library's collection in honor of her two terms as board president; she noted what a good president she has been, thanked her for her service, and highlighted her faithful attendance at library programs.

V. Wright thanked everyone she has worked with during her two terms in their various roles and noted that serving as president has made her even more aware of all the wonderful services the library provides in the community.

President Godfrey assumed the President's chair and thanked Ms. Wright for her leadership during a time of a number of important issues, including strategic planning and a successful millage campaign.

Agenda Approval: There were no changes to the agenda.

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 Board Meeting of June 28, 2010
- B. Personnel Item

Transfer

Jeff Rybicki transferred from Facilities Management, KPLSP LA4, OP-B to LA3 Adult Services effective July 16, 2010.

Disposition: **The board accepted the Minutes of the Meeting of June 28, 2010 and the personnel item as presented.**

IV. FINANCIAL REPORTS

- A. Financial Reports for the Period Ending June 30, 2010

Recommendation: **A. Rohrbaugh recommended the board accept the Financial Reports for the Period Ending June 30, 2010 as presented.**

MOTION: **C. ADDISON MOVED AND F. BROWN SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE PERIOD ENDING JUNE 30, 2010.**

Executive
Summary:

A. Rohrbaugh noted the financial reports reflect expected activity for the end of June; although they are for the last month of the fiscal year, they are not the year-end reports. She pointed out the final distribution of \$73,300 from an anonymous bequest was received in June and is reflected in these reports. The total of this wonderful gift was about 1.25 million dollars.



Motion carried 6-0.

V. REPORTS AND RECOMMENDATIONS

ACTION ITEMS

- A. Kalamazoo Professional Librarian Union (KPLA) Contract Ratification

Recommendation: **The director recommended board ratification of a two-year contract, July 1, 2010 – June 30, 2012, with the Kalamazoo Professional Librarians Association (KPLA).**

Executive
Summary:

The contract was ratified by the librarians on July 15, 2010. Board members have been kept informed during the negotiations process of the issues the parties were considering, particularly health insurance. In summary, the parties have agreed to a revised Choices II MESSA health benefit plan and an employee contribution towards the cost, effective September 1, 2010.

Director Rohrbaugh thanked the management’s negotiating team, Mary Doud, Diane Schiller and attorney Kurt Sherwood and the KPLSP team, Jill Lansky, Steve Siebers and

MEA Uniserv Director, Joe Ryan. The teams had a good dialog and worked to find a solution acceptable to both sides.

The tentative agreement was reviewed and endorsed by the Personnel Committee.

MOTION: R. BROWN MOVED AND J. VANDER ROEST SUPPORTED THE MOTION TO RATIFY THE RECOMMENDED CONTRACT WITH KPLA TO BE EFFECTIVE FOR TWO YEARS, JULY 1 2010 – JUNE 30 2012.



Motion carried 6-0.

President Godfrey commented the contract negotiations and settlement represented a good effort on the part of everyone involved.

B. Insurance for Administrators and Supervisory-Technical Employees

Recommendation: Director Rohrbaugh recommended board approval, effective September 1, 2010, of

- **a revised Choices II MESSA health benefit plan for Supervisory-Technical and administrative employees,**
- **an employee contribution to that health care plan based on the level of coverage (single, two person or full family) selected by each individual, and**
- **change S-T and administrative salary ranges based on the changes in the librarian salary schedule as is our long-standing practice.**

Executive
Summary:

Negotiations with the KPLA have resulted in revisions to the Choices II health care benefits plan for librarians. Revisions include a change to in-network deductibles of \$100 single/\$200 family; a \$10 generic/\$20 brand name prescription co-pay; and a 60-day waiting period for long-term disability. These same changes are now being recommended for the S-T and administrative staff and will result in a savings to the library which will be shared with employees in the form of a one-time increase to salary beginning simultaneously with the change in place on September 1.

The increase to salary will be calculated upon equal shares to the library and the employees after calculations for the total compensation portions of retirement and social security. S-T and administrative staff contributions to medical insurance premiums would be based on their individual selected coverage, beginning September 1. Revisions to the salary schedule for these two groups are based upon the changes in the librarian salary schedule, following our long standing practice and formula.

If approved, the changes would result in the same coverage for administrative and supervisory-technical employees. Talks are underway with the Kalamazoo Public Library Support Personnel (KPLSP) to see if they are willing to open their contract to provide the same coverage to those employees. If approved by the membership, the paperwork would be done to implement a September 1 change and the director would bring it back to the board for action in August.

