

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

DATE: December 18, 2006
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.

PRELIMINARY BUSINESS

Roll Call: Trustees present: Cynthia Addison, Robert Brown, Loren Dykstra, Lisa Godfrey, James VanderRoest and Valerie Wright. Absent: Donald Brown

Approval of Agenda: The agenda was approved as presented.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

A. Section 125 Flexible Benefits Plan

Recommendation: The director recommended board approval of a resolution contracting with Arcadia Benefits Group to continue to provide a Section 125 cafeteria plan to allow pre-tax deductions for employees and authorize the president to sign the accompanying adoption agreement.

MOTION: L. GODFREY MOVED AND J. VANDERROEST SUPPORTED A MOTION TO APPROVE CONTINUANCE OF THE SECTION 125 CAFETERIA PLAN WITH ARCADIA BENEFITS GROUP AND AUTHORIZE THE BOARD PRESIDENT TO SIGN THE REQUIRED ADOPTION AGREEMENT.

Executive Summary: We have traditionally offered employees a flexible spending plan to set aside pre-tax earnings for medical and dependent care costs under Section 125 of the IRS code of 1986.

We contracted with Arcadia Benefits Group a year ago when we were dissatisfied with the quality of administrative services from our former provider. As we hoped, Arcadia Benefits Group has offered excellent performance and we would like to continue with them for the 2007 calendar year.

Roll Call Vote: L. Dykstra – yes; J. VanderRoest – yes; R. Brown – yes; V. Wright – yes; L. Godfrey – yes; C. Addison – yes.



Motion Carried 6-0.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

III. CONSENT CALENDAR

- A. Minutes of the October 23, 2006 Regular Meeting
- B. Personnel Items

New Employees:

Judith Rambow, lead librarian at Powell Branch within Youth and Branch Services, effective November 16. Ms. Rambow is a recent graduate of Wayne State University and was previously employed in the circulation department at WMU's Waldo Library.

Cory Grimminck, lead librarian in Teen Services within Youth and Branch Services, effective December 1. Ms. Grimminck earned her MLS from Simmons College in Boston and leaves a position at Kent District Library in Grand Rapids to join KPL's staff.

Additional Assignment:

Carlos Santiago-Lugo began as half-time KPLSP library assistant 3 at the Eastwood and Washington Square branch libraries effective December 1. He added this position to his current half-time library assistant 3 assignment at Washington Square.

Disposition: The board accepted the Minutes of the Meeting of October 23, 2006 and the Personnel Items as presented.

IV. FINANCIAL REPORTS

- A. Financial Reports for the Period Ending November 30, 2006

Recommendation: A. Rohrbaugh recommended the board accept the Financial Reports for the Period Ending November 30, 2006 as presented.

MOTION: R. BROWN MOVED AND V. WRIGHT SUPPORTED ACCEPTANCE OF THE FINANCIAL REPORTS FOR THE PERIOD ENDING NOVEMBER 30, 2006 AS RECOMMENDED.

Discussion: In response to a question from L. Dykstra, Director Rohrbaugh indicated there will be a reduction in the charges from Baker & Taylor for cataloging and processing services once the adult materials are done inhouse at KPL. We are charged by the item and expect to be charged the same margin of cost.



Motion carried 6-0.

V. REPORTS AND RECOMMENDATIONS

Action Items

- A. Revised Budgets for 2005/2006

Recommendation: Director Rohrbaugh recommended board approval of the three 2006/07 revised budgets:

- General Operating Fund – Close Estimate Budget for the year ending June 30, 2007
- Capital Improvement Plan – Revision for Three Year Plan ending June 30, 2008
- Other Gifts & Grants Summary – Close Estimate Budget for the year ending June 30, 2007

MOTION: L. GODFREY MOVED AND J. VANDERROEST SUPPORTED APPROVAL OF THE 2006/2007 REVISED BUDGETS AS RECOMMENDED.

Executive

Summary: As planned, the General Fund Operating Close Estimate Budget for fiscal year 2006-2007 incorporates the result of the prior fiscal year in allocating \$400,000 of the additional \$693,400 in beginning fund balance for the operating transfer to the Capital Improvement Plan (CIP). This increases the fiscal year 2006-2007 transfer to the CIP to \$800,000 and allows that plan to begin reserving funds as a contingency for potential Integrated Library System (ILS) replacement. Additionally, the Library is closer to realizing our 5% of total operating expenditure minimum target with the new ending unreserved fund balance of \$442,702.

