

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

DATE: August 25, 2008  
TIME: 4:00 p.m.  
LOCATION: Washington Square Branch Library  
Meeting Room  
1244 Portage Street  
Kalamazoo, MI 49001

**REGULAR SESSION**

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

**PRELIMINARY BUSINESS**

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

Agenda Approval: The agenda was accepted as presented.

**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 28, 2008
- B. Personnel Items

**Promotion/Transfer**

**Jermaine Jackson** moved from the 3/OP-C half-time bookmobile driver position to the 4/OP-B full-time Bookmobile Driver position, within Youth and Branch Services, assigned to the Oshtemo Branch. His effective date of transfer and first day of work was August 16, 2008. Both positions are within Youth and Branch Services.

**Resignation**

**Brent Coates** resigned from the position of LA3-OP/C within Facilities Management effective August 29, 2008.

**Disposition:** The board accepted the Minutes of the Meeting July 28, 2008 and the Personnel Items as presented.

**IV. FINANCIAL REPORTS**

A. Financial Reports for the Period Ending July 31, 2008

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

**MOTION:** L. GODFREY MOVED AND C. ADDISON SUPPORTED ACCEPTANCE OF THE FINANCIAL REPORTS FOR THE PERIOD ENDING JULY 31, 2008.

Executive Summary:

The director pointed out although these reports are for the first month of the 2008/09 fiscal year, they do not represent 1/12 of the year's expenditures since annual contracts/renewals are paid in July. We are off to a good year. She added that the auditors began work on our statements for 2007/08 earlier in the day.



**Motion carried 6-0.**

**V. REPORTS AND RECOMMENDATIONS**

REPORTS

A. RFID Progress

**Presentation:** Director Rohrbaugh introduced J.D. Andersen, from KPL's IT dept., who she noted is capably leading the RFID tagging project. J.D. gave the board a progress report on tagging to date. She feels the project has gone relatively well and described the schedule, staff participation, and some of the challenges, including equipment malfunctions. She expects Central library to be completed in the next few days; the tagging operation will then move to branches. To date 243,000 items have been tagged; we have about 181,000 items left system-wide to tag. The two people teams who work on each of the two tagging machines have been able to tag generally between 3-400 items an hour. It is expected we will be done ahead of schedule.

The director added that J.D. is doing a good job of providing incentives to maintain enthusiasm among taggers.

L. Godfrey commented the daily schedule of tagging on "Today's Events" is impressive.

B. Library Space for Civic Engagement - Meeting Room Use

**Presentation:** A. Rohrbaugh reminded the board of the 18 Public Library Service Responses, developed as priorities for public libraries by the Public Library Association. She shared the list with the board about a year ago. One of the areas strongly advocated in that document is the importance of providing physical space for community members. Provision of space is big business for us both for use by outside groups and for our own use and programs.

She introduced Martha Coash from the administrative office which manages the bookings for meeting rooms to provide a report on meeting room use.

M. Coash provided a history of how we came to provide meeting room space not only for internal programs and meetings but for external groups, mostly non-commercial, at a reasonable cost. Outside groups use us heavily, particularly the rooms at Central and Oshtemo, in part because they are the only buildings open during the evening hours. Since we began booking rooms in 1998 after building construction and renovation were complete system-wide, room use has grown remarkably. Statistics show that since 2000, room use has grown by 300% and attendance at events has grown 350%. This is due to both the increase in use by an impressive list of varied outside groups and organizations and the explosion of

Minutes of the August 25, 2008 Kalamazoo Public Library Board of Trustees Meeting, cont.

library programming over that time period. It is conservatively projected that during calendar 2008, 382 outside groups will hold events attended by over 10,000 people in KPL facilities. It is estimated the administrative assistant who handles the booking of rooms now spends 50% of her time on this function and does an excellent job. Facilities Management staff and Loan Services audio-visual staff have also experienced significant increases in meeting room related work.

J. Vander Roest commented he has always had an excellent experience any time he has used library rooms for outside groups in which he is involved.

C. Rearrangement of the Washington Square Library Collection

Presentation: The director introduced Nancy Davis Smith, Washington Square Branch Library lead librarian, who reported the progress made and success of rearranging and integrating the various collections at Washington Square. It has taken longer than expected to combine, evaluate and weed the collections. Everything had to earn its place since there is very limited space for collections, but the rearrangement has resulted in a stronger, attractive and easier to access collection that works well in a building of the size of Washington Square Branch Library. They are currently working on weeding picture books. Washington Square Branch circulation statistics for July of 2008 show an increase of 6% for print materials and 14% for the total collection. She feels that is due at least in part because it is easier for patrons to browse the collection.