These recommendations were reviewed and endorsed by the Personnel Committee.

MOTION: V. WRIGHT MOVED AND R. BROWN SUPPORTED THE MOTION TO APPROVE THE RECOMMENDATION FOR SUPERVISORY-TECHNICAL AND ADMINISTRATIVE EMPLOYEES AS PRESENTED.



Motion carried 6-0.

C. Reclassification of KPLSP Library Assistant

Recommendation: The director recommended reclassification of one Library Assistant 3 position, assigned to Oshtemo Branch Library within Patron Services, to Library Assistant 4 to reflect the addition of supervisory duties, effective September 1, 2010.

Executive

Minutes of the July 26, 2010 Kalamazoo Public Library Board of Trustees Meeting, cont.

Summary: With the retirement of Fran Junker, Library Assistant 4 at Oshtemo Branch, duties have been realigned and the 1.0 LA 5 position has been reduced. Supervisory duties, including hiring, training, scheduling and evaluating all hourly staff at the branch have been assigned to one of the two positions currently classified as LA3. Analysis of the revised job description, using the library's Position Classification System, indicates the position merits reclassification to LA4. Classification for the other position will remain unchanged; job description duties for that position are commensurate with the LA3 classification. An implementation date of September 1 for this reclassification would yield a financial impact of about \$16 for FY 2010-2011.

This recommendation has been reviewed and is supported by the Personnel Committee.

MOTION: R. BROWN MOVED AND C. ADDISON SUPPORTED THE MOTION TO RECLASSIFY THE KPLSP POSITION AS RECOMMENDED



Motion carried 6-0.

D. Service Hours

Recommendation: The director recommended board approval to change the library's public service hours effective with the beginning of fall schedule for the law library (we would not open on Sundays this fall) and December 1, 2010, for the change in branch hours as shown below.

Executive Summary:

Over the past two years, our revenue has declined almost \$900,000, about 7% of our annual budget. We expect that decline to continue for the next several years. By the end of summer, we will have reduced our salaried staff by 9 FTE's and continued to significantly reduce our budget for hourly staff. As board members are well aware, we have eliminated some services, changed our service desk staffing configurations, installed checkout kiosks, reduced budgets in many categories, and begun a strategic planning process. Until now, we have been able to maintain the same, long-standing service hours at central and branches, but recent staffing reductions now force us to examine service hours both from the staffing and the strategic planning perspective.

The public service department heads, Michael Cockrell, Kevin King, and Sue Warner, recommended some changes in hours based on a review of circulation statistics, computer use, and anecdotal evidence. Those proposed changes were reviewed and modified by Management Team and by branch lead librarians. The result is this recommendation.

Hours at central library were looked at, specifically closing Thursday evenings year round, but the decision was made to recommend changes for the law library only. The director said she feels strongly that an urban library in a city striving to become "The Education Community" needs to have its central library open every evening during the school year as the major destination for students. The Law Library use is slow most every evening and on weekends, with Monday and Tuesday, evenings and Sundays being the slowest. We feel confident we can serve law library patrons with this reduced schedule and have sufficient staff to cover the open hours.

Many libraries across the country are closing branches and reducing hours. Fortunately we are still able to keep all branches open, but do need some modest reductions to respond to

fewer salaried and hourly staff. Simultaneously we are considering our new priorities, especially our emphasis on early childhood literacy, and hope to have our branch youth librarians reaching youth outside of the library as well as inside. Fewer open hours will help provide some limited time and opportunity.

The notes at the bottom of the grid provide further explanation for the branch changes. The change in Law Library hours can be easily accommodated when we move to winter hours in September. The branch lead librarians are strongly recommending a delay until December for branch changes to accommodate programs already in place.

Proposed Hours of Operation Changes

Note: Bold type shows proposed changes; parentheses indicate current hours recommended for reduction

