

**Kalamazoo Public Library**  
*OFFICIAL MINUTES OF THE BOARD OF TRUSTEES*  
*PUBLIC MEETING*  
Date: October 27, 2014  
Time: 4:00 p.m.  
Location: Central Library Board Room

**TRUSTEE ROLL CALL:**

Present: Fenner Brown, Bruce Caple, Lisa Godfrey, Cheryl TenBrink, James Vander Roest, and Valerie Wright

Absent: Robert Brown

**CALL TO ORDER:**

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

**AGENDA APPROVAL:**

The agenda was approved.

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**I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS**

RECOGNITIONS:

Director Rohrbaugh recognized Fenner Brown for his service on the Kalamazoo Public Library Board of Trustees from 2009 to 2014.

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

No one addressed the Board.

**III. CONSENT CALENDAR**

A. *Minutes of the Meeting of September 22, 2014*

B. *Personnel Items*

The Minutes of the meeting of September 22, 2014 and the personnel items were accepted.

**IV. FINANCIAL REPORTS**

A. *Financial Reports for the Month Ending September 30, 2014*

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the month ending September 30, 2014.

MOTION: V. WRIGHT MOVED AND F. BROWN SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING SEPTEMBER 30, 2014.

MOTION CARRIED 6-0.

**V. REPORTS AND RECOMMENDATIONS**

RECOMMENDATIONS:

A. *2013 – 2014 Audit – Stephen W. Blann*

Recommendation: Director Rohrbaugh recommended the Board accept the audited financial statements for the year ending June 30, 2014.

Executive Summary: S. Blann was present for the acceptance of the audited statements for the year ending June 30, 2014. S. Blann presented a slideshow that served as an overview of the financial statements report.

Discussion: Director Rohrbaugh introduced S. Blann from Rehmann Robson. S. Blann thanked the Financial Office staff for preparing high-quality source materials for the report and doing an overall excellent job, especially considering the size of the department. S. Blann began by drawing attention to a number of financial highlights including an increase in the Library's total net position, an increase in government funds, and the current balance of the general fund.

An overview of financial statements was given next, broken down into three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements.

L. Godfrey stated in past years the audit frequently compared KPL to other Class VI Libraries in Michigan. S. Blann responded saying, procedurally, it made more sense for such a comparison to be done by KPL management while Rehmann focused entirely on the audit itself. Blann also noted that many Class VI Libraries in Michigan have not submitted their end-of-year reports yet and mentioned KPL's audit was completed comparatively early. S. Blann and D. Schiller agreed that it made more sense to wait until a more accurate comparison could be made and if Rehmann was requested to participate in that process, they would certainly do so at that time.

J. Vander Roest inquired as to when that process might be undertaken and D. Schiller stated that it would most likely happen around mid-winter. V. Wright raised the question of where that information is stored and whether it was publicly available. S. Blann responded saying library reports such as these are posted on the State of Michigan's website for public access. Additionally J. Vander Roest indicated that a perceived deficiency in Financial Office staff has been a topic of discussion during each of the audits conducted in his tenure as a board member and this has always been due the flexibility of KPL's Financial Office staff and the tendency to share tasks and responsibilities.

S. Blann thanked KPL staff for the hard work that went into providing Rehmann with the source materials for the audit and the board thanked S. Blann for his report.

MOTION: L. GODFREY MOVED AND J. VANDER ROEST SUPPORTED THE MOTION TO ACCEPT THE AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDING JUNE 30, 2014.

MOTION CARRIED 6-0.

*B. Position Reclassification*

Recommendation: Director Rohrbaugh recommended a change in classification of a vacant position in Adult Services from .5 time library associate to a .5 time librarian I effective with filling the vacancy.

Executive Summary: During the review process that accompanies the posting of position vacancies, it was determined that much of the work associated with this position, and especially the selection and maintenance of the ebook collection, and handling patron suggestions for fiction and nonfiction has long been a librarian responsibility.

The additional cost for this reclassification would be about \$4,200 annually and about \$2,800 for the remainder of the fiscal year.

Discussion: Director Rohrbaugh summarized the recommendation and the rationale behind the classifications

MOTION: J. VANDER ROEST MOVED AND F. BROWN SUPPORTED THE MOTION TO ACCEPT THE RECOMMENDATION TO RECLASSIFY THE VACANT .5 TIME LIBRARY ASSOCIATE POSITION WITHIN ADULT SERVICES TO A .5 TIME LIBRARIAN I POSITION EFFECTIVE WITH FILLING THE VACANCY.

MOTION CARRIED 6-0.

