

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

DATE: December 17, 2007
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.

Agenda Approval: The agenda was accepted as presented.

PRELIMINARY BUSINESS

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

Absent: Cheryl TenBrink.

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

- A. Minutes of the October 22, 2007 Regular Meeting
- B. Personnel Items

New Employees:

Alphonso Harris began as Library Assistant 3, .9 time, in the Children's Room, with assignments at the Oshtemo and Eastwood branches, within Youth and Branch Services effective December 16, 2007. Alphonso has most recently been an hourly custodian at KPL; he has extensive successful prior library assistant experience at the Federal Center library in Battle Creek.

Lisa Williams began as .75 time Reading Together Coordinator/Programming Specialist, classified as supervisory-technical, level 3. Her effective date is December 1, 2007 with her first day of work on December 3. Lisa comes to us from the Arts Council of Greater Kalamazoo with a strong background in programming and collaborating with community partners.

Diana Burnham will begin as Librarian I, .75 time, in the Law Library effective January 1, 2008 with a start date of January 2. Diana will be leaving the position of Head of Adult Services at the Kendallville Public Library in Kendallville, IN to join the staff at KPL.

Disposition: The board accepted the Minutes of the Meeting of 2007 and the Personnel Items as presented.

IV. FINANCIAL REPORTS

A. Financial Reports for the Period Ending November 30, 2007

Recommendation: A. Rohrbaugh recommended the board accept the Financial Reports for the Period Ending November 30, 2007 as presented.

MOTION: L. GODFREY MOVED AND R. BROWN SUPPORTED ACCEPTANCE OF THE FINANCIAL REPORTS FOR THE PERIOD ENDING NOVEMBER 30, 2007.

Executive
Summary:

A. Rohrbaugh noted that we received our last single business tax payment in the amount of \$203,000. Ms. Schiller, Head of Finance & Budget indicated we receive quarterly payments from the district court in response to a question from Mr. Vander Roest.



Motion carried 6-0.

V. REPORTS AND RECOMMENDATIONS

Action Items

A. Revisions to Budgets

Recommendation: The director recommended the board approve the General Operating Fund Close Estimate Budget Revision for fiscal year ending June 30, 2008; the Capital Improvement Plan Close Estimate Revision for the three years ending June 30, 2009; and the Other Gifts and Grants Close Estimate Revision for fiscal year ending June 30, 2008.

Executive
Summary:

Director Rohrbaugh explained the budget revision documents represent a tremendous amount of work. Department heads reviewed mid-year expenditures; the Finance & Budget Committee and the Head of the Personnel Committee reviewed the recommended revisions. After the audit was completed and the final carryover balance known, revisions were considered, which is consistent with past practice.

J. Vander Roest noted the Finance & Budget Committee met with the directors and the Head of Finance & Budget and reviewed the budget in detail and endorses the recommendation.

MOTION: J. Vander Roest moved and V. Wright supported the motion to approve revisions to the budgets as recommended.



Motion carried 6-0.

B. Staffing Increases

Recommendation: The director recommended board approval of the following increases in the staffing table:

- 1) .1 librarian assigned to Adult Services
- 2) 1.0 supervisory technical position assigned to the Administrative Office, reporting to the director

MOTION: R. BROWN MOVED AND L. GODFREY SUPPORTED THE MOTION TO INCREASE THE STAFFING TABLE AS RECOMMENDED BY THE DIRECTOR.

Executive
Summary:

1) The lead law librarian position was originally a full-time position but was reduced to .9 time to accommodate the incumbent. At some undetermined point, the staffing table was adjusted accordingly. With a new incumbent in this position since October, we want to

restore the position to full-time and amend the staffing table accordingly. With board approval, this increase would be effective January 1, 2008.

2) Insite Web Publishing, the company designing our new website, strongly recommended we add a position to coordinate our web presence. A library website is now recognized as an online branch providing direct services and information as well serving to promote library programs and services. It needs leadership, coordination, and dedicated resources to keep it current. The web content will be provided by many staff members from across the entire library.