	Central	Oshtemo	Eastwood	Powell	WSQ	Law Library
Mon.	9:00 – 9:00	10:00 – 8:00 (10:00 – 9:00)	1:00 – 6:00 (12:00 – 6:00)	1:00 – 6:00	1:00 – 6:00 (12:00 – 6:00)	9:00 - 5:00 (9:00 – 9:00)
Tues.	9:00 – 9:00	12:00 – 8:00 (12:00 – 9:00)	1:00 – 8:00	1:00 – 8:00 (1:00 – 6:00)	1:00 – 8:00 (1:00 – 6:00)	9:00 - 5:00 (9:00 – 9:00)
Wed.	9:00 – 9:00	10:00 – 6:00 (10:00 – 9:00)	1:00 – 6:00 (10:00 – 6:00)	1:00 – 6:00 (12:00 – 8:00)	1:00 – 6:00 (1:00 – 8:00)	9:00 – 9:00
Thurs.	9:00 – 9:00 (9:00 – 6:00*)	10:00 – 6:00	10:00 – 6:00	10:00 – 6:00	10:00 – 6:00	9:00 – 9:00 (9:00 – 6:00*)
Fri.	9:00 – 6:00	10:00 – 5:00	10:00 - 5:00 (12:00 – 5:00)	10:00 – 5:00	10:00 – 5:00	9:00 – 6:00
Sat.	9:00 – 5:00	10:00 – 5:00	9:00 - 12:00 (10:00 – 5:00)	Closed (1:00 – 5:00)	9:00 - 12:00 (10:00 – 5:00)	9:00 -12:00
Sun.	1:00 – 5:00 (Closed summer*)	Closed	Closed	Closed	Closed	Closed (1-5)
<u>Weekly Hrs</u>						
Current:	69	53	41	37	40	64
Proposed:	<u>69</u>	<u>48</u>	<u>35</u>	<u>32</u>	<u>35</u>	<u>52</u>
Reduction:	0	-5	-6	-5	-5	-12

*Summer Hours

Notes

1. This proposal reduces **33** hours total from all locations (including Law Library). Total current hours system-wide: 240. (without Law Library) Total proposed hours system-wide: 219. Percent of reduction: 8.75%
2. The recommendation is based on circulation stats and computer usage numbers. The open hours reflect the busiest times at each location.
3. Eastwood, Powell and WSQ would have consistent hours Monday through Friday.
4. Powell would be closed on Saturday. The Douglass is closed on Saturdays; only the library is open. This will add staff to the Saturday rotation at Central as well as Oshtemo and Eastwood if needed at branches.
5. The hours on Saturday at Eastwood and WSQ would be 9:00 to Noon. This will allow for greater staff flexibility at Central and Oshtemo and allow for travel time between locations.
6. Oshtemo would be open Monday and Tuesday nights; Eastwood, Powell and WSQ would be open on Tuesday night.

MOTION: V. WRIGHT MOVED AND R. BROWN SUPPORTED THE MOTION TO APPROVE THE RECOMMENDATION CHANGES TO THE LIBRARY’S SERVICE HOURS AS RECOMMENDED.

Discussion: There was discussion of the impact these changes will have on outside groups that meet in our facilities; most affected will be the Oshtemo Branch. We have found very few members of the public visit the branch after 8:00 p.m. Groups will be encouraged to meet a little earlier so they can be done by the 8:00 closing time. Although we could theoretically lock/separate the meeting room areas from the branch at both Oshtemo and Eastwood due to the layout of the buildings to accommodate later meetings, we would still need to have two staff members present.

Minutes of the July 26, 2010 Kalamazoo Public Library Board of Trustees Meeting, cont.

In answer to a question about why Eastwood's hours reduced by one more hour than other branches, the director explained the goal was to get Eastwood, Powell and Washington Square on the same schedule Monday through Friday.

The long lead time until the changes are implemented will allow us to provide ample notice to the general public, library patrons and users of our meeting rooms about these changes.



Motion carried 6-0.

E. MERS Delegates

Recommendation: Director Rohrbaugh recommended Marti Fritz, Marketing and Communications Manager, be appointed the KPL Officer Delegate to MERS (Municipal Employees' Retirement System of Michigan) and Diane Schiller, Head Financial Services, be named the alternate.

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 Jill Lansky will serve as employee delegate and Carol Borgais as employee alternate.

The officer delegate and employee delegate will likely attend the MERS annual meeting to be held in Kalamazoo this year, September 15 - 17.

MOTION: V. WRIGHT MOVED AND J. VANDER ROEST SUPPORTED THE MOTION TO APPROVE THE RECOMMENDATION FOR MERS DELEGATES.



Motion carried 6-0.

F. Review of ONEplace First Year Survey

Presentation: The director introduced Bobbe Luce, Nonprofit Specialist, who reported on customer survey results that have prompted modification of some practices to increase materials' circulation, including promotion opportunities and some different emphasis on selection. KPL's nonprofit collection is the second largest in the state.

