

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

DATE: August 27, 2007
TIME: 4:00 p.m.
LOCATION: Oshtemo Branch Library
Meeting Room
7265 West Main Street
Kalamazoo, MI 49009

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

Agenda Approval: No changes were indicated.

PRELIMINARY BUSINESS

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

Oath of Office: Martha Coash administered the oath of office to newly elected trustee Cheryl TenBrink.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

There were no recognitions, resolutions or communications.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

Daniel R. Newman, 7574 S. Drake Road, spoke to the board regarding his strong opposition to the allowed use of cell phones in the library and asked them to ban cell phone use.

President Addison thanked Mr. Newman for his comments.

III. CONSENT CALENDAR

A. Minutes of the July 23, 2007 Regular Meeting

B. Personnel Items

Promotion:

Kevin King was promoted to the administrator position of Head of Loan and Outreach Services effective October 1, 2007. Kevin began at KPL in November of 1998 as lead librarian in teen services and has been lead librarian at Oshtemo Branch since August of 2006.

New Hire:

Melissa Hymer was hired as .5 library assistant 3 in Loan and Outreach Services effective August 16, 2007. Melissa began at KPL in 2005 and has worked at the circulation desk as a library aide and library assistant substitute.

Transfer:

Kathy Horvath transferred from the full-time purchasing assistant position in the Business Office to the full time library assistant 3 position in Adult Services effective August 20, 2007. The ADS position is open due to the August 31 retirement of Pat Singleton. This overlap will allow some time for job training.

Disposition: The board accepted the Minutes of the Meeting of July 23, 2007 and the Personnel Items as presented.

IV. FINANCIAL REPORTS

A. Financial Reports for the Period Ending July 31, 2007

Recommendation: A. Rohrbaugh recommended the board accept the Financial Reports for the Period Ending July 31, 2007 as presented.

MOTION: R. BROWN MOVED AND L. GODFREY SUPPORTED ACCEPTANCE OF THE FINANCIAL REPORTS FOR THE PERIOD ENDING JULY 31, 2007.



Motion carried 6-0.

V. REPORTS AND RECOMMENDATIONS

Action Items

A. Policy: Requests for Kalamazoo Public Library Records

Recommendation: The director recommended board approval of a “Requests for Kalamazoo Public Library Records” policy.

MOTION: L. GODFREY MOVED AND L. DYKSTRA SUPPORTED ADOPTION OF THE “REQUESTS FOR KALAMAZOO PUBLIC LIBRARY RECORDS” POLICY AS RECOMMENDED.

Executive Summary:

It is good practice to have a Freedom of Information Act (FOIA) policy approved by the board and ready to use if needed.

The recommendation was reviewed by the board’s attorney.

Discussion:

In response to a question from R. Brown, the director assured the board they would be informed of any FOIA requests.



Motion carried 6-0.

B. Budget Revision Request for Programming

Recommendation: A. Rohrbaugh recommended board approval of an additional \$17,500 for programming to be transferred from the “bottom line.”

Executive Summary:

When the budget was prepared in late spring, we were cautious. State aide was projected at zero and local property tax revenue at a 5% increase. We did not include all department programming requests with the thought that this is an area of some discretion, unlike salaries, benefits, utilities, service contracts, etc.

The local revenue increase was 5.4%, state aide has been restored and we expect about \$50,000. Also as the audit is progressing, it is clear we will have a healthy carryover balance from year end.

Departments need to plan programming activities and author visits well in advance so she did not want to wait until the usual budget revision time at mid-year. Increasing this account now will enable planning to progress for Reading Together events, the possibility of an author visit during National Library Week, collaborative author visits with local African American book groups, as well as our many ongoing programs.

This recommendation was reviewed and is endorsed by the Finance & Budget Committee.



Motion carried 6-0.

Reports

C. Kalamazoo Community Foundation/Local History Room Funds Expenditure Request

Recommendation: Director Rohrbaugh recommended the board authorize the expenditure of \$8,400 from the Local History fund at the Kalamazoo Community Foundation for the purchase and installation of digital storage space to accommodate the Miller Davis photo collection.

MOTION: IT WAS MOVED BY L. GODFREY AND SUPPORTED BY V. WRIGHT TO APPROVE THE EXPENDITURE OF \$8400 FROM THE LOCAL HISTORY FUND AT THE KALAMAZOO COMMUNITY FOUNDATION AS RECOMMENDED.

Executive Summary:

At a previous meeting, the board approved the cost of the labor to digitize the Miller Davis photo collection from the local history fund at the Kalamazoo Community Foundation. At that time, she did not realize we would need additional server space to store the archival copies. Had that been known at the time, she would have combined this recommendation with that one.

With this gift comes the need to digitally store archival copies. To ensure the best possible copy for the archived pictures, they need to be scanned in the TIFF format. The TIFF format has the best resolution and clarity, but also makes the file sizes very large.

We also need to make copies available to patrons through the web and can store those in a jpeg format. The smaller image size works better with the internet bandwidth. This means we need computer storage space for two copies of each picture.

When we upgraded the SAN (storage area network) last year, we planned for current growth patterns over the next several years. The addition of these photos will take up all the current space and likely even more.

We can add a second drive enclosure to our current SAN with the capability to hold fourteen more drives. This will take care of the immediate need with the photos and give us some room to expand in the future. The cost for the hardware and labor for adding the enclosure and drives is \$8,376.

This recommendation was reviewed and endorsed by the Finance & Budget Committee.

Discussion: R. Brown indicated there was some concern on the part of the Finance & Budget Committee that this expenditure would take the fund balance below the amount of the original gift, but not by much.

