

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

DATE: January 15, 2007  
TIME: 4:00 p.m.  
LOCATION: Central Library  
Board Room  
315 S. Rose Street  
Kalamazoo, MI 49007

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

**PRELIMINARY BUSINESS**

Roll Call: All Trustees were present: Cynthia Addison, Donald Brown, Robert Brown, Loren Dykstra, Lisa Godfrey, James VanderRoest and Valerie Wright.

Approval of Agenda: The agenda was amended to add an item to "reports" regarding security at KPL's branch libraries.

**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 December 18, 2006 Regular Meeting

B. Personnel Item

**New Employee:**

**David Adams**, full-time supervisory/technical network technician, in Information Technology, effective December 18, 2006.

Disposition: The board accepted the Minutes of the Meeting of December 18, 2006 and the Personnel Item as presented.

**IV. FINANCIAL REPORTS**

A. Financial Reports for the Period Ending December 31, 2006

**Recommendation:** A. Rohrbaugh recommended the board accept the Financial Reports for the Period Ending December 31, 2006 as presented.

**MOTION:** L. GODFREY MOVED AND J. VANDERROEST SUPPORTED ACCEPTANCE OF THE FINANCIAL REPORTS FOR THE PERIOD ENDING DECEMBER 31, 2006 AS RECOMMENDED.

Executive

Summary

A. Rohrbaugh indicated we are at mid-year; the written summary of our current position from D. Schiller is self-explanatory.



**Motion carried 7-0.**

## V. REPORTS AND RECOMMENDATIONS

### Action Items

#### A. Records Retention Policy

**Recommendation: Director Rohrbaugh recommended board approval of a Records Retention Policy to be effective upon approval.**

#### **MOTION:**

**L. GODFREY MOVED AND J. VANDERROEST SUPPORTED APPROVAL OF THE RECORDS RETENTION POLICY AS RECOMMENDED.**

Executive  
Summary:

Michigan law (MCL 399.5 and 750.491) requires that all public records be listed on an approved Retention and Disposal Schedule that identifies how long records must be kept to satisfy administrative, legal, fiscal and historical needs. Schedules also identify when records may be destroyed, and when certain records can be sent to the State Archives of Michigan for permanent preservation.

The General Schedule #17 (GS #17), developed for Michigan public libraries by the Michigan Department of History, Arts and Libraries/Records Management Services and approved by the State Administrative Board, covers records that are most commonly found in public libraries and are deemed necessary.

The recommended policy states KPL will manage its records in accordance with the GS#17 and will amend its procedures as necessary to remain in compliance. The policy was reviewed and endorsed by Library of Michigan personnel.

Discussion:

In response to a question from D. Brown, A. Rohrbaugh indicated procedures followed by KPL regarding the deletion of patron records comply with the GS #17 schedule. An in-service will be provided to managers to be sure everyone is complying with the policy.



**Motion carried 7-0.**

### Reports

#### B. Reading Together Report

Presentation:

Joan Hawxhurst, Program Coordinator, reported on the 2007 Reading Together program, featuring the book "Curious Incident of the Dog in the Night-Time." She highlighted planned programs, activities and discussions. It is expected more students will be involved this year because of the book choice. Although the author will not participate this year, we will be able to more fully showcase other events as a result.

C. Addison asked whether trustees would like to invite Portage District Library trustees to a joint discussion of the book. It was agreed she will issue an invitation to PDL's board president for a March 19 discussion.

Disposition:

Trustees thanked J. Hawxhurst for the report.

#### C. Digital Initiatives Report

Presentation: Michael Holverstott-Cockrell, Head of Loan and Outreach Services, demonstrated and shared information about e-books, the “Playaway” (a device containing one digital book), on-demand digital video and console video games.

Disposition: Trustees expressed their appreciation to M. Cockrell.

D. Committee of the Whole on Financial Planning

**MOTION: J. VANDERROEST MOVED AND D. BROWN SUPPORTED THE MOTION TO MOVE TO A COMMITTEE OF THE WHOLE TO DISCUSS OPTIONS FOR PLANNING FOR A MILLAGE ELECTION.**

**Roll Call Vote: L. Dykstra – yes; J. VanderRoest – yes; R. Brown – yes; D. Brown – yes; V. Wright – yes; L. Godfrey – yes; C. Addison – yes.**



**Motion Carried 7-0.**

The meeting moved to a committee of the whole at 4:55 p.m.

