

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

DATE: October 23, 2006  
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 approved as presented.

**I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS**

Trustees recognized Catherine Larson, retired local history librarian, who recently received the prestigious "State History Award" in the "distinguished professional service" category from the Historical Society of Michigan. The book "Aerial Photography of Northern Michigan" was placed in the library's history room collection in her honor.

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

No one addressed the board.

**III. CONSENT CALENDAR**

- A. Minutes of the September 25, 2006 Regular Meeting
- B. Personnel Items

**Resignations:**

**Nancy Kehrle**, from her half-time KPLSP position in Ready to Read within Youth & Branch Services effective September 17, 2006. Ms. Kehrle had worked in the R2R position since 2002.

**Matt Mayes**, from his full-time S/T Information Systems Analyst position within Technical Services/Information Technology effective October 5, 2006. Mr. Mayes began at KPL in a half-time position within KPLSP in 2000.

**Transfers:**

**Jeremy Breeding**, from his current half-time KPLSP LA 3 position in Loan & Outreach Services to the half-time position of the same classification in Ready to Read within Youth and Branch Services effective October 19, 2006.

**Michael Noblit**, from his current half-time KPLSP LA 3 position in Youth & Branch Services assigned to Eastwood and Washington Square Branches to the half-time position in Loan & Outreach Services vacated by Jeremy Breeding effective October 19, 2006.

**Temporary Assignments:**

**Valerie Osborne**, assumed lead librarian responsibilities at Powell Branch Library effective October 1, 2006, until the lead librarian position at Powell is filled. Her regular assignment is .5 librarian assigned to Oshtemo and Washington Square, within Youth & Branch Services.

**Karen Santamaria**, assumed lead librarian responsibilities for Teen Services effective September 1, 2006, until the position is filled. Her regular assignment is .5 teen librarian, within Youth & Branch Services.

Disposition: The board accepted the Minutes of the Meeting of September 25, 2006 and the Personnel Items as presented.

#### IV. FINANCIAL REPORTS

##### A. Financial Reports for the Month Ending September 30, 2006

**Recommendation:** A. Rohrbaugh recommended the board accept the Financial Reports for the Month Ending September 30, 2006 as presented.

**MOTION:** R. BROWN MOVED AND L. GODFREY SUPPORTED ACCEPTANCE OF THE FINANCIAL REPORTS FOR THE MONTH ENDING SEPTEMBER 30, 2006 AS RECOMMENDED.



**Motion carried 7-0.**

#### V. REPORTS AND RECOMMENDATIONS

##### Reports

##### A. 2005/2006 Audit

**Presentation:** Diane Schiller, Head of Finance & Budget, introduced Tom Cole, Kim Hoppe and Kelly Baxter of Plante & Moran who performed the annual audit for KPL for 2005/06 and walked through the statements and graphs with the board indicating the reports show KPL's books are in excellent condition. They were very complimentary to Ms. Schiller and office personnel.

Mr. VanderRoest, Finance & Budget Chair, indicated the committee met with staff and Plante & Moran to review the audit closely and they gave management and Ms. Schiller high marks and the "best possible blessing" for the 05/06 audit.

**MOTION:** L. GODFREY MOVED AND J. VANDERROEST SUPPORTED ACCEPTANCE OF THE 2005/2006 AUDIT/FINANCIAL REPORTS AS PRESENTED.



**Motion carried 7-0.**

##### B. Mission, Vision and Core Values

**Presentation:** Director Rohrbaugh reported she and KPL's management team feel it is time to review the library's strategic plan, which includes the mission and vision statements and core values. A committee of staff members, trustees, Friends and citizens led by a facilitator developed

the strategic plan in 1991. The plan was slightly tweaked in 1993 and 1999. We want to have the best tools with which to communicate with the public and that includes having the best and clearest words to explain how we serve the public and why we exist. Since it has been 16 years since the plan has been looked at carefully it seems appropriate to review it now.

She suggested that she would like to bring a recommendation to the December meeting for a plan for review that would likely include a similar process to the one followed in 1991, that is a facilitator would lead a group of 15 - 20 stakeholders in reviewing the plan and either confirm it as is or suggest changes. The time commitment expectation would be about 10-12 hours over three sessions. She asked if trustees would be receptive to that approach.