In response to a question by L. Godfrey about whether this would be an ongoing issue if we add more photo collections in the future, K. Steadman, Head of Adult Services, indicated we would like to add more collections as the opportunity may arise. A. Rohrbaugh said the cost for necessary storage space for any future gift would be included in any future budget request presented to the board.



Motion carried 6-0.

D. Authorization to Use Additional Banking Institutions

Recommendation: The director recommended the board approve First National Bank of Michigan and Charter One Bank as depositories for Kalamazoo Public Library funds.

MOTION: L. GODFREY MOVED AND V. WRIGHT SUPPORTED THE MOTION TO APPROVE THE RECOMMENDATION TO USE FIRST NATIONAL BANK OF MICHIGAN AND CHARTER ONE BANK AS DEPOSITORIES OF KALAMAZOO PUBLIC LIBRARY FUNDS.

Executive
Summary:

From time to time we are contacted by various regional and national banks doing business in the state of Michigan soliciting our business. For example, over the past year we have been contacted by First National Bank of Michigan, Irwin Union Bank, Charter One Bank, and National City Bank. Out of the four, only First National Bank of Michigan is truly locally owned and operated while the rest have a local branch.

While any of the four would be suitable as a depository of Kalamazoo Public Library funds, the library has limited funds for investment and or deposit and has a limited need for additional institutional diversity. First National Bank as a locally owned and operated bank and Charter One with their Southfield based government banking group would both provide good opportunities for deposits and certificate of deposit investments for KPL. On that basis, we would like to recommend depositing non-primary checking and investment deposits to First National Bank of Michigan and Charter One Bank and add them to our list of eligible money market investment institutions.

This recommendation was reviewed and endorsed by the Finance & Budget Committee.



Motion carried 6-0.

Reports

E. Friends of Kalamazoo Public Library

Presentation: Friends of the Public Library staff Linda Kubinski, Administrative Assistant, and Carol Manstrom, Bookstore Coordinator, told trustees about the history, current membership, mission, income, and projects the Friends have funded for KPL.

Disposition: President Addison expressed the board's appreciation for the information.

F. Can We Talk?

Presentation: Martha Lohrstorfer, Adult Services/Law librarian, explained the new "Can We Talk" dispute resolution through mediation program we are providing through a partnership with Gryphon Place. Although only two programs have been held so far, they were successful and it expected this will become a popular program.

Disposition: C. Addison thanked M. Lohrstorfer for her report.

VI. COMMITTEE REPORTS

President Addison noted committee assignments for 2007/08 have been made and everyone has accepted their positions. They are:

Finance and Budget Committee

James VanderRoest, Chair
Bob Brown
Loren Dykstra

Personnel Committee

Valerie Wright, Chair
Cheryl TenBrink
Cynthia Addison

Endowment Fund Development Committee

Lisa Godfrey, Chair
Cynthia Addison
Jim VanderRoest

Ad Hoc Litigation Committee

Lisa Godfrey
James VanderRoest

Director's Advisory Building Committee

Lisa Godfrey
James VanderRoest
Valerie Wright

Ad Hoc Millage Committee

Cynthia Addison
Lisa Godfrey
Cheryl TenBrink

Nominations Committee (Bylaws)

Bob Brown, Chair
Lisa Godfrey
Cheryl TenBrink

Finance & Budget Committee

J. VanderRoest: the committee met to review the items addressed earlier on the agenda.

Personnel Committee

V. Wright: The committee has not met since the August board meeting.

Building Committee

A. Rohrbaugh: the project to tile the main stairs at central library is complete. The committee will turn its attention next to carpet selection for the second floor rotunda and the first floor elevator lobby. The next priority is to review a final report from Kingscott regarding the master floor covering replacement plan for all locations.

Millage Committee

A. Rohrbaugh: The treasurer, Bob Kent, has opened a bank account and a post office box. A letter to board and staff from C. Addison and A. Rohrbaugh requesting donations for start-up funds will be sent soon.

VII. OTHER BUSINESS

A. Directors Report

A. Rohrbaugh distributed copies of the vision, mission and core values statement drafted by the mission committee. She expects to bring it to the September board meeting for approval and asked trustees to review it and contact her if they have thoughts to share.

L. Godfrey commented the committee wants to bring a document to the September meeting that will be approved, so if there are serious reactions that would preclude a positive vote, the committee will appreciate knowing that soon.

The director mentioned the Michigan Library Association annual conference that will be held in November and the Public Library Association conference to be held in March of 2008 and suggested trustees contact President Addison if they would like to attend either event. She pointed out that sessions will be presented at PLA by Susan Warner and at MLA by Kevin King, Martha Lohrstorfer and Michael Cockrell.

Trustees had questions about several items in the written report that A. Rohrbaugh expanded upon, particularly regarding a community forum on gangs that featured a national expert. The presentation reinforced our use of the library's Rules of Conduct and our expectations of those who use the library, but no specific plan of action was offered for the community.

VII. PERSONS REQUESTING TO ADDRESS THE BOARD

David Senecal, 2021 Bronson Blvd., retired KPL librarian, compared area libraries and their cell phone policies. His feeling was that cell phone conversations reverberate in large open spaces such as we have at central library and that cell phone use should not be allowed in those types of library spaces. He asked the board to consider the issue and respond to Mr. Newman.

IX. TRUSTEE COMMENTS

C. TenBrink expressed her pleasure at having her first meeting as a trustee at Oshtemo branch.

A. Rohrbaugh told trustees Oshtemo branch lead librarian Kevin King was ready to give them a tour of the branch after the meeting adjourned.

X. ADJOURNMENT

Hearing no objections, President Addison adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 5:04 p.m.

Loren Dykstra, Secretary