

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

DATE: December 15, 2008  
 TIME: 4:00 p.m.  
 LOCATION: Central Library  
 Board Room – Third Floor  
 315 S. Rose Street  
 Kalamazoo, MI 49007

**REGULAR SESSION**

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

**PRELIMINARY BUSINESS**

Roll Call:

Trustees present: Cynthia Addison, Robert Brown, Lisa Godfrey, James Vander Roest and Valerie Wright.

Absent: Cheryl TenBrink

Agenda Approval: The agenda was accepted as presented.

**I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS**

There were no recognitions, resolutions or communications.

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

**Gilbert Lindsay**, President of Pension Maximum Design, Inc., 881 Crosby NW, Grand Rapids, MI, told the board some KPL staff members have been his 403B clients for the last 20 years. Although the library has changed its policy for new employee contributions after January 1, 2009 by limiting the opportunities for investment to two firms, he wanted to be sure library board members and administrators understand staff members don't need to move their existing funds to one of the two approved vendors. Since one of the vendors also acts as a third party administrator, he felt there was some conflict of interest in the new set up and offered his services as a third party administrator.

Disposition: President Wright thanked Mr. Lindsay for his comments.

**III. CONSENT CALENDAR**

A. Minutes of the Board Meeting of October 27, 2008

B. Personnel Items

**Retirement**

**Joanna Lundberg** will retire from the library effective September 30, 2009. Her current position is Librarian II in the Adult Services Department, but Joanna began her career at KPL in 1972, in what was then called the Boys & Girls Room. Over the years she has held various assignments including time at three branches as well as in teen services.

**Disposition:** The board accepted the Minutes of the Meeting of October 27, 2008 and the personnel item as presented.

#### IV. FINANCIAL REPORTS

##### A. Financial Reports for the Two Month Period Ending November 30, 2008

**Recommendation:** A. Rohrbaugh recommended the board accept the Financial Reports for the Period Ending November 30, 2008 as presented.

**MOTION:** R. BROWN MOVED AND L. GODFREY SUPPORTED ACCEPTANCE OF THE FINANCIAL REPORTS FOR THE PERIOD ENDING NOVEMBER 30, 2008.

Executive  
Summary:

Director Rohrbaugh said the reports and notes were self-explanatory; more information on the endowment will be given later in the meeting.



**Motion carried 5-0.**

#### V. REPORTS AND RECOMMENDATIONS

##### ACTION ITEMS

##### A. Revision of the Materials Selection Policy

**Recommendation:** Director Rohrbaugh recommended the board approve recommended revisions to the Materials Selection Policy.

**MOTION:** L. GODFREY MOVED AND C. ADDISION SUPPORTED THE MOTION TO REVISE THE MATERIALS SELECTION POLICY AS RECOMMENDED.

Executive  
Summary:

Our Materials Selection policy provides for its review at least every five years. It was last reviewed, revised and approved by the board in October 2003.

Mary Doud, Deputy Director, worked with public services department staff to review our policy. The recommended changes are minor. The "Government Information and Publications" section was rewritten to reflect the current terminology and the pre-dominance of electronic publications. The "Withdrawal and Replacement" section was augmented to note our efforts to use environmentally sound practices for disposal of withdrawn materials. The procedural "Binding of Materials" section is recommended for omission.

This important document is the basis for all our materials selection decisions and sets forth selection principles for district residents. The policy reinforces the library's commitment to open access and the public's freedom to read, listen and view.

Discussion:

In response to a question from J. Vander Roest, who wondered if including the American Library Association approved statements, "The Library Bill of Rights," "Freedom to Read" and "Freedom to View" with the policy is standard. Director Rohrbaugh indicated this is common for libraries to do. He also wondered if there is a standard materials selection policy from ALA; the director indicated though some parts of policies are fairly standard, libraries write their own..



**Motion carried 5-0.**

##### B. Fringe Benefits Statements for Administrators and Supervisory-Technical Employees

**Recommendation:** Director Rohrbaugh recommended the board approve the attached “Fringe Benefits for Library Administrators” and “Fringe Benefits for Supervisory-Technical Employees” to reflect the change in health insurance.

**MOTION:** IT WAS MOVED BY L. GODFREY AND SUPPORTED BY J. VANDER ROEST TO APPROVE THE FRINGE BENEFITS STATEMENTS REVISIONS AS RECOMMENDED.

Executive  
Summary:

At the beginning of the fiscal year, we offered administrators and supervisory-technical employees the opportunity to move to MESSA Choices II PPO insurance or remain with MESSA SuperCare I and pay part of the cost. All employees in both groups elected to move to Choices II.

Our fringe benefit statements now need to be revised to reflect this change. All new administrators and S-T employees will be offered Choices II.

This change was reviewed and supported by the Personnel Committee. Upon board approval, the statements will be reissued with the Choices II language.

Discussion: In response to a question from R. Brown, D. Schiller indicated the only employee group with insurance benefits who still have Supercare I is the KPLSP unit.

**Motion carried 5-0.**

C. 2009 Non-Resident Fee

**Recommendation:** Director Rohrbaugh recommended the board establish the 2009 non-resident fee at \$190.00 per family.

**MOTION:** J VANDER ROEST MOVED AND L. GODFREY SUPPORTED A MOTION TO ESTABLISH THE 2009 NON-RESIDENT FEE AT \$190.00 PER FAMILY.