Presentation: Don Schmidt, the board’s attorney, presented information and answered questions regarding legal requirements to place a millage issue on a ballot, rate limits including Headlee restrictions, current rates authorized for KPL, information that must be included on a ballot, how to define what could be described as a “renewal” millage, length of authorization including “in perpetuity,” what is allowable under law regarding funding and working on a campaign, options strategies as to when a millage question could be placed on the ballot.

After an extended discussion of these issues, President Addison said she would convene a meeting with L. Godfrey, A. Rohrbaugh, M. Doud and D. Schiller to talk about forming a campaign committee and would plan to return to the board with a recommendation.

Trustees thanked D. Schmidt for attending.

**MOTION: J. VANDERROEST MOVED AND R. BROWN SUPPORTED THE MOTION TO RETURN TO REGULAR SESSION.**

**Roll Call Vote: L. Dykstra – yes; J. VanderRoest – yes; R. Brown – yes; D. Brown – yes; V. Wright – yes; L. Godfrey – yes; C. Addison – yes.**



**Motion Carried 7-0.**

The meeting returned to regular session at 5:45 p.m.

E. MelCat Report

Presentation: Michael Holverstott-Cockrell reported we expect to begin borrowing and lending books via the MelCat service within the week, depending upon when the Library of Michigan finishes loading our data. This will greatly reduce our traditional interlibrary loan service. It is expected we will both loan and borrow more materials by participating in MelCat.

Disposition: Trustees received the information.

F. Security at KPL’s Branch Libraries

Presentation: A. Rohrbaugh reported the number of security guard hours at Washington Square Branch per week were increased recently due to the difficulty staff was having controlling the increase in misbehavior by patrons there, particularly after school and on Saturdays. Both staff and patrons are very appreciative of this extra help.

Problems with patron behavior have also escalated at Powell Branch. Neither the Douglass nor the library has felt it necessary to have a guard there in the past. In talking with the director of the Douglass Community Center it was determined if there is to be a guard, it will

be the library's responsibility to provide one. The director has asked Charles Services to provide a guard in the library only at Powell from 3:00 until closing. The guard will have responsibility strictly for the library. She thinks this is a reasonable next step and will keep the board informed on developments.

After some questions and comments from trustees, the director indicated we hope to get the behavior under control and continue to provide a welcoming atmosphere; if we continue to have problems we will need to consider other options.

Disposition: Trustees received the information.

## **VI. COMMITTEE REPORTS**

### Finance & Budget Committee

J. VanderRoest indicated the Finance & Budget Committee has a meeting scheduled.

### Personnel Committee

V. Wright said the Personnel Committee also has a meeting scheduled.

### Building Committee

A. Rohrbaugh said staff plan to meet with Kingscott later this week, so there is nothing yet to report to the board. It is expected the building committee will meet prior to the February board meeting.

## **VII. OTHER BUSINESS**

### A. Directors Report

A. Rohrbaugh said in the interest of time, she would let the written report stand except for two items:

1) The library has participated in a successful collaboration with New Year's Fest for nine years. Martha Coash was initially responsible for developing this relationship and has since been the library's site coordinator and liaison with the Fest board, with the assistance of Ann Sarenus. At M. Coash's instigation, site coordinator duties will now be taken over by Caitlin Hoag with the assistance of Janessa Breeding.

2) The drain field work at Oshtemo is nearly complete.

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

No one addressed the board.

## **IX. TRUSTEE COMMENTS**

There were no trustee comments.

## **X. CLOSED SESSION**

President Addison said Director Rohrbaugh asked for a closed session in order to discuss her six-month performance review and asked for a motion.

**MOTION: L. GODFREY MOVED AND J. VANDERROEST SUPPORTED A MOTION TO MOVE TO CLOSED SESSION IN ORDER TO CONDUCT THE DIRECTOR'S SIX-MONTH PERFORMANCE REVIEW.**

**Roll Call Vote:** L. Dykstra – yes; J. VanderRoest – yes; R. Brown – yes; D. Brown – yes; V. Wright – yes; L. Godfrey – yes; C. Addison – yes.



**Motion carried, 7-0.**

**The meeting moved to closed session at 6:27 p.m.**

**MOTION: V. WRIGHT MOVED AND L. GODFREY SUPPORTED A MOTION TO RETURN TO OPEN SESSION.**

**Roll Call Vote:** L. Dykstra – yes; J. VanderRoest – yes; R. Brown – yes; D. Brown – yes; V. Wright – yes; L. Godfrey – yes; C. Addison – yes.



**Motion carried, 7-0.**

**The meeting returned to open session at 7:37 p.m.**

**XI. ADJOURNMENT**

Hearing no objections, President Addison adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 7:38 p.m.

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Loren Dykstra, Secretary