REPORTS:

*C. First Quarter Strategic Planning Statistics*

Report: Director Rohrbaugh explained that most items in the strategic planning goals were on target and those that seem to indicate a discrepancy when compared to the timeline of the fiscal year can be explained by seasonal focuses and/or rescheduled implementation. She indicated the surveys are being conducted quarterly and are on track.

The statistics are to be discussed amongst individual departments at staff meetings over the next week or two.

Discussion: L. Godfrey raised a question regarding a target date listed in items 1.4 and 3.5 wondering if perhaps it was a typo and should, in fact, be changed. Director Rohrbaugh agreed and noted that the target date associated with item 6.3 also needed a fix.

L. Godfrey continued by pointing out that the fields in items 1.4 and 3.5, which regard Youth Services programming in the digital lab, were blank and asked if that was intentional. Director Rohrbaugh stated that it was intentional and that Youth Services use of the digital lab was a priority for the remaining quarters in the fiscal year.

V. Wright commented that item 4.2, regarding teen programming participation was well ahead of schedule and item 4.3 regarding use of the Teen Room was slightly behind schedule. Director Rohrbaugh stated that discussions with the library staff responsible for reporting those figures

seems to indicate that a larger figure should be used as a goal in the case of item 4.2 and a less ambitious goal was reasonable for item 4.3.

F. Brown inquired about item 6.3 regarding the total number of patrons using the digital lab, and asked whether or not it was being used as it was initially intended thus far. Director Rohrbaugh stated that it we felt as though we were off to a good start and that so far more users have been making use of the facility for digitization purposes as opposed to production purposes. K. King commented that the goal for that item was somewhat arbitrary given that the digital lab is in its first year and it was somewhat difficult to predict immediate patron response. He went on to state that very shortly, there will be a campaign aimed in engaging teens and college students which will include specialized programming in the lab and promotion of the lab outside of library. F. Brown also stated that he thinks programs aimed at senior citizens and the preservation of their photographic collections would be well-received.

Disposition: Trustees thanked Director Rohrbaugh for the update.

*D. Legislative Update – Diane Schiller*

Report: D. Schiller brought two pieces of legislation to the board’s attention. The first is a revision to the District Library Act which would allow a district library to continue to function in the event that one or more of its municipalities become disincorporated. The second is a form of Downtown Development Authority legislation which would seek to reign in several of the more sprawling definitions of what constitutes a downtown.

Discussion: D. Schiller stated an additional bit of legislation related to the DDA legislation is the ongoing discussion regarding the proposed Corridor Improvement Authority affecting the west side of Drake Road in Oshtemo Township. She said that Oshtemo was now seeking a Brownfield tax-capture process which would not allow individual entities from opting out of participation.

B. Caple asked whether or not that meant the Corridor Improvement Authority was being scrapped. D. Schiller replied that it was not; it merely failed to generate the level of involvement required to be successful. Instead, it is being incorporated into the Brownfield plan. J. Vander Roest asked whether or not the area was environmentally-sensitive enough to be considered a true Brownfield. D. Schiller said she did not know for certain, but Oshtemo Township was convinced the area fit the protocol for such a tax capture.

Director Rohrbaugh mentioned, regarding the topic of the DDA legislation, the general consensus within Michigan library networks was that it would have no effect on libraries at all.

*E. Day in the Life of FM – Susan Lindemann*

Report: S. Lindemann showed a video that she had created and set to music using the digital lab which demonstrated all the things Facilities Management does throughout a typical day at Kalamazoo Public Library.

Discussion: L. Godfrey asked S. Lindemann whether KPL owned all the equipment we use for lawn care and snow removal. S. Lindemann answered in the affirmative and elaborated saying KPL staff takes care of the lawn care work at the Oshtemo branch and Central Library. The remaining branches are taken care of by an outside firm- the Green Grass Company.

L. Godfrey and J. Vander Roest said they were very impressed with the video, and S. Lindemann said she felt as though her staff had a wonderful time creating it. She said they were enthusiastic and saw it as an opportunity to truly demonstrate the wide variety of tasks and duties undertaken by Facilities Management on a day to day basis. Director Rohrbaugh expressed plans to show the video at the December salaried staff meeting. J. Vander Roest said he thought it was likely to see staff taking more pride in their buildings upon understanding the amount of work that goes into keeping them clean and functional.

Disposition: Trustees thanked S. Lindemann for her report.

