

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

DATE: October 26, 2009
TIME: 4:00 p.m.
LOCATION: Oshtemo Branch Library
Meeting Room
7265 West Main Street
Kalamazoo, MI 49009

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, except the first action item, Audit Review, was moved to immediately follow the consent calendar.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

Communication

Presentation: President Wright shared a letter from Senator Tom George, Chair of the Senate History, Arts and Libraries Appropriations Sub-committee. He wrote in response to the KPL Board resolution regarding the governor’s executive order disbanding the Department of History, Arts, and Libraries. He assured KPL trustees he was dismayed to learn of the plan to dismantle the HAL Department and services provided by the Library of Michigan. He has advocated for all library departments to be consolidated under the Department of State rather than under several departments as is directed in the executive order.

Disposition: The board received the communication.

Resolution

Presentation: President Wright introduced the resolution written by Trustee Godfrey in support of City Ordinance 1856. After the board voted to take a position of the ordinance at their September board meeting, she was directed by the board to write the resolution reflective of library policy. President Wright asked L. Godfrey to read the resolution into the record as a chance for the board to review and reflect on the library’s policies; the text follows:

WHEREAS, The Kalamazoo City Commission passed a non-discrimination ordinance on June 29, 2009 that would prohibit discrimination in employment, housing and public accommodations, and

WHEREAS, The Kalamazoo Public Library has as its vision to help create a community where people aspire to learn, engage and thrive; and

WHEREAS, The Kalamazoo Public Library includes as core values diversity across all aspects of organizational life, intellectual freedom and the patron's right to open access and a workplace characterized by integrity, compassion and respect; and

WHEREAS, The Kalamazoo Public Library Board of Trustees has established as a matter of policy the prohibition of discrimination or harassment of its employees or patrons based on race, color, religion, gender, gender identity, sexual orientation, age, national origin, veteran status, disability, height, weight, familial status, marital status, or any other characteristic protected by federal, state or local law or ordinance which policy extends to all employees and all who come into contact with KPL personnel; and

WHEREAS, The Kalamazoo Public Library Board of Trustees has established as a matter of policy that it will select materials and provide programming to anticipate, support and respond to the diverse informational, cultural and leisure needs of community residents of all ages; stimulate informed participation in the affairs of contemporary society; give access to a variety of viewpoints on matters of current interest; and reflect minority opinions as well as those of the majority.

NOW, THEREFORE, BE IT RESOLVED: The Kalamazoo Public Library Board of Trustees endorses City of Kalamazoo Ordinance No. 1856, commonly referred to as the Kalamazoo Non-Discrimination Ordinance, which provides that no person be denied the equal protection of the laws nor denied the enjoyment of his or her civil rights or be discriminated against because of their actual or perceived race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental disability, family status, sexual orientation, or gender identity.

MOTION:

L. GODFREY MOVED AND C. ADDISON SUPPORTED THE MOTION TO ADOPT THE RESOLUTION IN SUPPORT OF THE CITY OF KALAMAZOO ORDINANCE NO. 1856, WHICH PROVIDES THAT NO PERSON BE DENIED THE EQUAL PROTECTION OF THE LAWS NOR DENIED ENJOYMENT OF HIS OR HER CIVIL RIGHTS BE DISCRIMINATED AGAINST BECAUSE OF THEIR ACTUAL OR PERCEIVED RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, HEIGHT, WEIGHT, MARITAL STATUS, PHYSICAL OR MENTAL DISABILITY, FAMILY STATUS, SEXUAL ORIENTATION, OR GENDER IDENTITY.

Roll Call Vote:

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



MOTION CARRIED 5 – 0, with two abstentions. The resolution was adopted.

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
- B. Personnel Items

Judy Powell will retire effective October 31, 2009. Judy was hired at KPL in 1980 as an aide, (then called student assistant) and hired as a half-time salaried KPLSP library assistant/switchboard operator in 1981. She moved to a full-time position within the

audiovisual department in 1983 and to the library assistant 4 position at Powell Branch in 1997, where she has been since.

Wendy Mutch (Woltjer) resigned from the position of materials selection coordinator within Information and Reader Services, effective October 31, 2009. She began at KPL as a

Minutes of the October 26, 2009 Kalamazoo Public Library Board of Trustees Meeting, cont.

children's room librarian in 1999 and moved to the materials selection position in 2005. Wendy is moving from the Kalamazoo area.

Matt Smith, formerly law library intern, was hired to fill the half-time (.5) Library Associate position within Information and Reader Services, assigned to the Law Library, effective October 1, 2009.

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

ACTION ITEM (Change in agenda order)

A. 2008 – 2009 Audit

Presentation: Director Rohrbaugh introduced Tom Cole and Corey VanDyke, who were representing Plante & Moran, the board's auditors. Mr. Cole told the board they were able to provide an unqualified opinion for the 2008 – 2009 audit. Everything is in great shape. The systems are going well and there are no concerns. The statements were reviewed in detail with the Finance & Budget committee. He thanked the library business office staff, particularly Diane Schiller, for their assistance in the process.

