

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

DATE: September 21, 2009  
TIME: 4:00 p.m.  
LOCATION: Eastwood Branch Library  
Meeting Room – Lower Level  
1112 Gayle Avenue  
Kalamazoo, MI 49048

**PRELIMINARY BUSINESS**

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

**REGULAR SESSION**

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

Agenda Approval: Approved as presented

**I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS**

**Recommendation:** Director Rohrbaugh recommended the board adopt a resolution of appreciation to the Friends of Kalamazoo Public Library commemorating 50 years of service.

**MOTION:** C. ADDISON MOVED AND L. GODFREY SUPPORTED THE MOTION TO ADOPT THE RESOLUTION IN APPRECIATION OF 50 YEARS OF SERVICE FROM THE FRIENDS OF KALAMAZOO PUBLIC LIBRARY.

President Wright read the resolution:

*“WHEREAS the Friends of Kalamazoo Public Library (Friends) have always steadfastly and generously supported Kalamazoo Public Library through community advocacy and financially; and*

*WHEREAS the Friends governing board and many workers who serve tirelessly to make the Friends successful by volunteering their time and talents in support of the Friends’ mission; and*

*WHEREAS the Friends have solicited books, videos and recorded music from the community to sell in support of the library at periodic sales and through a bookstore; and*

*WHEREAS the Friends have provided reading, viewing and listening materials to the public at a very small cost, and in doing so, have allowed many citizens who might not otherwise be able to purchase these materials to enjoy them in their homes, and in so doing have endorsed the value of literacy and reading; and*

*WHEREAS the Friends of the Kalamazoo Public Library was established in 1959 and is celebrating its 50<sup>th</sup> anniversary;*

*NOW, THEREFORE, BE IT RESOLVED that in honor of its 50<sup>th</sup> anniversary, the Library Board, on behalf of the board and staff of the Library, extends its appreciation and gratitude*

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*to the Friends of Kalamazoo Public Library for its 50 years of invaluable service and support of Kalamazoo Public Library.”*

Executive

Summary:

Director Rohrbaugh told trustees the resolution, if approved, would be framed and presented to the Friends along with an engraved plaque thanking them for 50 years of service at their celebratory reception on October 6.

**Roll Call Vote:**

**J. Vander Roest – yes; F. Brown – yes; R. Brown – yes; C. TenBrink – yes; C. Addison – yes; L. Godfrey – yes; V Wright - yes.**



**MOTION CARRIED 7 - 0. The resolution was adopted.**

Dave Sheldon, Friends Board President, thanked the board and introduced Friends' staff member Carol Manstrom, Bookstore Coordinator/Manager, Moyra Eberling, Past President and board member, and Janice Snell, board member and liaison to KPL board meetings. He acknowledged both Ms. Eberling and Ms. Snell as “volunteers extraordinaire.”

On behalf of all the Friends over the past 50 years, Mr. Sheldon thanked the board for this special recognition. He said it has been a privilege to support KPL over the years. The Friends generally like to keep a low profile, but they look at this anniversary as an opportunity to continue spread the word of their existence, in furthering their mission to support KPL.

The Friends have contributed more than \$625,000 over the past 50 years with more than \$400,00 in the last ten years alone. Most of the money has been raised through book sales, often a book at a time and sometimes at 10 cents a book, thanks to dedicated volunteers and staff. The Friends are confident this support has helped support certain KPL programs. He stressed the board could be confident the Friends will continue to support KPL to the best of their ability.

He thanked KPL's board and staff for their support and encouragement over the last 50 years. KPL has always been there to provide advice, use of professional staff and even space within the library for the bookstore. This assistance is fully appreciated and makes the Friends' support role enjoyable.

President Sheldon expressed confidence that this cordial and collegial relationship will continue for next 50 years. He offered his heartfelt thanks for the special anniversary recognition and invited everyone to the Oct. 6 reception in the Van Deusen Room at 4:00 p.m.

Disposition: Mr. Sheldon's comments received enthusiastic applause.

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

No one addressed the board.

**III. CONSENT CALENDAR**

A. Minutes of the Board Meeting of August 24, 2009

President Wright noted two changes made to the minutes that were distributed prior to the meeting: one was a typo correction and the second was to include a comment by J. Vander Roest.

