

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

DATE:           October 22, 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.

Agenda Approval: The Summer Reading report was moved to the first item under the Reports section to allow presenters to leave early enough to attend another commitment.

**PRELIMINARY BUSINESS**

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

Absent: Loren Dykstra. It was noted that Mr. Dykstra was ill; trustees were concerned about his health and sent him wishes for a speedy recovery.

**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 September 24, 2007 Regular Meeting  
B.     Personnel Items

**Promotion:**

**Sam Hughes** has moved from library assistant 3, .9 time, in the children's room to library assistant 4, .75 time in Loan and Outreach Services, effective October 16, 2007. Sam recently moved to the children's room from a .5 loan services position and returned to LOS, where his primary duties will be to handle the MelCat system duties and staff the circulation desk.

**New Hire:**

**Tami Russell** began as library assistant 3, .5 time, in Loan and Outreach Services effective October 1, 2007. She comes to KPL with extensive successful customer service experience.

**Resignation:**

**Joan Hawxhurst** will resign from the position of Programming Specialist at KPL effective November 1, 2007 to accept the position of Assistant Director of Experiential Education at Kalamazoo College. Joan was instrumental in creating the *Reading Together* program which started with *Fahrenheit 451* by Ray Bradbury in 2003 and officially joined the salaried staff in 2005 when KPL became the primary facilitator of the *Reading Together* program.

Disposition: The board accepted the Minutes of the Meeting of September 24, 2007 and the Personnel Items as presented.

#### **IV. FINANCIAL REPORTS**

A. Financial Reports for the Period Ending September 30, 2007

**Recommendation:** **A. Rohrbaugh recommended the board accept the Financial Reports for the Period Ending September 30, 2007 as presented.**

**MOTION:** **R. BROWN MOVED AND L. GODFREY SUPPORTED ACCEPTANCE OF THE FINANCIAL REPORTS FOR THE PERIOD ENDING SEPTEMBER 30, 2007.**

**Executive Summary:** A. Rohrbaugh pointed out we have received \$500,000, which represents what we believe is less than half of an anonymous bequest we were not expecting to begin receiving until the first quarter of 2008. The Fund Development Committee will meet soon and will talk about the possibility of using it for RFID; we also received the Law Library payment from the county.



**Motion carried 6-0.**

#### **V. REPORTS AND RECOMMENDATIONS**

##### **Action Items**

A. Audit for Fiscal Year 2006/2007

**Presentation:** Director Rohrbaugh introduced Mr. Thomas Cole and Ms. Kelly Baxter, CPAs from Plante and Moran PLLC.

Auditors presented audited financial statements and accompanying graphed information to trustees. The library's finances are in "great shape" and need no adjustments. They felt D. Schiller, Head of Finance & Budget, and her staff did an outstanding job and the library is to be congratulated.

**MOTION:** **THE FINANCE & BUDGET COMMITTEE RECOMMENDED AND L. GODFREY SUPPORTED BOARD ACCEPTANCE OF THE AUDITED FINANCIAL STATEMENTS FOR KALAMAZOO PUBLIC LIBRARY FROM PLANTE AND MORAN PLLC FOR FISCAL YEAR 2006/2007.**



**Motion carried 6-0.**

##### **Reports**

B. Summer Reading Wrap Up

**Presentation:** Presentations were given by Susan Warner, Head of Youth and Branch Services, Steve Siebers, Children's Librarian, Cory Griminick, Teen Librarian and Michael Cockrell, Head of Adult Services, about the reading programs and activities offered at KPL for all ages over the summer of 2007. Program attendance and reading game participation was good; the end of summer party attendance was believed to be at least 750.

**Disposition:** The board expressed their appreciation for the efforts of all staff involved in providing such a successful summer of programming.

C. MelCat

Presentation: Kevin King, Head of Loan and Outreach Services, explained how the MelCat interloan program works, and indicated our patrons are increasingly participating at higher levels, and that the expected balance of one to one between what we loan and borrow is close to being realized.

Disposition: C. Addison thanked K. King for the report.

## VI. COMMITTEE REPORTS

### Finance & Budget Committee

J. VanderRoest: The committee met in October and carefully reviewed the annual audit. Auditors were complimentary to D. Schiller and her staff and he added his thanks.

### Personnel Committee

V. Wright: No report.

### Building Committee

A. Rohrbaugh: The committee will meet in the next week.

### Millage Committee

A. Rohrbaugh: The committee had no report but will meet soon.

## VII. OTHER BUSINESS

A. Directors Report

The director and Mary Doud, Deputy Director, met with new KPS Superintendent Michal Rice, who places particular emphasis on early childhood literacy and summer reading programs.

She also indicated she wanted to confirm support from the board in continuing to investigate RFID. Last spring personnel from Kalamazoo College's library spoke to the board about their experience with implementing RFID. The next step for KPL would be to send requests for proposals in early December to the three companies who sell RFID with a response due in early January. She would expect to provide an information session on RFID for the board at its December meeting. RFP responses would be reviewed and companies invited to demonstrate their products. It would likely be a multi-year process to fully implement. This project would take a lot of time and work and she asked if the board would endorse following the path described.

In response to trustee questions she estimated the ballpark cost at between \$7-800,000 spread out over two or more years and a cost of 50 - 60 cents per book for tags. Implementation would make it faster for staff to check out and inventory materials. This is the next step in the evolution of library technology and she recommended we proceed.

Funding options were discussed and although no conclusions were reached, it was the consensus of the board that we need to move forward with RFID.

Plans for the December Art Hop were described; 35 authors have committed to participating to date; books will be available for purchase and signing; the Friends book store will be open with TAB members' gift wrapping purchases. We will also have musical entertainment and some artists (including staff) exhibiting and selling their work.

In response to a question from J. VanderRoest, the director said KPL's membership in the Urban Libraries Council has been very beneficial. If they provide audio conferences of interest to trustees, she will alert them.

Disposition: Trustees received the report.

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

No one addressed the board.

**IX. TRUSTEE COMMENTS**

J. VanderRoest regretted he is unable to attend many KPL programs due to other commitments.

V. Wright commented she hoped the government documents celebration scheduled for the next evening would be a successful event.

C. Addison said she is in awe of all the things in which the library is involved.

**X. ADJOURNMENT**

Hearing no objections, President Addison adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 5:30 p.m.

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Loren Dykstra, Secretary