

**Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
BOARD RETREAT ON FINANCES (PUBLIC MEETING)**

DATE: November 16, 2009
 TIME: 4:00 p.m.
 LOCATION: Central Library
 Board Room
 315 South Rose Street
 Kalamazoo, MI 49007

PRELIMINARY BUSINESS

Roll Call: All Trustees were present: Cynthia Addison, Fenner Brown, Robert Brown, Lisa Godfrey, Cheryl TenBrink, James Vander Roest and Valerie Wright.

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

- 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**
None
- IV. FINANCIAL REPORTS**
None
- V. COMMITTEE OF THE WHOLE DISCUSSION ON FINANCES**

MOTION: J. VANDER ROEST MOVED AND L. GODFREY SUPPORTED MOVING TO A COMMITTEE OF THE WHOLE TO DISCUSS LIBRARY FINANCES.

Roll Call Vote: J. Vander Roest – yes; R. Brown – yes; C. TenBrink – yes; F. Brown – yes; C. Addison – yes; L. Godfrey – yes; V. Wright – yes.



**Motion carried 7-0.
The meeting moved to a Committee of the Whole at 4:02 p.m.**

Mary Doud, Deputy Director and Diane Schiller, Head of Financial Services, were invited to join the board at the table.

Reports

Presentation: Director Rohrbaugh introduced D. Schiller, who walked through the four following reports, prepared for the discussion.

- A. Financial Review
- B. Tiered Reduction List Update

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- C. Personnel Allocations by Service Area
- D. Agency and Service Costs

Discussion: D. Schiller indicated that after revising the budget to reflect elimination of the bookmobile service, we still need to reduce the budget for 2010/2011 by around \$400,000 based on the revenue estimates presented. Nothing in particular presents any red flags to solve the problem.

There were a number of questions regarding timing of revenues and expenditures, how particular costs were determined, interpretation of categories of services/percent of staff time devoted to particular services, clarification of reductions already taken and those planned for, or how opportunities for reductions that may arise will be addressed.

It was suggested there might be an across the board reduction, but the director noted that would be difficult because the majority of cost for most services is in salaries and benefits. The possible ramifications of federal or state health care changes were brought up but there are no answers as to what those might be if they occur. The possibility of using endowment funds was broached, but there are not enough funds there to make a significant difference.

Reductions to specific services were discussed, but L. Godfrey suggested we need a reduction plan in place to follow. Even though board members are representatives for the community it would be hard to filter bias and communicate with the public effectively if it was attempted to identify service priorities without outside assistance. She recalled holding community sessions regarding the library building program more than a decade ago that were worthwhile and did result in some program changes. We are talking about a long range perspective and need to plan for that future.

A. Rohrbaugh acknowledged we have another millage vote in four years and it would serve us well to determine our service priorities. She talked about the library long range planning process based on the 18 service responses identified by Public Library Association and outlined in the book, "Strategic Planning for Results," by Sandra Nelson, a well-respected consultant for library strategic planning. We currently provide at least some level of service in all of the 18 identified service responses. Ms. Nelson advocates identifying 5-7 priorities on which to concentrate resources.

She talked recently with Ms. Nelson and found she would likely be available in late winter if the board decides a strategic planning process is the appropriate path to follow to determine KPL's service priorities. Ms. Nelson provided this service for Kent District Library as well as many others and they highly recommend her.

The process she employs utilizes a targeted focus group. There was some discussion of what the make-up of a focus group might be and how it would be determined. There was general agreement that it would be helpful to have a third party lead this process; it is important to have the board and staff working toward the same goal. It was acknowledged that an outcome of the process might be to acknowledge we are overextended in some areas which could have direct implications for personnel.

Director Rohrbaugh indicated this process would be separate from the ongoing work toward reducing expenditures as opportunities arise; this streamlining of work and staff will continue.

The board expressed its appreciation for all the work done by staff to pull the background information for this meeting together.

MOTION: J. VANDER ROEST MOVED AND L. GODFREY SUPPORTED RETURNING TO REGULAR SESSION.

Roll Call Vote: J. Vander Roest – yes; R. Brown – yes; C. TenBrink – yes; F. Brown – yes; C. Addison – yes; L. Godfrey – yes; V. Wright – yes.



Motion carried 7-0. The meeting returned to regular session.

ACTION ITEMS

E. Strategic Planning Process

Recommendation: Director Rohrbaugh recommended the board authorize her to return to the December 14, 2009 meeting with a proposal for a strategic planning process using a consultant experienced in library strategic planning.

MOTION: J. VANDER ROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO AUTHORIZE THE DIRECTOR TO RETURN TO THE DECEMBER 14, 2009 MEETING WITH A PROPOSAL FOR A STRATEGIC PLANNING PROCESS USING A CONSULTANT EXPERIENCED IN LIBRARY STRATEGIC PLANNING.

Executive
Summary:

The director said if the motion is approved she will follow up with Sandra Nelson to obtain a contract and information needed to make a specific recommendation to engage her, including how we would pay for her services. If Ms. Nelson is not available to us in a timely way she will contact her partner, June Garcia.



MOTION CARRIED 7 – 0.

VI. COMMITTEE REPORTS

None

VII. OTHER BUSINESS

None

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

IX. TRUSTEE COMMENTS

None

X. ADJOURNMENT

Hearing no objection, President Wright adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 5:31 p.m.

Cheryl TenBrink, Secretary