B. Personnel Items

**Karen Santamaria**, currently half-time librarian in Teen Services within Youth and Neighborhood Services, has added a half-time assignment in Information and Reference Services, effective September 8, 2009. Part of her new assignment will be working in the ONEplace.

Disposition:

**The board accepted the Minutes of the Meeting of August 24, 2009 as revised and the personnel item presented.**

**IV. FINANCIAL REPORTS**

A. Financial Reports for the Period Ending August 31, 2009

**Recommendation:** A. Rohrbaugh recommended the board accept the Financial Reports for the Period Ending August 31, 2009 as presented.

**MOTION:** R. BROWN MOVED AND L. GODFREY SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE PERIOD ENDING August 31, 2009.

Executive Summary:

The director indicated that due to the low interest rate and continued depressed interest rates, the debt service fund set aside to cover interest payments due November 1<sup>st</sup> will be too low by about \$1000.

She noted Diane Schiller, Head of Financial Services, is attending a meeting of government finance officers to hear the outlook for Michigan property tax revenues by the state treasurer.

Discussion: A. Rohrbaugh indicated she would defer answering a question about a specific expenditure for a “HPM server,” an expenditure listed in the notes to the Capital Improvement Plan.



**Motion carried 7-0.**

**V. REPORTS AND RECOMMENDATIONS**

REPORT

A. “One Kalamazoo” Representative – Presentation on Non-discrimination Ordinance

Presentation: Erin Knott spoke to the board regarding the non-discrimination ordinance that will be on the November 3, 2009 ballot for the city of Kalamazoo. She noted she is not an official steering committee member for One Kalamazoo, but works for Michigan Citizen Action, and was representing One Kalamazoo, a volunteer-driven campaign. The ordinance passed unanimously by the City Commission in 2008 but was subsequently pulled from the books to allow opportunity for citizen comment. The ordinance unanimously passed the commission following five opportunities for citizen comment. Quickly afterwards the opposing side collected enough signatures to put the issue on the November 3, 2009 ballot. The ordinance extends protections for lesbian, gay, bisexual and transgender individuals to protect them from losing positions or housing due to their LGBT status.

Ms. Knott urged the board to sign on to be a supporter of One Kalamazoo by either adopting a resolution provided by One Kalamazoo or by writing and adopting a resolution that would specifically reflect the position of the library board.

15 cities in Michigan currently have a non discrimination ordinance on the books. Legislation is moving through the Michigan state house providing this same extension of protections to LGBT individuals.

Discussion: L. Godfrey said it is her understanding the ordinance covers housing, employment and public accommodations, issues that directly impacts KPL. Ms. Knott agreed that is correct.

President Wright thanked Ms. Knott for her presentation and indicated the board would consider the issue.

L. Godfrey suggested the board might want to take a position in support of the ordinance as it is in keeping with our current policies and would impact the library as an employer and a public facility. She wasn’t sure the board would want to accept the language presented, but would like to discuss whether the board might want to discuss the ordinance.

President Wright suggested writing a resolution to reflect library policy.

**MOTION: L. GODFREY MOVED AND C. ADDISON SUPPORTED THE MOTION TO DRAFT A RESOLUTION IN SUPPORT OF THE DISCRIMINATION PROHIBITED ORDINANCE AS APPROVED BY THE CITY.**

R. Brown said he takes umbrage with outside organizers coming into our community to push both sides of this issue and wishes we could find a way to keep outside influences outside of the community.

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



**MOTION CARRIED 6 – 0, with one abstention.**

(Mr. Vander Roest felt because of the position he holds in his church that the appropriate thing to do was abstain.)

Director Rohrbaugh said she would include this item on the October agenda.

### ACTION ITEMS

#### B. FMLA Policy

**Recommendation: Director Rohrbaugh recommended adoption of a Family and Medical Leave Act (FMLA) Policy for KPL.**

Executive  
Summary:

We have in place procedures for handling FMLA situations. Our KPLA and KPLSP contracts, Employee Handbooks and Super/Tech and Administrator fringe benefits statements contain language pertaining to FMLA. However, we do not have a board-adopted policy. Especially in light of new government rules and regulations and statutory notification requirements, the library's attorney, Kurt Sherwood, advised the board adopt such a policy.

The recommended Policy draft was modeled after the U.S. Department of Labor's "Fact Sheet No. 28," which also was intended to serve as a policy guide for employers. Our draft indicates that this policy will be the basis for compliance by all non-represented (non-union) employees and by represented (union) KPL employees unless their collective bargaining agreement conflicts with specifics of the policy, in which case the collective bargaining agreement will supersede the Policy.