Included with the new operating expenditure budget for the fiscal year are two new positions beginning in 1st quarter 2007. They are part of a plan to increase the accuracy of cataloging and processing and speed the receipt of library materials by bringing some materials in-house to be done rather than be done by our book vendor. A librarian, a library assistant, additional library aide hours for general processing, and increased processing supply inventory estimates have been added to bring non-fiction and bestseller cataloging back in-house. Other changes to personnel and benefits include the incorporation of the new total compensation changes for all salaried personnel as of July 1st and the new pay rate schedule recently adopted for hourly employees.

The Capital Improvement Plan begins the reserve process for future ILS technology with the funds made available as a result of fiscal year 2005-2006. Other budget adjustments include the restoration of automation replacement budget, the addition of the Oshtemo drain field replacement project, the addition of furniture & PC budgets for the new cataloging positions, and increases to all category unallocated contingencies for the remainder of the fiscal year.

The Other Gifts & Grants Summary Close Estimate revises all Agency Gift (A20), Ready to Read (A23), and Gifts & Memorials (A30) projects for unspent allocations carried over from fiscal year 2005-2006 and additional gifts received to date not previously anticipated.

Discussion: J. VanderRoest indicated the budgets were reviewed extensively line by line by the Finance & Budget Committee; they were satisfied they are in the best interest of the library, fiscally responsible and are endorsed by the committee.

In response to trustee questions, A. Rohrbaugh explained the additions to the budget are offset by a decrease in the bottom line reserves. A healthy carryover balance from 2005/06 was helpful.

The director also alerted trustees to the likely need for increased security guard service at Washington Square branch and the possible need for a guard at Powell branch. These items are not included in the budget – the need has recently developed. She will keep the board informed of any developments in this area.



Motion carried 6-0.

B. Staffing Increase

Recommendation: The director recommended an increase in the staffing table of one full-time librarian position and one full-time library assistant position assigned to Cataloging, Acquisitions, and Materials Processing (CAMP), effective February 1, 2007.

MOTION: L. GODFREY MOVED AND V. WRIGHT SUPPORTED THE RECOMMENDATION TO INCREASE THE STAFFING TABLE IN CAMP AS PRESENTED.

Executive Summary: Our book vendor, Baker & Taylor (B & T), has not been able to satisfactorily meet our specifications for cataloging and processing books, especially adult nonfiction. We have reluctantly reached that conclusion in spite of our best efforts. B & T staff traveled to Kalamazoo for training with our staff; we have kept extensive, detailed logs of errors and discussed them in regular conference calls; we have frequent e-mail exchanges with their

staff; and we have checked every item received. The error rate continues to be unacceptable and there is no reason to think it will improve.

This increase in KPL staff will allow us to catalog and process adult nonfiction in-house. As new staff members are trained, we will determine if additional categories of materials can also be done in-house to further reduce the work B & T does for us. We will continue to use their web-based ordering system and benefit from their deep inventory, both aspects of our relationship with B & T that are working well.

Simultaneously with advertising, hiring, and training new staff, we will examine our cataloging and processing procedures with the goal of simplifying and streamlining while maintaining patron service quality. Hopefully this staffing increase will eventually enable us to do all cataloging and processing in-house or if we retain B & T to do some materials for us, we hope we will have sufficient CAMP staff to undertake other cataloging projects or help elsewhere in the library, such as at the first floor information desk.

Job descriptions for both of these positions are being written and will be classified following our standard classification process. Upon board approval, both positions will be advertised with a goal of having staff begin in February.

The approximate cost to add these two positions for the remainder of the fiscal year is \$47,000, including salary and benefits. It is included in the revised budget along with funds for processing inventory and some one-time furniture and equipment costs. Part of that cost will be offset by a reduction in the budget for B & T to do this work for us and in credit of \$10,024 received in recognition of their poor performance and the additional work it has caused for us.

