

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

DATE: August 23, 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, Robert Brown, Lisa Godfrey, Cheryl TenBrink, James Vander Roest and Valerie Wright. Absent: Fenner Brown

**REGULAR SESSION**

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

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 July 26, 2010

B. Personnel Items

**Transfer**

**Stanley Weller** transferred from KPLSP half-time (.5) LA3 in Patron Services to full-time LA3 in Facilities Management effective August 1, 2010.

**Increase in Time**

**Melissa Greenfield**, KPLSP LA3 in Patron Services, increased from half-time (.5) to three-quarter time (.75) effective August 16, 2010.

Disposition: **The board accepted the Minutes of the Meeting of July 26, 2010 and the personnel items as presented.**

**IV. FINANCIAL REPORTS**

A. Financial Reports for the Period Ending July 31, 2010

**Recommendation:** A. Rohrbaugh recommended the board accept the Financial Reports for the Period Ending July 31, 2010 as presented.

**MOTION:** R. BROWN MOVED AND C. ADDISON SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE PERIOD ENDING JULY 31, 2010.



**Motion carried 6-0.**

**V. REPORTS AND RECOMMENDATIONS**

ACTION ITEMS

A. Kalamazoo Public Library Support Personnel (KPLSP) Contract Revision

**Recommendation:** A. Rohrbaugh recommended the board approve the letter of agreement with the Kalamazoo Public Library Support Personnel (KPLSP) to amend their July 1, 2009 – June 30, 2012 contract.

Executive Summary:

The KPLSP contract letter of agreement revises the Choices II MESSA benefit plan and adds an employee contribution towards the cost, effective September 1, 2010. These revisions are the same that have been initiated and agreed to for both the Kalamazoo Professional Librarians Association (KPLA) and the Administrative and Supervisory-Technical staff.

The revisions to the Choices II MESSA benefit plan and employee contribution were reviewed and endorsed by the Personnel Committee.

**MOTION:** J. VANDER ROEST MOVED AND R. BROWN SUPPORTED THE MOTION TO APPROVE THE LETTER OF AGREEMENT WITH THE KPLSP TO AMEND THEIR JULY 1, 2009 – JUNE 30, 2012 CONTRACT.

Discussion: President Godfrey suggested that since the Letter of Agreement is in process and not before the board, it could not be approved and that it would be more accurate to approve it in principle. She asked for an amended motion.

**AMENDED MOTION:**

J. VANDER ROEST MOVED AND R. BROWN SUPPORTED AN AMENDMENT TO THE PREVIOUS MOTION IN ORDER TO APPROVE THE CHANGES IN PRINCIPLE RATHER THAN THE LETTER ITSELF, AND TO AUTHORIZE THE DIRECTOR TO WRITE A LETTER TO THAT EFFECT.



**Motion carried 6-0.**

B. Addition of Position to Staffing Table: ONEplace

**Recommendation:** The director recommended board approval of the addition of a .75 time supervisory-technical, level 2 position to the organizational chart, assigned to ONEplace@kpl within Adult Services.

Executive  
Summary:

There is a vacancy within ONEplace / ADS with the transfer of a .5 librarian from there to Youth Services. The .5 librarian position was assigned 10 hours to ONEplace and 10 hours to the reference desk and other ADS responsibilities. One half of the salary (.25 time) was paid from ONEplace grant funds.

Now that we have had some experience with ONEplace, we realize the preferred staffing is a .75 time S-T position rather than the librarian position which is vacant, and an intern position which will end. To fund it, we propose to combine the funding from the .25 librarian with that of the intern position which will generate about \$41,000 for the remainder of this fiscal year. That is sufficient to cover the cost of salary and fringe benefits for a .75 time S-T position. There is enough money within the two original grants; in addition, we recently received a \$20,000 grant from United Way for ONEplace operations. The other work within ADS, including the reference desk time, has been absorbed within the department.

The KPL staffing table / organizational chart is in a state of flux with the recent retirements and the dropping and reallocation of many positions. The previous .5 time position in ONEplace / ADS has been moved to Youth Services by previous board action. This change would now increase Oneplace / ADS by a .75 S-T position. This new ONEplace position, like all ONEplace positions, is dependent upon continued funding from external sources. The funding currently in place will end in June 2011.

It is expected all the staffing reductions and reallocations following the many recent retirements will be worked through by September; the director's intention is to bring a revised organizational chart to that meeting.

The recommendation was reviewed and supported by the Personnel Committee.

**MOTION:**

**J. VANDER ROEST MOVED AND V. WRIGHT SUPPORTED THE MOTION TO APPROVE THE RECOMMENDATION TO ADD A .75 TIME SUPERVISORY-TECHNICAL, LEVEL 2 POSITION TO THE ORGANIZATIONAL CHART, ASSIGNED TO ONEPLACE@KPL WITHIN ADULT SERVICES.**

Discussion:

President Godfrey suggested it might be helpful to distinguish "soft money" positions from operational money on the organizational chart. Director Rohrbaugh agreed such identification would be valuable.

