

**Kalamazoo Public Library**

**OFFICIAL MINUTES OF THE BOARD OF TRUSTEES**

**PUBLIC MEETING**

Date: August 25, 2014

Time: 4:00 p.m.

Location: Eastwood Branch Community Room

**TRUSTEE ROLL CALL:**

Present: Robert Brown (late), Bruce Caple, Lisa Godfrey, Cheryl TenBrink, Valerie Wright and James Vander Roest

Absent: Fenner Brown

**CALL TO ORDER:**

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

**AGENDA APPROVAL:**

The agenda was approved. Board Secretary R. Brown was absent from the meeting and President TenBrink appointed L. Godfrey as Acting Secretary.

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**I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS**

None.

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

No one addressed the Board.

**III. CONSENT CALENDAR**

A. *Minutes of the Meeting of July 28, 2014*

B. *Personnel Items*

The Minutes of the meeting of July 28, 2014 and the personnel items were accepted.

**IV. FINANCIAL REPORTS**

A. *Financial Reports for the Month Ending July 31, 2014*

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the month ending July 31, 2014.

Discussion: J. Vander Roest drew attention to the notes and said some things in the budget were frontloaded. He said this was why it may look like more than one-twelfth of a specific line item had already been spent.

MOTION: L. GODFREY MOVED AND V. WRIGHT SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING JULY 31, 2014.

MOTION CARRIED 5-0.

V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS:

A. *Nepotism Policy*

Recommendation: Director Rohrbaugh recommended approval of the Nepotism Policy.

Executive Summary: At the July Board Meeting, a recommended Nepotism Policy was tabled. In the discussion, Board members seemed to prefer a policy that was limited to immediate family, not close relatives as defined in the recommendation.

The revised recommendation is focused on immediate relatives as defined in the proposed policy. It has been reviewed and is supported by the Personnel Committee.

MOTION: L. GODFREY MOVED AND J. VANDER ROEST SUPPORTED THE MOTION TO TAKE THE NEPOTISM POLICY OFF THE TABLE AND APPROVE AS AMENDED.

Discussion: J. Vander Roest said the revised policy was more appropriate.

MOTION CARRIED 5-0.

B. *CIP Reserve Allocations*

Recommendation: Director Rohrbaugh recommended the Board approve the following changes to the Capital Improvement Plan:

- The budgetary allocation of the accumulated \$125,000 reserve for telephone system replacement, and
- An increase of \$2,000 for PCs to support the ViewScan microfilm readers for Local History.

Executive Summary: The recommended revisions to the Capital Improvement Plan are necessary to allow both projects to move forward prior to mid-year budget revisions. Each allocates reserves accumulated specifically (telephone system) or by category (microfilm readers) and represent no additional appropriation of capital fund reserves.

The reserve to replace the phone system has been steadily built over the past several years and the currently accumulated \$125,000 reserve is expected to be sufficient. The library expects to replace the system with one that will be easier and cheaper to maintain and will comply with the 2016 requirement for location identification within the building for 911 calls. Staff anticipate working with experienced consultants to help write the specifications, analyze the bid responses, and install the system and to comply with and file for e-rate reimbursement for a portion of the cost.

New e-rate rules are expected this fall. Staff hope to put the system out to bid this winter. Director Rohrbaugh expected the first expenditure would be for the consultant help and will keep the Board informed as the library begins this process.

Second, at the July Board Meeting, the Board approved the purchase of a microfilm reader from the Local History fund at the Kalamazoo Community Foundation in addition to one from the CIP budget approved in June. Both units require PCs, therefore, the library needs to allocate \$2,000 from the CIP reserve earmarked for computer and electronics. An allocation of this small

amount could be handled by the treasurer but since there was another CIP item for this meeting, it seemed logical to combine them.

Discussion: Director Rohrbaugh told the Board neither of the pieces to this recommendation were new money but simply reallocation of money in reserves to spendable line items. She explained the two different pieces of the recommendation updating the Trustees on the replacement of the telephone system. The library has established a task force, led by G. Green, to begin thinking about a new system.

Other libraries have advised staff to consider hiring a consultant to help with developing the RFP as well as filing for e-rate reimbursement. Director Rohrbaugh told the Board the library expected to work with Convergent Technologies and had already met with them to talk about the possibility of working with KPL. The next step in the process would be signing a contract with Convergent Technologies and beginning to shop around and decide what the library wants. Because of when e-rate is filed, the library could not purchase or begin installing a new system until after July 1, 2015. Director Rohrbaugh said the PC money in the second part of the recommendation was at the level that the Board Treasurer could simply approve it but since she was already bringing a CIP recommendation it was included in the recommendation.

(R. Brown arrived at 4:06 p.m.)