L. Godfrey said the presence of the library has improved 1000-fold; this has been a worthwhile endeavor. J. VanderRoest added the decluttered look also enhances the beauty of the building's architecture.

Disposition: Trustees received the three reports and expressed their appreciation to the presenters.

**B. COMMITTEE REPORTS**

Committee Assignments for 2008/2009

President Wright announced committee assignments have been made for 2008/2009 and trustees have assumed their assignments. They are listed below:

**Finance and Budget Committee**

James Vander Roest, Chair  
Valerie Wright  
Cynthia Addison

**Personnel Committee**

Bob Brown, Chair  
Lisa Godfrey  
Cheryl TenBrink

**Endowment Fund Development Committee**

Valerie Wright, Chair  
Bob Brown  
Jim Vander Roest

**Ad Hoc Litigation Committee**

Lisa Godfrey  
James Vander Roest

**Director's Advisory Building Committee**

Lisa Godfrey  
James Vander Roest  
Valerie Wright

**Ad Hoc Millage Committee**

Cynthia Addison  
Lisa Godfrey  
Cheryl TenBrink

**Nominating Committee (Bylaws)**

Cynthia Addison  
Lisa Godfrey  
Loren Dykstra

**REPORTS**

**Finance & Budget Committee**

**J. Vander Roest:** the committee has not met since the last board meeting. He has reviewed warrants for expenditures under newly established procedures, which is going well. The committee will meet to review the audit when it is completed.

**Personnel Committee**

**R. Brown:** the personnel committee has not met recently.

**Building Committee**

**A. Rohrbaugh:** reported progress on re-carpeting of central library is good and will be complete prior to the October 23 Michigan Library Association reception. Architectural plans for the circulation area at central library have been finalized. Staff will soon meet with representatives of Miller-Davis Company, who will oversee construction of this project. The committee will meet after the bidding process for the work is complete and we have firm prices. It is hoped that will occur by early January. It is expected the plan for construction will not require us to be out of the circulation business. Some upholstered chairs will be recovered and more will be done as funds allow.

**Millage Committee**

**L. Godfrey:** the committee is working diligently on a case statement to determine when the millage vote should be considered and to develop rationale for the community.

C. Addison added there will be an opportunity for trustees to attend the end of summer reading party to encourage enthusiastic attendees to provide video testimonials about what the library means to them for later inclusion on the library's website.

**Endowment Committee**

**V. Wright:** The committee did not meet.

**VII. OTHER BUSINESS**

A. **Directors Report**

Trustees commented/asked for more information regarding several items in the written director's report: C. TenBrink was complimentary about the graphics on the new library van; C. Addison was pleased with the increase in use statistics this summer that reflect a strong summer reading program and the link with KPS summer school; L. Godfrey is pleased with the continued growth of blogging and other dynamic opportunities on the website – recent purchases of equipment will enhance our capability for that kind of activity; the visit by Congressman Fred Upton to the Family Health Center to see the Ready to Read program in action and to read to children was successful.

**Disposition:** Trustees received the report.

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

No one addressed the board.

**IX. TRUSTEE COMMENTS**

C. TenBrink is pleased the library will be “going green” with re-usable book bags; she’s also happy the Reading Together books have been announced.

J. VanderRoest commented on a blog on the topic of knitting that his wife participates in – being discussed was the discontinuation of crafting groups at a library that had to choose between priorities due to funding and the distress it was causing the residents who participated in those programs. It showed not only the importance of providing library programming, but how fortunate KPL is to have the level of funding and resources we do to be able to provide a wealth of offerings for the public.

C. Addison attended the group of three recent library programs related to food. They were well attended, informative and fun.

L. Godfrey commented that one thing that is pretty clear to emphasize in the upcoming millage campaign in terms of our position statement, will be consideration of our community involvement as an important and meaningful contribution. One of the important services to emphasize is our use of space. She appreciates all the effort that has been put into providing that service.

V. Wright unexpectedly came across the new library delivery van and thought the new graphics featuring people are eye-catching.

**X. ADJOURNMENT**

Hearing no objection, President Wright adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 5:10 p.m.

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Cheryl TenBrink, Secretary