As we add this staff on an ongoing basis, the annual cost, salary and fringe benefits, will be approximately \$65,000 for the librarian and \$47,000 for the library assistant. We will also need some additional library aide time and the processing supplies. We estimate the annual increase to our budget will be about \$102,000. This represents the costs for staff and supplies minus a reduction in the budgeted amount for cataloging and processing from B & T.

The recommendation was reviewed, discussed and is supported by both the Personnel and Finance and Budget Committees.



Motion carried 6-0.

C. Non-Resident Fee for 2007

Recommendation: Director Rohrbaugh recommended the board establish the non-resident fee for 2007 at \$175.00 per family.

MOTION: J. VANDERROEST MOVED AND R. BROWN SUPPORTED ESTABLISHING THE 2007 NON-RESIDENT FEE AT \$175.00 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 total residential taxable value for the district by the total reported residential parcels.

Total parcels in the library district rose by 270 with a total taxable value increase of \$90,956,079 or an increase of 6.5% from 2006 to 2007. The apparent correction to the total number of resident parcels in the library district in Texas Township dampened the increase in the average taxable value



per parcel to a total increase of 5.6% for the same period. The Library tax dollars per parcel rose \$9.49 per parcel to an average of \$178.10.

Motion carried 6-0.

D. Setting Long Range Planning Agenda

1. KPL's Mission Statement

Presentation: The Director shared two options offered by TSI Consulting Partners, Inc., a local firm well respected for assisting agencies and organizations with planning. He suggested two proposals for facilitating an assessment of KPL's current situation and determining whether further strategic planning is needed. The first option was for a single session with trustees and management team members; the second would involve two separate sessions, one for trustees and one for the management team. She recommended option one and suggested it be held Monday, February 19 beginning at 4:00 p.m. and likely ending at 7:00 p.m.

She added it would be appropriate to review since it has been 16 years since it has been looked at in detail. In addition since a millage vote will be coming up it is good to have the discussion at the beginning of the process.

MOTION: L. GODFREY MOVED AND J. VANDERROEST SUPPORTED THE MOTION TO AUTHORIZE THE DIRECTOR TO CONTRACT WITH TSI CONSULTING PARTNERS, INC. FOR ONE SESSION TO INCLUDE TRUSTEES AND MANAGEMENT TEAM MEMBERS TO BE HELD FEBRUARY 19 AT 4:00 P.M. TO ASSESS KPL'S CURRENT SITUATION AND DETERMINE IF FURTHER STRATEGIC PLANNING IS NEEDED.

Discussion: Trustees agreed it is timely and appropriate to undergo such a review.



Motion Carried 6-0.

The director will sign the contract and determine a location for the meeting.

2. Finances

Recommendation: Director Rohrbaugh recommended trustees invite Don Schmidt, the board's attorney, to attend the next regularly scheduled meeting of the board on January 15 to provide information relevant to a millage issue.

MOTION: J. VANDERROEST MOVED AND V. WRIGHT SUPPORTED THE MOTION TO INVITE DON SCHMIDT TO THE BOARD'S JANUARY 15 MEETING AS RECOMMENDED.

Discussion: Items to be discussed will likely include such items as rates, ballot language, timing, Headlee considerations, and "in perpetuity" options. He'll also be available for questions. A. Rohrbaugh also indicated staff would bring background information, what is known

about other upcoming millage issues and elections in 2008 and 2009, and approximate costs to hold an election as available.



Motion carried 6-0.

E. Shared Leave Program

Recommendation: A. Rohrbaugh recommended the board authorize the director to develop letters of agreement with KPLA and KPLSP for implementation of a "Shared Leave Program."

MOTION: L. GODFREY MOVED AND L. DYKSTRA SUPPORTED A MOTION TO TAKE FROM THE TABLE THE MOTION MADE AT THE AUGUST 28, 2006 MEETING TO TABLE CONSIDERATION OF THE SHARED LEAVE POLICY UNTIL IT COULD BE REVIEWED BY LEGAL COUNSEL.



Motion carried 6-0 to remove this item from the table for consideration.

MOTION: J. VANDERROEST MOVED AND L. GODFREY SUPPORTED A MOTION TO AMEND THE MOTION TO AUTHORIZE THE DIRECTOR TO DEVELOP LETTERS OF AGREEMENT WITH THE KPLA AND KPLSP UNIONS REGARDING A SHARED LEAVE PLAN ALONG THE LINES OF WHAT HAS BEEN PROPOSED FORTHWITH.