A job description is being written for this new position. It would be classified and advertised with the goal of having it filled within the first quarter of 2008, in advance of the new website coming up in April.

The cost for the .1 librarian increase, salary and benefits, for the remainder of this fiscal year is approximately \$2,900; it is approximately \$33,700 for the S-T position.

The recommendation was reviewed and is supported by the Finance and Budget Committee and the Personnel Committee member in attendance; there was not a quorum at the Personnel Committee.



Motion Carried 6-0.

C. Non-Resident Fee for 2008

Recommendation: The director recommended the Board establish the non-resident fee for 2008 at \$185 per family.

MOTION: L. GODFREY MOVED AND R. BROWN SUPPORTED THE MOTION TO APPROVE THE NON-RESIDENT FEE FOR 2008 AT \$185 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. This is the same formula that has been used in the past. Last year's fee was rounded down to \$175; it is recommended this year's fee be rounded down to \$185.

Total parcels in the library district rose by 253 parcels with an increase of the district average residential property tax of \$2,620 per parcel to \$47,613. The largest gains in the average residential property tax occurred in Oshtemo and Texas Townships, with \$5,004 per parcel and \$6,801 per parcel, respectively.



Motion carried 6-0.

Reports

D. Radio Frequency Identification (RFID)

Presentation: Gary Green, Head of Technical Services and Information Technology, reviewed what we have done so far to investigate RFID, explained what it is, how it works, and why KPL should be moving toward this technology. He answered questions about privacy issues, staffing patterns and customer service and explained minor drawbacks.

A. Rohrbaugh said we will continue on the path we are following; she expects to implement RFID in stages and full implementation to take 1-2 years once we have chosen a system.

Disposition: Trustees received the information and thanked G. Green for his presentation.

E. Show and Tell

Presentation: Kevin King, Head of Loan and Outreach Services, demonstrated two digital book readers for trustees, commented on the features of each, and expects after some further scrutiny we will purchase some of one type of unit, pre-load them with e-books, and check them out to patrons. This will not replace any format, but will be an additional choice for people.

Disposition: Trustees thanked K. King for the information.

VI. COMMITTEE REPORTS

Finance & Budget Committee

J. Vander Roest: The committee held a long meeting to review the budget revisions.

Personnel Committee

V. Wright: Reviewed and endorsed staffing table increases.

Building Committee

A. Rohrbaugh: Reviewed progress on stair tiling and carpeting projects.

Millage Committee

A. Rohrbaugh: Campaign contributions from board and staff seem to be complete; \$3800 was received. The Friends have committed to providing \$10,000, but need to be careful it is used for informing rather than persuading. The committee will meet next in January to take the next step to request funds from others.

VII. OTHER BUSINESS

A. Directors Report

The director highlighted several items in her written report and told the board we received a freedom of information request for responses to the security bid from an unsuccessful vendor.

Disposition: Trustees received the report.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

IX. TRUSTEE COMMENTS

L. Godfrey asked staff to participate vigorously in the library blog – she enjoys reading the submissions and would like to see more comments and interchange.

J. Vander Roest attended the recent Art Hop and commented it was a great event with an excellent turn out. He'd like to see us repeat this event on an annual basis. He also enjoyed the winter program.

V. Wright commented on how fortunate we are to have such an outstanding Friends of the Library group.

L. Dykstra was glad to see the level of staff participation in the United Way campaign. It is civic consciousness as demonstrated by our staff members that keeps Kalamazoo a first rate community. He also thanked everyone for their communications and expressions of concern during his recent illness.

C. Addison commented on how much she liked the latest "Library Link" and also thanked everyone for their concern during the illness of her significant other.

X. ADJOURNMENT

Hearing no objections, President Addison adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 5:25 p.m.

Loren Dykstra, Secretary