B. Caple asked if the \$125,000 allocated for the phone system was what the library expected to spend in total after reimbursement or before reimbursement. Director Rohrbaugh said the library expected the system would cost approximately \$125,000 before reimbursement but doesn't know how much money it may receive back because the e-rate rules have not yet been written. B. Caple asked what the approximate cost of consultation would be for the library. Director Rohrbaugh said it was about \$10,000.

L. Godfrey asked if the e-rate consultation was a one-time cost for the phone system or if the library was expecting to hire a consultant every year to file for e-rate. Director Rohrbaugh said the e-rate consultant was very important for this year because the rules were changing so drastically and she didn't know if in future years the library would again use the consultant or be able to file on its own. President TenBrink asked how the library knew it needed a new phone system. Director Rohrbaugh answered the current phone system was not compliant with new rules effective in 2016 in which a phone system must be able to locate where in a building someone has called 911 from, as well as the fact the current system is antiquated and difficult to maintain.

MOTION: J. VANDER ROEST MOVED AND B. CAPLE SUPPORTED THE MOTION TO APPROVE THE FOLLOWING CHANGES TO THE CAPITAL IMPROVEMENT PLAN:

- THE BUDGETARY ALLOCATION OF THE ACCUMULATED \$125,000 RESERVE FOR TELEPHONE SYSTEM REPLACEMENT, AND
- AN INCREASE OF \$2,000 FOR PCS TO SUPPORT THE VIEWSCAN MICROFILM READERS FOR LOCAL HISTORY.

MOTION CARRIED 6-0.

REPORTS:C. *EnvisionWare Features – Wendy Hand*

Report: Director Rohrbaugh introduced W. Hand. As W. Hand was bringing up her presentation on the computer, K. King commented the installation of EnvisionWare went very smooth. The staff from EnvisionWare commented on how knowledgeable that IT staff were at KPL, especially W. Hand.

W. Hand explained EnvisionWare was a modular system. KPL uses seven modules: PC Reservation, Library Document Station, Staff Transaction Station, Accounting and Authentication Manager, E-Commerce, LPT1, and Barcode Plus. These can be used individually or as a group. AAM, which is the heart of EnvisionWare, is what allows the software to communicate with Sirsi, the patron database. W. Hand displayed a report she was able to pull through the system which showed patrons spent over \$1,500 on printing in the month of July. L. Godfrey asked if this was just printing at the computers or if it included copying as well. W. Hand said it was just printing from the computers. President TenBrink confirmed the cost was ten cents per page. W. Hand confirmed printing was ten cents a page saying a lot of printing is done at the library.

W. Hand explained three ways for patrons to check how much money they have on their printing accounts: through the library's website, while logged into a public access computer at the library, and by asking a staff member at a public service desk. President TenBrink asked if patrons could print more pages than they had money for on their account. W. Hand said patrons could not and the system would tell them they did not have enough money if they tried to print more pages than they had money for. W. Hand next explained three ways to add money to an account for printing: staff transaction stations at every circulation desk, public service desks with a cash register or cash box, or through the library's website. J. Vander Roest asked if money could be taken off an account through the AAM software which public service desks use to add money to accounts. W. Hand said money could be removed and this was what staff used when patrons needed to pay for wireless printing or wanted to use money on their account for other services, like sending a fax.

W. Hand said money on these accounts could also be used to pay fines. When patrons log on to your account to pay fines, they can either use funds from their print accounts or a credit card. President TenBrink asked if patrons could still print if they had fines. W. Hand said they could but library cards cannot be renewed until all their fines have been paid. J. Vander Roest commented that with patron money being housed in a database instead of on a card, it wouldn't be a problem if someone lost their card. W. Hand said if patrons lost their cards, the money could easily be transferred to a new card. President TenBrink asked if there was a way to know how many patrons had money on their accounts. W. Hand said she had not pulled this report but it was in the thousands. L. Godfrey asked if the money could be used for the bookstore or to purchase logo wear. W. Hand said it could not be used in the bookstore but could be used for logo wear sold through the library office. President TenBrink asked if there were any issues with public service desks accepting cash asking how often the money was taken up to the Business Office. W. Hand said she did not know of any problems. The procedure for when money is brought up to the Business Office has been set by D. Schiller.

Disposition: Trustees thanked W. Hand for her report.

*D. Eastwood Branch Update – Judi Rambow*

Report: Director Rohrbaugh welcomed J. Rambow to give an update on the Eastwood Branch. J. Rambow said she would talk about the 5S project at the branch which started in January. She gave a brief overview of 5S and the seven deadly wastes. She said the team at Eastwood was looking to eliminate some specific wastes, like wasted transport and redundancy. She said she wanted to see the piles of books eliminated at the circulation desk which were confusing. She explained how the location of the discharge station was changed and how this made it easier to process deliveries. J. Rambow showed pictures of the discharge station behind the circulation desk and a plan for what the new station will look like once it is built by FM. The holds behind the desk have changed locations and are now easier to access from the circulation desk.