The Policy draft incorporates specific language that was negotiated with KPLSP in the spring of 2009 and is contained in the current KPLSP Agreement. It is Administration's desire to adopt this language for Supervisory Technical and Administrative employees. Such adoption will require a change in the Supervisory Technical and Administrator fringe benefits statements. It will not apply to KPLA employees, as the language differs from language in the current KPLA contract.

The Policy draft also incorporates specific language that is included in the current Supervisory Technical and Administrative employee fringe benefits statements. This provision will not apply to represented KPL employees, as it does not appear in either collective bargaining agreement.

The director's belief is that it is in the best interest of KPL and our compliance with federal regulations to have an FMLA policy adopted by our Board.

The proposed policy was reviewed and supported by the Personnel Committee.

**MOTION: R. BROWN MOVED AND L. GODFREY SUPPORTED THE MOTION TO ADOPT THE FMLA POLICY AS RECOMMENDED.**

Discussion; J. Vander Roest commented he has drafted a number of FMLA policies and that this is a good, comprehensive policy and it would be well-advised for the board to adopt it.

In response to a question from L. Godfrey, the director indicated adoption of the policy would change current procedures, providing exceptions regarding the use of vacation and sick leave when an employee's spouse, significant other, child, or parent has a terminal illness or has been hospitalized with a diagnosed life-threatening illness or injury.

This language was negotiated with the KPLSP and would now extend to non-represented staff. There were no negotiations with KPLA this year so current contract language would remain intact for that group.



**Motion carried 7-0. The FMLA Policy was adopted.**

The director indicated affected fringe benefits statements would be revised accordingly and brought back to the board for approval.

C. KPLSP Library Assistant Reclassification

**Recommendation:** Director Rohrbaugh recommended the reclassification of the Library Assistant 3 position, assigned to Washington Square and Eastwood Branches, to a Library Assistant 4, effective October 1, 2009.

**MOTION:** IT WAS MOVED BY R. BROWN AND SUPPORTED BY L. GODFREY TO RECLASSIFY THE LIBRARY ASSISTANT 3 POSITION ASSIGNED WASHINGTON SQUARE AND EASTWOOD BRANCHES TO A LIBRARY ASSISTANT 4 EFFECTIVE OCTOBER 1, 2009.

Executive Summary:

Two half time positions are being combined into one full-time position. The positions are held by a single incumbent, whose duties at the two branches are identical. In addition to general library assistant work at the branch sites, this position supports services to the Spanish speaking community. Responsibilities include:

- Support for outreach activities such as participation in festivals and fairs;
- Support for programming, such as computer classes for Spanish speakers;
- Liaison activity with community organizations, e.g. the Hispanic American Council and New Latino Visions;
- Support for the development of KPL's Spanish language web pages;
- Oral and written translation services at the branches and for general library purposes, as needed.

The job and these responsibilities have evolved and grown as the library has strengthened its commitment to diversity and placed a greater emphasis on outreach to the Spanish speaking constituency.

Analysis of the revised job description, using the library's Position Classification System, clearly indicates that the position merits reclassification. Factors in which the revised job description ranked higher than before include 'interpersonal interactions & skills,' 'independent judgment & probable impact,' and 'innovation & response to change.'

An implementation date of October 1 for the reclassification would yield a financial impact of \$893 for FY 2009-2010.

The recommendation was reviewed and is supported by the Personnel Committee.

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Discussion: L. Godfrey asked if the incumbent were not in the position if the requirements for the position would be the same. A. Rohrbaugh indicated that if the incumbent left the position we would look for someone with similar Spanish skills for the position.

R. Brown commented the incumbent helped us to learn what it is we need from this position.



**Motion carried 7-0.**

REPORTS

D. Eastwood Branch Library Report

Presentation: Director Rohrbaugh introduced Teresa Malynowsky-Rakowsky, lead librarian at Eastwood Branch, who welcomed the board and other meeting attendees to Eastwood Branch Library. She talked about the neighborhood demographics, reciprocal borrowers, and Eastwood's participation in the recently concluded summer reading program and activities.

Disposition: President Wright thanked T. Rakowsky for her report.

E. Summer Reading Wrap Up

Presentation: Director Rohrbaugh introduced Bill Caskey, Steve Siebers, Stewart Fritz and Kevin King, who reported on the various summer reading activities and games.