Executive  
Summary:

The non-resident fee is based upon the average tax on a residential parcel within the library district. It is an average calculated by dividing the average residential property tax revenue by the total reported residential parcels. The fee for 2008 is \$185 per household. During 2008 the library sold 30 household and 4 student non-resident cards.

Total parcels in the library district rose by 365 parcels with an increase of the district average residential property tax of \$1,335 per parcel to \$48,948 or an increase over the prior year of 2.8 percent. The largest gains in the average residential property tax occurred in Oshtemo and Texas Townships, with \$2,807 per parcel and \$3,065 per parcel, respectively. Last year’s increase over 2007 totaled \$2,620, representing a 5.8 percent increase in residential taxable values.



**Motion carried 5-0.**

D. Special Board Meeting

**Recommendation:** President Wright recommended the board revise the annual calendar of meetings to add a special board meeting to be held from 4:00 - 6:00 p.m. on January 12, 2009 for the following purpose: to understand KPL’s revenues, expenditures and cost of key services for general information; no decisions on services will be made at that time.

**MOTION:** C. ADDISON MOVED AND J. VANDER ROEST SUPPORTED A MOTION TO AMEND THE ANNUAL CALENDAR OF MEETINGS TO INCLUDE A SPECIAL BOARD MEETING AT 4:00 – 6:00 P.M. ON JANUARY 12, 2009 FOR THE STATED PURPOSE.



**Motion carried 5-0.**

REPORTS

E. Miller-Davis Photo Collection Update

**Presentation:** Beth Timmerman, Local History librarian, reminded the board it has been a little over a year since Miller-Davis, a local construction company, donated their photograph collection of buildings built by their firm to the library in celebration of their 100 year anniversary in 2009. All photos are being inventoried and scanned and added to KPL's online collection of digital images. A total of 3,928 photos were donated; recently another box was discovered at Miller-Davis, which will result in an additional 751 photos. To put the number in perspective, prior to this gift, KPL had 1216 photos available digitally. As expected it is very time-consuming to process the photos; it is hoped they will be completed in the next year. B. Timmerman demonstrated for trustees how to access the photos online.

**Disposition:** Trustees appreciated the report and the wonderful addition to our collection these photos represent.

VI. COMMITTEE REPORTS

Finance & Budget Committee

**J. Vander Roest:** No report.

Personnel Committee

**R. Brown:** No report.

Building Committee

**A. Rohrbaugh:** Four bids were received for the first floor work at central library – costs were higher than expected from all and lead time longer than expected by both the architect and the construction firm. We will hold on the project for now and ask both Miller-Davis and the architect to evaluate the reasons for the higher costs and longer lead time, see what can be done to reduce costs and timing, and hopefully sign a contract for the work to be done by the fall of 2009 if the millage vote is successful. We will proceed to order the furniture to allow self checkout to go forward at Oshtemo Branch and in the Children's Room; lead time for furniture arrival is 12-16 weeks. In the meantime staff is using RFID pads at circulation desks to check out materials. Both Central and Oshtemo should have new security gates by the end of the week. We have the benefits now of faster check out and increased security although we do not yet have self checkout.

Millage Committee

**L. Godfrey:** The committee is in the throes of fundraising and will appreciate any consideration given to their request for financial assistance. Finishing touches are being made to the campaign website to inform visitors why they should be interested in the library. Any campaign suggestions are welcomed by the committee.

Endowment Committee

**V. Wright:** The committee met earlier this month with our financial advisor from Arcadia for a year-end review; as with most other investments, our endowment balance is down. D. Schiller reported the endowment fund has lost about 16% over the last 12 months, but

given the economic conditions, this is not nearly as bad as it might be. We are heavily weighted in cash/money market accounts.

Ad Hoc Trustee Vacancy Committee

**V. Wright** indicated that due to time constraints the committee does not yet have a recommendation for the full board but expects to recommend a candidate to fill the vacant board of trustees' seat in January.

VII. OTHER BUSINESS

A. Directors Report

A. Rohrbaugh announced we will receive a \$5000 grant from the Timothy and Bernadette Marquez Foundation in support of the ONE Place @ KPL to help develop best practice guides and toolkits. The Marquez' live in Denver and support activities there. They are now branching out to invite grant requests from their hometowns; Mrs. Marquez is from the Kalamazoo area.

She also noted the Friends of KPL gave their annual gift recently, this year \$45,000 and mentioned other recent Friends activities. The Friends will celebrate their 50<sup>th</sup> anniversary in 2009.

She highlighted several other items in the written report.

Director Rohrbaugh directed trustees' attention to several books added to the collection in honor of Loren Dykstra, KPL trustee, and Richard Seydel, long-time companion of trustee Addison, both of whom recently passed away. The books were chosen in subject areas of interest to them; memorial plates are included in each book.

**Disposition: Trustees received the director's written report and comments.**

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

No one addressed the board.

**IX. TRUSTEE COMMENTS**

**J. Vander Roest** was pleased to sponsor a letter for the Great Grown-up Spelling Bee and presented a book of poetry, entitled "House Where a Woman" written by his sister-in-law, Lori Wilson.

**R. Brown** said the spelling bee was spectacular. He also said although he feels very confident about the success of the millage vote next spring, he will do whatever he can to work toward that end.

**V. Wright** said she likes to step back once in a while to reflect on all the good and positive things associated with the library.

**X. ADJOURNMENT**

Hearing no objection, President Wright adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 4:53 p.m.

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Cheryl TenBrink, Secretary