J. Rambow said the branch had made some other improvements recently. The computers have been moved out of the old computer room into the public space. This is now a study room for patrons to use at the branch for small meetings or quiet study. The large magazine stand has been replaced to open up the space for a sitting area and new books. There is a standup computer station for patrons who are coming to the library to quickly print something off. She explained how other computers had been moved around as well.

Discussion: B. Caple asked how recently the computer room had been changed over to a study room. J. Rambow answered it had been a few weeks with it as a study room and it had already become apparent that patrons were interested in using it. President TenBrink said it may become a popular study spot once school starts. J. Rambow said it is already being used regularly by a tutor and student.

Disposition: Trustees thanked J. Rambow for her report. Director Rohrbaugh reminded Board members J. Rambow would give them a tour once the meeting ended.

*E. Legislative Update – Diane Schiller*

Director Rohrbaugh said D. Schiller was absent from the meeting. She was working with the auditors who were at Central Library. A written legislative update was provided to Board members.

Report: “No legislation of impact to the library has occurred over the summer. The House resumes their legislative calendar this week, with the Senate following the week after Labor Day. The passage of Proposal 1 earlier this month does affect us and finalizes the legislative process involving manufacturing personal property.

“The August passage of Proposal 1 ensures a “local share” of the use tax, thereby reducing the State share. It was the final piece to the series of 2014 legislative actions taken to eliminate “manufacturing” personal property. Most of the actions taken in the 2014 legislative revisions involved the administration, reimbursement, and revenue pool available for the local reimbursements for the loss of personal property taxes over time. It also raised the annual increase in the local share and extended the number of years it will be in effect until 2027-2028.

“Some relevant facts:

- KPL’s decrease to PPT for the 2014 tax levy was a total net reduction of \$58,347 in property tax revenue. This included ALL changes to personal property taxes and since it does include increases to utility and non-manufacturing personal property taxes does

not represent the total amount KPL lost due to the change in the law. Since the actual loss due to the <\$80,000 exemption was to have been reported to Treasury earlier this summer, we will ask each assessor within our district for the actual amount lost for the “small” personal property taxpayer exemptions. These losses will not be reimbursed.

- Future losses in personal property taxes will be reported to Treasury for each local unit in June of each year. The next scheduled personal property to be exempted will be those items reported first in 2006 – which will fall off the tax rolls in 2016. With each subsequent year reducing the manufacturing personal property similarly for 2007 and so on.
- KPL’s first opportunity for reimbursement of lost manufacturing personal property taxes will not occur until the winter millage for the 2016 tax year for property values in place as of December 31, 2015. The “lost” revenue will be reimbursed in February of the year following the tax levy – so the first reimbursement will not occur for 2016 until February 2017. Dedicated debt millages, TIFA’s, etc. are reimbursed first in priority order followed by general operating millages such as the library.”

Disposition: V. Wright said she really appreciated the written Legislative Report.

## VI. COMMITTEE REPORTS

- A. *Finance and Budget Committee*—no meeting.
- B. *Personnel Committee*—B. Caple said the committee had met to review the Nepotism Policy.
- C. *Fund Development and Allocations Committee*— no meeting.
- D. *Director’s Building Advisory Committee*—Director Rohrbaugh said the Building Committee had met to review two things. The committee primarily talked about some minor rearrangements in the first floor rotunda. The goal is to make the new book area more browser friendly as well as move most of the tables and chairs from the first floor to the second floor. Trustee V. Wright helped with the plan. B. Caple asked how patrons were better served with the movement of the tables and chairs up to the second floor. Director Rohrbaugh said this was a major benefit to browsers looking at the new books sections who would appreciate more space. The library will be purchasing four display units for the first floor.

Since the Director’s Building Advisory Committee was already meeting, they also talked about looped technology in the Board Room and Van Deusen Room. R. Atwell had suggested the library consider looped technology in these rooms for patrons who are hard of hearing. A company in Grand Rapids who installs this technology was identified and the library has met with them to talk about the possibilities. The cost of the Board Room would be \$3,600 and the Van Deusen Room would cost about \$6,800. The library has begun looking for grants.

L. Godfrey asked if the library was looking for local or national grant money. Director Rohrbaugh said the library would both be talking with local foundations and researching grant opportunities available nationally. L. Godfrey asked if this project could possibly be funded with endowment funds. Director Rohrbaugh said she had this in mind as a possibility as well.

**VII. OTHER BUSINESS****A. Director's Report**

Report: Director Rohrbaugh drew attention to item two and the initiatives with Kalamazoo Public Schools. She also highlighted the Great Grown-Up Spelling Bee saying the library would begin sending out sponsorship letters soon. Lastly she drew attention to item ten and strong digital circulation.