Motion carried 6-0.

MOTION: J. VANDERROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO AUTHORIZE THE DIRECTOR TO DEVELOP LETTERS OF AGREEMENT WITH KPLA AND KPLSP FOR IMPLEMENTATION OF A SHARED LEAVE PROGRAM ALONG THE LINES OF WHAT HAS BEEN PROPOSED FORTHWITH.



Motion carried 6-0.

Reports

F. Seminar Attendance

Presentation: J. VanderRoest reported on his attendance at a recent ALA sponsored “Lawyers for Libraries” seminar in Columbus OH, which resulted in his making four suggestions to the director. His suggestions were:

1. Review the extent to which our mission statement supports our materials selection and programming policies and determine whether we emphasize that the library’s mission is “access”.
2. Develop a procedure for employees who are confronted with law enforcement requests for information both under state and federal laws. The procedure should include steps to follow and if served with a FISA search warrant or a “Section 505” National Security Letter.
3. Consider a records retention policy.
4. Constantly review material selection policies and privacy policies including response to law enforcement inquiries to ensure that we comply with the law and to the fullest extent possible pursue our mission of “access”.

J. VanderRoest indicated he talked with the director and items 1-3 are in the works. Maybe with the upcoming examination of our mission we will consider the 4th.

He felt the seminar was interesting, offered to share more information and the materials received with other trustees and encouraged attendance by other trustees at other similar sessions that may be offered in the future.

VI. COMMITTEE REPORTS

Finance & Budget Committee

J. VanderRoest said the committee had reviewed and endorsed items considered earlier on the agenda. He gave D. Schiller a big vote of confidence and said we are lucky to have her keeping the books.

Personnel Committee

V. Wright indicated the Personnel committee reviewed the CAMP personnel increase request and the shared leave program.

Building Committee

A. Rohrbaugh said the building committee has not met yet, but staff has met with Kingscott, mostly regarding floor coverings. The next meeting is set for January 18; it is expected they will share ideas for the central first floor rotunda. A building committee meeting will be scheduled after that.

VII. OTHER BUSINESS

A. Directors Report

Ernie Clemence, facilities manager, reported the drain field project at Oshtemo should be completed before the end of the week.

A. Rohrbaugh told trustees the library provided a letter of support for the Kalamazoo County Health Services Dept. request for a grant to assist 100 Kalamazoo at-risk families. It was reported in the previous Saturday's *Kalamazoo Gazette* that the grant was received. KPL expects to have a role in supporting the county with implementation of the grant.

The director informed the board the Kalamazoo Air Zoo has proposed and signed a partnership agreement with the library to provide KPL cardholders with a 50% discount at the Air Zoo and provided copies to trustees. KPL will be responsible to promote the discount via website, *Library Link*, on-site signage, collateral material and other membership/recruitment avenues.

MOTION: J. VANDERROEST MOVED AND L. GODFREY SUPPORTED A MOTION TO AUTHORIZE THE DIRECTOR TO SIGN THE PROPOSED AGREEMENT WITH THE AIR ZOO AS RECOMMENDED.

Discussion: In response to a question, the director said she suspects the Air Zoo may offer the same arrangement to other libraries, but started with KPL since we have partnered before with the summer reading finale and a Reading Together program.

Trustees had several other brief comments/questions about written items in the director's report.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

IX. TRUSTEE COMMENTS

L. Dykstra suggested we provide an opportunity for area citizens to provide the library with a copy of memoirs they may have written.

J. VanderRoest wished happy holidays to the staff and trustees. He looks forward to considering the mission statement in light of what we have to "sell" as a compelling sound bite.

V. Wright attended a recent Prime Time session and found the anecdotal information received in the past to be completely accurate – it is an example of one of the great things the library provides.

L. Godfrey appreciates the time and effort devoted by staff to participate in extra-curricular activities for the library.

C. Addison wished everyone quality time with their families over the next few weeks.

X. ADJOURNMENT

Hearing no objections, President Addison adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 5:34 p.m.

Loren Dykstra, Secretary