The survey was developed by the WMU Evaluation Center and was distributed to 1100 people, those who were invited to the grand opening of the ONEplace and participants in workshops and other activities over the first year of service. 229 or 21% of the surveys

were completed and returned, a good number. There were no surprises. Overall the survey results have been outstanding. We are about at capacity for workshop provision. We are developing more collaborations to coordinate services and are extending offerings on our website so information is always available. We may also produce our own webinars. We are doing good work and are responsive to needs.

Discussion: President Godfrey suggested extending programming through Public Media Network, a suggestion that B. Luce thought was a great idea.

J. Vander Roest commented the ONEplace is filling a niche that has been a real need for a long time.

Disposition: Trustees received and appreciated the report.

VI. COMMITTEE REPORTS

Finance & Budget Committee

J. Vander Roest: No report

Personnel Committee

R. Brown: The committee will share the results of the Director's annual evaluation later in the meeting.

VII. **OTHER BUSINESS**

A. Directors Report

- The director shared Library of Michigan recommendations regarding state library services; it remains to be seen what will happen with the various suggestions.
- Michigan Library Association is struggling financially and is considering changes in its dues structure. Current options being considered represent substantial increases.
- The selling price for the bookmobile has been reduced; there has been some interest but no firm offer to date.
- Staff committee annual reports were provided as part of the written report to the board. There is a wide array of good work being done in cross-departmental groups.
- We are pressing on with our strategic planning process. In the past few weeks, managers worked through the sacred cows list and assigned the lead responsibility for each one. We considered the process and multi work forms involved in identifying resources for current activities and potential new activities, and in consultation with Sandra Nelson, decided we had sufficient knowledge and experience to make those assessments without going through the step by step process to collect the data. We summarized our work to date in three lists: work to be reduced or eliminated because it does not fit a selected priority; work to keep or modify to more effectively meet the new service priorities; and new initiatives to meet the priorities.

This work is being done simultaneously as we work through the budget and staff reductions. She provided a summary of some of the changes made in response to shifts in service priorities to date:

1. Services to Small Businesses – moved the business librarian from this non-selected service for which we are not seen as a community leader, to the position of AV lead librarian which supports the selected service, Reading, Listening and Viewing for Pleasure.
2. Ready Reference – changed the model of staffing at the reference desk to one salaried staff member and one technology intern in the afternoons and evenings to recognize the reactive mode for this non-selected priority and to reduce staff expenditures in this area, but to increase the selected priority, Connecting to the Online World.
3. Materials Collections: We have dropped some less often used databases and reallocated those funds to more popular areas.
4. Service Hours Reductions: As acted on earlier in this meeting.

All materials and work forms have been posted on a forum on our intranet for staff to read and comment. There has been some dialogue there. She plans to give a general update to staff at the July staff meeting and will convene a meeting of all lead staff to go over the process in more detail in August or September. She expects to be ready with a fuller report to the board in the next couple of months.

The director answered questions regarding several of the items from the written report.

Disposition: Trustees received the information.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

IX. TRUSTEE COMMENTS

J. Vander Roest commented he would like to be able to attend more KPL programs but is limited by other commitments; he is interested and supportive.

F. Brown had a question about the recent Bluegrass concert.

V. Wright acknowledged staff who chair and participate on library staff committees and noted it is nice to see the annual reports that link those accomplishments together as a body of work. She thanked everyone for their support, board, administration and staff over the last two years.

X. EXECUTIVE SESSION

MOTION: **J. VANDER ROEST MOVED AND R. BROWN SUPPORTED THE MOTION TO MOVE TO EXECUTIVE SESSION AT THE REQUEST OF THE DIRECTOR, TO CONDUCT HER ANNUAL EVALUATION.**

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

The meeting moved to executive session at 5:08 p.m.

MOTION: **R. BROWN MOVED AND V. WRIGHT SUPPORTED THE MOTION TO RETURN TO REGULAR SESSION.**

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

Disposition: **The meeting returned to regular session at 5:55 p.m.**

Recommendation: **The Personnel Committee recommended Director Rohrbaugh's contract be extended, that she receive a 3% increase to salary effective July 1, 2010, a one-time \$3000 bonus, and the same change in health benefits and share in cost saving as other library employees.**

MOTION: **R. BROWN MOVED AND J. VANDER ROEST SUPPORTED THE PERSONNEL COMMITTEE'S RECOMMENDATION REGARDING THE DIRECTOR'S CONTRACT AND COMPENSATION FOR FISCAL YEAR 2010/2011.**



Motion carried 6-0.

XI. ADJOURNMENT

Hearing no objection, President Godfrey adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 5:42 p.m.