The presenters thanked the Friends of the KPL for their generous support of the summer reading program, the Marketing & Communications office for the wonderful materials produced in support of this program, and reported on the various program components, activities, and statistics for babies, pre-schoolers, school age children, 'tweens, teens and adults. The program was very successful with many numbers increasing in both sign ups and participation.

Over 1,000 summer reading program participants attended the finale this year, held inside central library on August 30. Activities for all age groups, including music enjoyed by all, were held throughout the central library.

Disposition: The board was pleased to receive the reports and President Wright thanked all the presenters on behalf of the board as well as everyone who had a part in providing such a successful summer program for all ages.

VI. COMMITTEE REPORTS

Finance & Budget Committee

**J. Vander Roest:** reported a meeting is set with auditors for October 19 to review the audit for 2008 – 2009. He met with auditors to answer board-related questions as they worked on the audit report.

Personnel Committee

**R. Brown:** Indicated the board saw the results of the committee's work earlier in the meeting.

Building Committee

**A. Rohrbaugh:** No report.

Ad Hoc Appeals Committee

Presentation: Board members Wright, Godfrey and Vander Roest and Kevin King, Head of Patron Services, met subsequently to the August board meeting to address the issue of how the

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appeals process might be improved for patrons who are denied access to the library. The following actions are indicated:

1. In the letter that is sent to patrons to deny access, paragraph three should read: "You may appeal this denial of access to the Library to the Library Board of Trustees by sending a letter to the Library Board of Trustees at the above address within ten (10) days of the date of this letter. (Note: the change is an increase from five to ten days for an appeal to the board.)"
2. The letter to the patron should make clear that without a written appeal within the stated time frame, the denial of access will remain in effect.
3. The Rules of Conduct Implementation of Policy section should reflect the above changes in the letter.
4. Regarding the actual board meeting, "Appeals" will be placed under Recognitions, Resolutions and Communications as a "Communications" item.
5. Board meeting format:
  - a. Person denied access will have a reasonable period of time to state why they think they should not be denied access to the library.
  - b. Library Representative will state why they think the person should be denied and which rules were violated.
  - c. Board members will be allowed to ask factual questions for clarification only, not engage in dialogue.
  - d. The president will ask if there is a trustee who feels the ruling should be reviewed further or if the denial of access should stand.
  - e. If any trustee feels that further review is warranted then the matter is referred to staff for review.
6. The documentation related to the incident shall be presented to trustees before the board meeting.

Discussion: R. Brown asked if the intent is to take quick action during the same meeting when an appeal is made. L. Godfrey agreed that was the intent unless there is conflict on the board that would cause the issue to be sent back to the administrative staff.

Disposition: The suggested changes recommended by the Appeals Committee will be implemented as presented.

Director Rohrbaugh indicated she would return to the board with a revised "Library Rules of Conduct" policy to reflect the described changes. In the interim the changes will be made to the patron denial of access letter.

## **VII. OTHER BUSINESS**

### **A. Directors Report**

The director described the "Bookworm" project conceived and implemented by the Customer Service Committee as an informal method to solicit patron feedback. When completed the committee will tally and share the results.

She indicated she will be bringing a recommendation regarding bookmobile service to the board in October rather than in December as originally planned. She is gathering data to reflect bookmobile usage. She's looking at whether other library systems of our size provide bookmobile service as well as looking at our financial projections. We will need to look at all our services in light of the projected continuing decline in property tax revenues, but it is obvious to her that the bookmobile is at the top of the list. She believes her recommendation to the board will be to gradually phase out the service. We will need time to try to place staff

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in other positions as vacancies arise. She invited trustees to contact her about any specific information they would like her to provide related to this subject.

A. Rohrbaugh and V. Wright will attend the city commission meeting after this meeting concludes to accept a proclamation in support of “National Literacy Month” and to present the mayor with his READ poster.

Although we weren’t sure a Sunday afternoon indoor late summer party would be attract a crowd, it was clear on August 30 that the Summer Reading Finale was a hit. It was a wonderful event. Many staff worked to plan and execute it for around 1,000 attendees.

The world premiere of David Small’s graphic novel, “Stitches” was also very successful – we had standing room only and had to turn people away. The author has graciously agreed to do a repeat program next time he is in town.