MOTION: **J. VANDER ROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR FISCAL YEAR 2008-2009 AS PRESENTED.**

Discussion: J. Vander Roest explained there was one small note regarding electronic transfers. He noted we are handling these in the best way possible given the small number of business office staff we have.



Motion carried 7-0. The audit for 2008 – 2009 was accepted.

IV. FINANCIAL REPORTS

A. Financial Reports for the Period Ending September 30, 2009

Recommendation: **A. Rohrbaugh recommended the board accept the Financial Reports for the Period Ending September 30, 2009 as presented.**

She noted Diane Schiller had discovered an error on the investment report and had provided a corrected replacement copy for trustees.

MOTION: **R. BROWN MOVED AND L. GODFREY SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE PERIOD ENDING SEPTEMBER 30, 2009.**

Discussion: J. Vander Roest noted he appreciates D. Schiller's conscientiousness.



Motion carried 7-0.

B. Comments: State Governmental Finance Officers Conference

Presentation: Director Rohrbaugh told the board Diane Schiller recently attended the Government Finance Officers Conference and would provide some background information for trustees as they consider the bookmobile service recommendation and in preparation for the November 16 board retreat on finances.

Minutes of the October 26, 2009 Kalamazoo Public Library Board of Trustees Meeting, cont.

D. Schiller gave trustees some background information on expected general financial trends, which are not good. She focused on the excerpts from the presentation from Robert Klein, Michigan's State Treasurer. He indicated state-wide taxable value is expected to decrease by 6½% in the coming year. There is no question that it will decrease; it is a matter of how much. He said the state will not be able to balance the budget unless the revenue stream increases.

What this means for KPL is that we will need to construct next year's budget on a moving target of by how much the revenue will decrease. She took a straw poll of our partner governmental units. The estimate for Kalamazoo Township is a decrease of 1%; City of Kalamazoo, down 6.5% and Oshtemo and Texas Townships expect a flat year – no increase/no decrease. The biggest problem in 2010 will be commercial property – it is unknown where the bottom is yet.

She does not feel KPL will be as negatively affected as many other entities, but we will have declining revenue and need to proactively plan how to react. The biggest negative impact to property taxes is in commercial property, which is 30% of our tax base is predicted to take a significant hit in the 2010 tax year.

Director Rohrbaugh noted library tax revenues are expected to drop as much as 25% for Wayne County and 20% for Monroe County. Staff is working on as up to date information as possible for the November 16 board retreat discussion for this fiscal year and will try to forecast 2010-2011. We will update the 3-tiered cuts list to indicate what has been done so far.

We will also be costing out many of our services and managers will discuss at their next meeting what we believe are our core services based on the 18 Public Service Responses put out by Public Library Association that were shared with the board some time ago. We currently do at least something in all 18 and have fairly substantial initiatives in many. Many libraries are looking to re-examine their services through a strategic planning process in light of budget reductions. Most have identified 7 – 10 of the services as core objectives to use as a platform for all they do. We cannot continue at the level we are now in the 18 categories and must establish the community's and our priorities.

She wants to bring as much information as possible for consideration on November 16; the situation is sobering.

V. REPORTS AND RECOMMENDATIONS

ACTION ITEMS

B. Bookmobile Service

Recommendation: Director Rohrbaugh recommended approval to gradually phase out bookmobile service and end it totally no later than June 30, 2010, as a cost savings measure and for staff to begin planning for the provision of library service to those current bookmobile patrons who are unable to visit another library location.

MOTION: J. VANDER ROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO END BOOKMOBILE SERVICE AND PLAN FOR THE PROVISION OF LIBRARY SERVICE TO CURRENT BOOKMOBILE PATRONS UNABLE TO VISIT ANOTHER LIBRARY LOCATION AS PRESENTED.

Executive Summary:

The director indicated board members are aware that we need to make reductions in our services to respond to decreasing revenues. We are projecting a decrease of 5% in revenues, about \$550,000, for our fiscal year beginning July 1, 2010.

Minutes of the October 26, 2009 Kalamazoo Public Library Board of Trustees Meeting, cont.

Examining and prioritizing services will be the major thrust of board discussions in November and December as we begin to plan for next fiscal year, as well as any further reductions to be made for the year ending June 30, 2010. As we work on financial projections and costing and reviewing services, it has become increasingly clear that bookmobile as a service delivery option is not common in public libraries of comparable size and nature to us. The services provided by the bookmobile are available at the central library and branches with minimal inconvenience to most patrons. Those who rely upon the bookmobile and cannot access other locations can be served with less costly service delivery options.

Elimination of bookmobile service does not preclude the need for additional reductions in services and staff, but approval of this recommendation will give us time to plan for an efficient wind down of the service, to plan for service delivery to those without other library options, and to look for job placements for bookmobile staff. The wind down of the service will be gradual as there are opportunities to place staff elsewhere. It will likely end totally sooner, but definitely by June 30, 2010.

A more detailed report with the background and rationale for this recommendation was provided to trustees. If the recommendation is approved, the next steps will be placing bookmobile staff elsewhere and beginning a public relations campaign to current bookmobile users to explain library service options. This will not be the end of service reductions.

The recommendation was reviewed, considered in detail and is fully supported by the Finance and Budget Committee.