V. Wright indicated when the Personnel Committee considered this issue they restated the board's long-held position regarding the long-term impact on the library's budget of soft money positions: the continuation of ONEplace positions is dependent upon funding from external sources.

A. Rohrbaugh said that would be made clear to candidates for the position.



**Motion carried 6-0.**

C. Proposed Bylaws Revisions

Presentation:

President Godfrey noted a change needs to be made to the bylaws: the Deputy Director is specified as a member of the Fund Development Committee and since that position will be left vacant at least for a time after M. Doud's retirement, it will need to be changed. She asked trustees to review the bylaws and to let her know prior to September's meeting if they have suggestions for other revisions.

Discussion:

It was noted that the election of trustees in 2011 will include five open seats due to the timing of the last vacancy, but that is dictated by District Library Law, not the bylaws.

Disposition: Trustees will review the bylaws and make any suggestions for change to President Godfrey prior to the September board meeting.

## REPORTS

### D. Summer Literacy Initiatives

Presentation: Susan Warner, Head of Youth Services, reported on the three collaborations KPL has had with other youth literacy initiatives over the summer to provide a variety of library experiences to children who might not otherwise have one. They included:

- 1) **Early Reading First**, where we reached about 25 families,
- 2) **Freedom School**, which involved about 50 students and 15 Junior Service Leaders, and
- 3) **KPS Summer School Program**, for Kindergartners through 5<sup>th</sup> graders for a total of about 870 students.

In response to a question from J. Vander Roest, she indicated the collaborations fit into our strategic priorities: pre-school literacy for Early Reading First and it is hoped the collaborations with Freedom School and KPS Summer School Program will foster reading for enjoyment for school-age children.

### E. Concert Series

Presentation: Kevin King, Head of Patron Services, reported to the board about the free, family-friendly concert series that began at KPL in June of 2008. Over that span we have offered 32 concerts in a wide variety of musical genres, mostly by local groups or groups with local ties. Our average audience size is almost 140 or 4200 over two years, and comprises all ages. It is estimated that 15-20% are repeat attendees. The average cost is \$5-600 per show. This series is an activity that supports our “reading, listening and viewing for pleasure” strategic priority.

Discussion: Mr. Vander Roest wondered if performers like the acoustics in the Van Deusen Room. K. King noted the first two concerts in the series were acoustic concerts “in the round” which was the original vision, but our audiences quickly outgrew that possibility. Since then we have had a more traditional setup and have hired what he considers to be our best local sound engineer, Brian Haney, who has done an excellent job of providing just the right sound mix for the various artists. The artists very much enjoy playing this venue.

Disposition: Trustees received and appreciated the reports.

## VI. COMMITTEE REPORTS

### Finance & Budget Committee

**J. Vander Roest:** No report

### Personnel Committee

**R. Brown:** The committee reviewed the ONEplace personnel recommendation at their last meeting.

**VII. OTHER BUSINESS**

A. Directors Report

- Director Rohrbaugh noted the retirement gathering for Deputy Director Mary Doud, resulted in over \$5000 in donations to Ready to Read, Reading Together, ONEplace, and the endowment. She thanked trustees for attending the gathering and noted that Mary and Bob Doud made a generous donation to the endowment to bring the total gifts given in honor of Mary's service to \$8000.
- J. Vander Roest referred to a written item in the director's report that indicated Local History's preliminary effort to identify and locate cemeteries and burial grounds in Kalamazoo County and make the list available on our website. He said his church has done that on paper and would be pleased to share it with KPL.
- The director also noted we have reconfigured staffing of the reference desk at central to include one ADS staff member and a tech intern during afternoon and evening shifts, to answer technology related questions. This is in support of the "connecting to the online world" strategic priority as well as a reaction to staffing reductions.
- The two RFID enabled book drop sensors installed at central (one for books, one for AV materials) are operational.

Disposition: Trustees received the information.

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

No one addressed the board.

**IX. TRUSTEE COMMENTS**

**R. Brown** recommended the concert series and said he is sorry that M. Doud is leaving.

**C. Addison** noted both Chris Price and Mary Doud are retiring from the administrative office at the end of August.

**V. Wright** commented she was enjoying herself at M. Doud's party and was not ready to leave at 6:00 when the library closed.

**L. Godfrey** appreciated the service Chris Price provided to the library and noted she supported M. Coash in working for the board and that she will be missed. J. Vander Roest also noted her excellent work regarding the meeting rooms. L. Godfrey also said she would miss M. Doud both professionally and personally, but expects to work with her again, perhaps as chair of the KPL Millage Committee in 2014!

**X. ADJOURNMENT**

Hearing no objection, President Godfrey adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 5:02 p.m.

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Fenner Brown II, Secretary