Discussion: **R. Brown** asked how the changes in reciprocal borrowing are going. The director said staff report little negative response from reciprocal borrowers; they have had some questions from resident patrons. K. King said staff prepared many reciprocal borrowers for the changes ahead of time. L. Godfrey said she twice heard circulation desk staff do a wonderful job explaining the changes, particularly related to the “Hot Picks” issue to reciprocal patrons, making it a positive experience.

**J. Vander Roest** felt the Reading Together selection for 2010, *Snow Falling on Cedars* was an excellent choice with literary merit. A. Rohrbaugh said one reason this book was chosen is that the author will come to Kalamazoo for a program that will be funded by a grant from the Fetzer Foundation. It will be clear in all materials and advertising that Fetzer is paying for the visit.

**F. Brown** suggested the “Bookworm” survey might be made available electronically. K. King indicated the committee will be making the survey available online. A. Rohrbaugh indicated we would look into how else it might be offered electronically.

He also wondered how bookmobile patrons might be alternatively served and suggested a community kiosk; A. Rohrbaugh said we are finding many bookmobile patrons also visit our buildings. There are not a lot of unique users of the bookmobile. We will be looking at how to best serve those who cannot go to other library locations. A kiosk is a good thought but is probably cost prohibitive. L. Godfrey suggested a laptop at Book Bug might be accessible and more cost effective.

In response to a question about the Oshtemo courtyard, the director reported the colored concrete is complete, furniture is ordered, landscape repairs will be fairly minor and in the spring we expect to put up a plaque acknowledging the gift from Ms. Lillian Anderson, a long-time KPL employee who left a bequest to Oshtemo which is being used to pay for the courtyard improvements.

Disposition: Trustees received the information.

## VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

Gary Green, Head of Technical Services and Information Technology, explained the expenditure for information system servers listed in the notes to the Financial Reports about which a question was posed earlier in the meeting.

## IX. TRUSTEE COMMENTS

**C. TenBrink** enjoyed working at the summer reading finale party on August 30. She and Martha Lohrstorfer registered over 100 people for READ poster pictures. She and her

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husband also enjoyed the David Small program. She mentioned she worked for Ms. Lillian Anderson as a student assistant many years ago and remembers her fondly.

**R. Brown** extended kudos to those who put on the summer reading finale event which was well organized and well done. The crowd was orderly and the event was fun. David Small was impressive. He also mentioned stressing the partnership with the Fetzer Institute in providing the Reading Together author visit in 2010.

**J. Vander Roest** shared his memories of looking forward to Friends' book sales when he was 10 years old – a wonderland of books! He has long supported the sales with de-selected books from his personal collection and feels the sales are a great service to the community as well a support for the library. The Friends are an outstanding organization he appreciates very much.

**F. Brown** thanked the director, board president and Assistant to the Director for helping with his orientation to the library board. Everyone's willingness to work with him has been great. He also attended the summer reading party. It was incredible to see people streaming into the building on a Sunday afternoon to participate in all the activities and a pleasure to be with the enthusiastic staff. He noted this is only his second meeting as a trustee and that he is enjoying being part of the board, to help set direction within the library's vision and to get to know everyone.

**C. Addison** agreed with previous comments about the Friends and the summer reading party and mentioned she has had the opportunity to visit libraries around the country and has noted not all have such a good relationship with their Friends organizations.

**L. Godfrey** shared that the son of a friend who was in town who was recently hired as a 7<sup>th</sup> and 8<sup>th</sup> grade English was able to purchase five bags of books from the recent Friends book sale to furnish his classroom. Who knows what effect those books will have on his students...After the last *Link* came out she ran into two people in PR and marketing who both commented on the beautiful, well-done publication and the breadth and depth of our programs and activities. She also mentioned that KPL's Karen Santamaria has a lead role in the Civic Theater's production of *Fiddler on the Roof* and is very good – she encouraged everyone to attend.

**V. Wright** spoke about the sense of joy surrounding the library's relationship with the Friends – the 50<sup>th</sup> anniversary has given the board the opportunity to express their feelings in a formal way. She felt the format for the David Small event was very successful and gave him a good background for future similar events.

She thanked trustees for their thoughtful comments.

The director followed up C. Addison's comments appreciating our good relationship with the Friends.

**X. ADJOURNMENT**

Hearing no objection, President Wright adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 5:49 p.m.

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Cheryl TenBrink, Secretary