Discussion:

R. Brown said some have advocated for discontinuing bookmobile service for a good many years, but we have maintained it as long as we could afford to provide it. He said the director did a good job of documenting the inevitable.

L. Godfrey recalled the board made avoiding layoffs as long as possible a priority in a time of financial reductions. She said it was important to her to fulfill that priority and this recommendation does that since it allows for planning. A. Rohrbaugh said it was still her hope to avoid layoffs, but it will depend upon the extent of the financial reductions that are needed.

V. Wright asked how the bookmobile drivers will be affected. The director said we are hopeful for placements for the two drivers. They both have circulation and customer service experience with patrons. All bookmobile staff spend some time at Oshtemo and we may need increased help with deposit collections and Via Mail if bookmobile patrons need the service.

In response to a question from C. TenBrink who asked if we would sell the bookmobile. A. Rohrbaugh said we would try to sell it, but the market may not be strong.



MOTION CARRIED 7 – 0.

Director Rohrbaugh said although this service cut was not a surprise, it is still painful. She will inform staff at the October 27 staff meeting.

REPORT

C. Oshtemo Branch Library Report

Presentation:

Director Rohrbaugh introduced Susan Warner, Head of Youth and Neighborhood Services. Her report centered on two new initiatives: the materials checkout kiosk and the patron pickup of holds. Oshtemo is the first location to put them into operation. She indicated although there have been a few glitches, patrons are learning the new procedures quickly and seem to be comfortable with them. It is expected the glitches will be worked out by the time these initiatives are instituted at central library.

Disposition: Trustees thanked S. Warner for the report.

VI. COMMITTEE REPORTS

Finance & Budget Committee

J. Vander Roest: indicated he had nothing further to report.

Personnel Committee

R. Brown: No report.

Building Committee

A. Rohrbaugh: reported the work in the circulation area at central is underway. The flooring replacement is complete and the electrical is roughed in. We are still within budget; the work is still expected to be completed by the end of the year.

Endowment Committee

V. Wright: a meeting is scheduled with Ed Knox, our representative from Arcadia Investments for early November, in time to receive information prior to the November board retreat.

VII. OTHER BUSINESS

A. Directors Report

The director told trustees M. Coash, Assistant to the Director, attended the community summit on “Emergency Preparedness Planning for the H1N1 Flu Virus” sponsored by Health and Community Services for the county. A number of measures and precautions have been taken and she assured the board we are in gear on this issue thanks to the leadership of the health department and M. Coash on behalf of the library.

J. Vander Roest asked the director to confirm that the description in one of the written information items that states the law librarian “will be assisting citizens who have filed a complaint...” does not mean legal advice is being given to patrons. The director felt the way the item was written was the problem, that we do not give legal advice, but said she would check into it and report back to the board.

V. Wright noted she rarely receives questions from citizens about decisions made by the board but has been asked about the recent changes in reciprocal borrowing.

L. Godfrey asked if the serials collection is one of the services being costed out for the board retreat on finances. A. Rohrbaugh said it was not, but that it would be added to the list.

J. Vander Roest wondered if it would be possible to cost out the 18 service points. The director said we would have to ponder whether that was possible; some would be easier to do than others.

Disposition: Trustees received the information.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

IX. TRUSTEE COMMENTS

J. Vander Roest appreciated the interactions with staff his sister-in-law, Lauri Wilson, had with staff regarding her recent successful poetry workshop and reading.

Minutes of the October 26, 2009 Kalamazoo Public Library Board of Trustees Meeting, cont.

R. Brown said it has been a great pleasure to be on the board and a fairly easy task in the past; he will be here for the tough times as well. He expressed the board's good fortune in having the current management staff to lead the organization through them; it won't be easy.

C. TenBrink supported R. Brown's comments. She noted that as a former bookmobile page in the 1960's, whose mother was the librarian at the time, she has a lot of empathy for the bookmobile patrons who will be displaced, but knows the staff will work on offering alternative services.

F. Brown is also sad to see the Bookmobile service end. He'd like to see creative solutions to replace the service and noted it is an opportunity to be innovative.

C. Addison commented she was very pleased to walk in the library recently and see that we had hand sanitizer readily available for patrons. She was especially pleased to see it was the foam type as she has heard people have been refilling their personal hand sanitizer containers with the liquid type at public locations. She also is sorry to see the bookmobile go, but understands it is necessary.

L. Godfrey said the board is grateful for the extra effort that library management makes to bring information to the board to allow them to make timely decisions for the greater good.

V. Wright acknowledged there is hard work ahead for the board, but it is not bad work. She believes everyone has their time and place and this is the board's time and place to work through these economic challenges. The Finance & Budget Committee will have a tough year ahead and wanted everyone to be aware of who the members are on the committee and thanked board members Jim Vander Roest, Chair, Cynthia Addison and Lisa Godfrey and management members Ann Rohrbaugh, Mary Doud and Diane Schiller. She asked that they be supported at this tough time and recognized their good work.

X. ADJOURNMENT

Hearing no objection, President Wright adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 5:23 p.m.

Cheryl TenBrink, Secretary