Discussion: Trustees discussed the importance of not changing our purpose for existing through changes in the mission and vision statement and concern about the protection of KPL's 501 C-3 status. There were also questions about the possibility of finding a facilitator who knows libraries. It was agreed that the language might be recast to do a better job of selling what we do and that it would not change what we do.

Disposition: Ms. Rohrbaugh will bring a recommendation to the December meeting keeping trustee comments in mind.

C. Great Grown-Up Spelling Bee

Presentation: Andrea Enyedi, Ready to Read Coordinator, informed trustees of the plans for the Great Grown-up Spelling Bee, the annual fundraiser for Ready to Read, set for November 18, 2006. This year we have 10 new sponsors, pledges to date are \$28,500 and sponsorships are up by \$5000 over last year. Last year we had four silver level sponsors of at least \$1500; this year we have eight so far. We have 22 teams of spellers and cheerleaders signed up, a record number.

Disposition: Trustees received the information and were pleased to hear about the plans and successful fundraising.

D. What Makes a Book Obsolete?

Presentation: Katy Steadman, Head of Adult Services, examined the methods and the variety of criteria used to determine whether a book should be deemed obsolete and withdrawn from the collection using a number of materials as examples.

Disposition: Trustees received and appreciated the information.

**VI. COMMITTEE REPORTS**

Finance & Budget Committee

No report.

Personnel Committee

No report.

**VII. OTHER BUSINESS**

A. Directors Report

Director Rohrbaugh introduced Michael Holverstott-Cockrell, the new Head of Loan and Outreach Services, who was welcomed by trustees.

Continuing serious problems with timely receipt and accuracy of cataloging and processing from our vendor, Baker & Taylor, and steps taken to try to improve the situation were reported.

We have determined the drain field at Oshtemo needs to be replaced. After the Department of Health specifies what we need, an application for a permit will be filed and a price for replacement will be sought. The revised budget that will be brought to the December meeting will include the amount needed to accommodate the drain field replacement.

President Addison circulated a sign up sheet for trustees to greet at library public events.

## VIII. COMMITTEE OF THE WHOLE

**MOTION: J. VANDERROEST MOVED AND V. WRIGHT SUPPORTED THE MOTION TO MOVE TO A COMMITTEE OF THE WHOLE IN ORDER TO CONDUCT A TRUSTEE FOCUS GROUP REGARDING THE FIRST FLOOR AT CENTRAL LIBRARY.**



Motion carried 7-0. The meeting moved to a committee of the whole at 5:30 p.m. to conduct a focus group regarding the first floor at central library.

**Presentation:** Marti Fritz, Community Relations Office Manager, provided background for trustees on the survey done on this subject and on two patron focus groups recently held. The trustee focus group followed that pattern and was conducted by Ms. Fritz.

**Discussion:** Trustees spent about 45 minutes suggesting ideas in a variety of areas to improve the first floor rotunda area for patrons.

**Disposition:** Their ideas were very much in line with those heard at the patron focus group sessions.

**MOTION: J. VANDERROEST MOVED AND V. WRIGHT SUPPORTED THE MOTION TO RETURN TO REGULAR SESSION.**



Motion carried 7-0. The meeting returned to regular session at 6:20 p.m.

## IX. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

## IX. TRUSTEE COMMENTS

**J. VanderRoest** said he is always interested in visiting other libraries to see what solutions they have for different things. He recently visited a library that was in the same building with an historical museum. That building because of its architectural significance drew him in – he feels our exterior at central is also architecturally significant and he'd like to see the interior match it.

**R. Brown** is interested in talking soon about when we will place a request on the ballot to replace the voted operational millage that expires in 2009. A. Rohrbaugh said she would bring information to the December meeting.

**L. Godfrey** said when she recently sat next to the president of Kingscott at a meeting it was suggested that we get rid of some columns in the central rotunda area which leads her to expect their suggestions will be creative.

**V. Wright** commented that whatever is done architecturally, though good at the time, has to change as times change.

**C. Addison** attended a recent PFLAG meeting held at central library and heard compliments all day about the cooperation from library staff members; she is proud to be associated with KPL.

**X. ADJOURNMENT**

Hearing no objections, President Addison adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 6:20 p.m.

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Loren Dykstra, Secretary