Discussion: L. Godfrey asked about Miss Lisa who was mentioned in item seven. Director Rohrbaugh said Miss Lisa was a dancer. S. Warner said Miss Lisa was a dance instructor and did movement activities that were related to ballet in the storytimes. L. Godfrey said each week at Rotary Council meetings a report called *Arts Events* is given. All summer the majority of the events mentioned are library programs.

B. Caple said he had heard about another community forum being held at the Douglass Community Association and asked if Director Rohrbaugh had any information on it. Director Rohrbaugh said she was unable to go but remembered it had a very narrow focus and didn't think it directly applicable to the library. V. Wright asked for more information on Director Rohrbaugh's meeting with the Lieutenant Colonel of the Civil Affairs Battalion of the U.S. Army. Director Rohrbaugh said she and E. Cloyd had both talked with him, he was new to his position and the area, and wanted the men and women in his battalion to do volunteer work. He had talked with the Friends and may be providing some setup support for the next book sale.

J. Vander Roest asked about the second sentence of item two asking what parents do to block their children's library cards. Director Rohrbaugh said parents will use their child's card, often checking out a stack of DVDs and then not return them with the child's card ending up blocked. The Detroit Public Library is undertaking a new initiative soon to unblock all those children's cards that have been abused and issuing these children special, limited cards that allow them to check out only three books. A group will be convened in the fall to consider this and other circulation related issues.

J. Vander Roest also asked about item sixteen asking if there are other cameras at the other three branches tied into the system at Central. S. Lindemann said there are not cameras at the other branches. J. Vander Roest said it may be helpful to have cameras at the branches, especially when they are open after dark. S. Lindemann explained the upgraded cameras are now on the library's network making it easier to add new cameras. J. Vander Roest asked if there was anyone actively monitoring the cameras at the library. S. Lindemann said there was not a person who monitors the cameras at the library all the time but with the new system, the cameras can be monitored from many locations including public service desks. L. Godfrey asked what the response has been in the past to S. Lindemann suggesting cameras at the branches. S. Lindemann said she has just started to suggest this since it is now a much more feasible option with the new system. J. Vander Roest said he strongly supported S. Lindemann's suggestion that cameras be placed at more of the branches. President TenBrink asked if staff could go back and analyze specific interactions after they have occurred. S. Lindemann said staff could go back to view (there is no sound recorded) interactions at a later date if there was a camera on that location. L. Godfrey asked if the cameras were in places where it was feasible to think audio could be recorded. S. Lindemann said she did not think it would be feasible with the placements in current cameras. Director Rohrbaugh said the library was currently focused on theft of

materials. R. Brown asked how much recorded time was stored on the system. S. Lindemann said there was a certain amount of space available and currently about four weeks was stored. The cameras only record when there is a change in pixels, so if there is not activity in a certain area, nothing will be recorded.

J. Vander Roest said he visited a small town library earlier in the summer. When he talked with the librarian she was proud of a circulation of 1,600 items in a month. He said it put KPL's service in perspective and he was impressed just how much the library circulates on a continual basis. Director Rohrbaugh said summer Mondays are always big circulation days with one day this summer over 9,000 items. She said there is an obvious pattern to circulation throughout the week. B. Caple asked if the library should consider being open on Sundays in the summer. Director Rohrbaugh said she did not have the data to show whether this would be beneficial or not but it was difficult to staff Sundays in the winter. L. Godfrey said it was impressive that KPL's circulation continues to rise when other public libraries are having decreased circulation. Director Rohrbaugh said the statistics on the Director's Report show how strong circulation of non-print items has been.

President TenBrink asked how many DVDs a patron could check out at one time. G. Green answered the maximum was twenty. J. Vander Roest asked if patrons were allowed twenty discs (TV shows often have more than one in a case) or twenty items. G. Green said it was twenty items and there may be items with more than one disc in the case.

Disposition: Trustees thanked Director Rohrbaugh for her report.

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

No one addressed the Board.

**IX. COMMENTS BY TRUSTEES**

- V. Wright said she would be absent for the September meeting.
- B. Caple said he is always drawn to the Staff Picks and other Displays in the Rotunda at Central Library. He said he finds gems in the Staff Picks and also through the Staff Blogs. L. Godfrey commented that she wished the Staff Picks always had names on them.
- J. Vander Roest said he was happy to come to the Eastwood Branch as it was his childhood library. He told J. Rambow that he thought the staff had done a great job rearranging and he looked forward to the tour.
- President TenBrink said she would also be gone in September and B. Caple would be leading the meeting.

**X. ADJOURNEMENT**

Hearing no objection, President TenBrink adjourned the meeting at 5:02 P.M.  
Following the meeting, Board members took a tour of the Eastwood Branch.

**X**

Robert Brown  
Secretary

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