**VI. COMMITTEE REPORTS**

- A. *Finance and Budget Committee* – J. Vander Roest stated the committee had recently had their largest annual meeting, the results of which were demonstrated in Stephen Blann’s audit presentation.
- B. *Personnel Committee* – B. Caple mentioned the Personnel Committee had been in communication to review and approve the Position Reclassification within Adult Services.
- C. *Fund Development and Allocations Committee* – No meeting.
- D. *Director’s Building Advisory Committee* – No meeting.
- E. *Legal Liaison Committee* – J. Vander Roest indicated this committee had met recently to discuss the matter of whether or not our legal services should be put out to bid once again. At the conclusion of this discussion, it was decided to not to this because of the high level of service and good rates KPL enjoys with the current arrangement.

**VII. OTHER BUSINESS**

- A. *Board Nominating Committee* – President TenBrink gave an update on the process of nominating officers for the KPL Board of Trustees for the 2015 calendar year. L. Godfrey has agreed to chair the committee. V. Wright and F. Brown would normally serve on this committee, but with F. Brown departing, President TenBrink will serve in his stead. At the December 2014 Board meeting, a slate of officers will be brought for review.

*B. Director’s Report*

Report: Director Rohrbaugh began by mentioning a push by the Institute for Library and Museum Services for libraries to obtain 3D Printers. There is a company called 3D Tech that has made an offer to libraries across the country to obtain 3D printers free of charge. The emphasis would be on Science, Technology, Engineering, and Math (STEM) akin to a number of summer

programs undertaken by KPL. KPL has applied for one of these machines and if chosen, it would be placed in the digital lab.

Director Rohrbaugh directed the trustees' attention to an item regarding the phone task force stating that due to a change in the e-rate rules, KPL no longer qualifies for any reimbursement. This means that KPL no longer has to adhere to the specific timeline put forth by the consultant, but we will be upgrading the phone system so that we are in compliance with legal standards by 2016.

Additionally she discussed the recent Michigan Library Association Conference in Grand Rapids and Kevin King's position as conference chair, progress being made towards obtaining a grant for the installation of Looped Technology, the final dispersal of the funds associated with the millage campaign, and some website maintenance that is currently being conducted on the 'Books' section of our website.

Discussion: V. Wright asked for additional details regarding M. Cockrell's recent attendance of a focus group at WMU convened to discuss issues and strategies for dealing with school suspension. M. Cockrell replied saying he was invited because the WMU College of Education recognized public libraries as a resource and regular site of visitation for students who have been suspended from school.

L. Godfrey asked about KPL's involvement in the 'Matter of Balance' programs. K. King said Angela Fortin has contacted the Area Agency on Aging to bring them to the Oshtemo branch to run a program aimed at reducing the fear of falling among older patrons.

F. Brown asked for KPL's official stance on the issues recently discussed by DKI regarding panhandling in downtown Kalamazoo. Director Rohrbaugh pointed to KPL policies which ban panhandling within the library, but it is allowed outside of our building under the tight restrictions that have been imposed by City of Kalamazoo.

Disposition: Trustees thanked Director Rohrbaugh for her report.

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

No one addressed the Board.

#### **IX. COMMENTS BY TRUSTEES**

- L. Godfrey mentioned that B. Brown's mother had very recently passed away. She also said that having viewed KPL's most recent strategic planning statistics, it is pleasant to see that while other libraries seem to be experiencing a decline in elements of circulation, KPL's remain strong.
- V. Wright recently attended Art Prize in Grand Rapids and saw an author who had presented at KPL several years ago, Diane Carol Burdick, who wanted us to know that she has a new book on the history of Apple farming in Michigan. She also thanked J. Vander Roest for making sure she was included in the voter's guide for the upcoming election published by MLive.
- B. Caple said that he recently checked out a wonderful book here at KPL which contained a nameplate dedicated to M. Cockrell's 15 years of service. He also stated

that this year's Reading Together book was fantastic and he will be rereading it prior to the start of the events associated with it. He also thanked Richard Atwell for his long, loyal and continuing attendance at KPL board of trustees meetings.

- F. Brown thanked KPL staff and the board for all their hard work. He said it was an honor to have served on the board and he was sorry to have to miss the Great Grown-Up Spelling Bee this year.
- J. Vander Roest said that he has been greatly impressed over his terms as Treasurer to hear from the auditors what a fantastic job the financial office does year after year.
- President TenBrink said she has just gotten back from Italy and wishes Fenner well in his move there. She also mentioned she was looking forward to the Great Grown-Up Spelling Bee.

**X. ADJOURNEMENT**

Hearing no objection, acting President TenBrink adjourned the meeting at 5:25 P.M.

**X** \_\_\_\_\_  
Robert Brown  
Secretary