

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: February 26, 2018
Time: 4:00 p.m.
Location: Board Room, Central Library

TRUSTEE ROLL CALL:

Present: Robert Brown, Lisa Godfrey, Kerria Randolph, Cheryl TenBrink, James E. VanderRoest, Jannie Williams, and Valerie Wright

Absent: None

CALL TO ORDER:

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

AGENDA APPROVAL:

The *Resolution Against Guns in Libraries* was added to the agenda as item I. A.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

Director Wieber recognized Lisa A. Godfrey for her term as Board President during calendar year 2017. He stated a cookbook entitled Just Add Sauce has been placed in the collection in her honor.

A. *Resolution Against Guns in Libraries*

Recommendation: Director Wieber recommended the Board adopt the attached Resolution Against Guns in Libraries.

Discussion: President VanderRoest thanked L. Godfrey and Director Wieber for their contributions to the language used in the resolution.

Roll Call Vote: V. Wright – yes; C. TenBrink – yes; J. Williams – yes; K. Randolph – yes; R. Brown – yes; L. Godfrey – yes; J. VanderRoest – yes.

RESOLUTION ADOPTED 7-0.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

III. CONSENT CALENDAR

- A. *Minutes of the Meeting of January 22, 2018*
- B. *Personnel Items*

IV. FINANCIAL REPORTS

- A. *Financial Reports for the Month Ending January 31, 2018.*

Recommendation: Director Wieber recommended the Board accept the Financial Reports for the month ending January 31, 2018.

Discussion: Director Wieber stated that of the total tax revenue expected to be distributed to the library for fiscal year 2017 – 2018, approximately 56% has been received.

MOTION: L. GODFREY MOVED AND V. WRIGHT SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING JANUARY 31, 2018.

MOTION CARRIED 7-0.

V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS:

A. CIP Revision

Recommendation: Director Wieber recommended the Board approve the designation of \$80,000 of unallocated CIP funds for CIP Project 823 “Oshtemo Building Projects,” specifically to be used for the conversion of fluorescent to LED lighting throughout Oshtemo Branch Library.

Executive Summary: KPL’s Facilities Capital Plan (2013), a 10-15 year plan that identified upcoming capital needs and replacement costs across KPL, indicated the need to convert from existing fluorescent lighting systems to more efficient LED lighting. Benefits of doing so result in immediate and long-term cost savings, and larger projects such as proposed here result in qualifying for significant rebates from Consumers Energy. The rebate application process is initiated by the electrical contractor and a higher rebate is a result of filing an application earlier in the calendar year.

The Facilities Management Department identified Oshtemo as a priority as fixtures (ballasts) are beginning to fail in growing consistency, and a switchover to LED at that location seems an ideal place to start the process. The goal is to continue the switchover in upcoming years at other locations. At this point, 10% of Central’s lighting has been converted to LED. Based on an earlier estimate from our partnering electrical contractor, the anticipated cost of the project at Oshtemo, post rebate, should range from \$70,000-\$80,000.

MOTION: L. GODFREY MOVED AND R. BROWN SUPPORTED THE MOTION TO APPROVE THE DESIGNATION OF \$80,000 OF UNALLOCATED CIP FUNDS FOR CIP PROJECT 823 “OSHTEMO BUILDING PROJECTS,” SPECIFICALLY TO BE USED FOR THE CONVERSION OF FLUORESCENT TO LED LIGHTING THROUGHOUT OSHTEMO BRANCH LIBRARY.

Discussion: President VanderRoest asked whether the recommendation had been approved by the Finance & Budget Committee. Director Wieber stated that was the case.

MOTION CARRIED 7-0.

REPORTS:

B. Overdrive / Libby App Demonstration – Amy Alcenius-Hoisington

Report: Director Wieber introduced Amy Alcenius-Hoisington, Collection Maintenance Librarian. A. Alcenius-Hoisington stated users of Overdrive have likely noticed the new Libby app which was rolled out several months ago. Libby is a rebranding of the former Overdrive app. She stated Overdrive provides digital access to eBooks and eAudiobooks for KPL patrons.

She stated it is sometimes helpful to begin by explaining the different organizations involved in the administration of Overdrive. Rakuten is an investment firm that owns Overdrive. The Midwest Collaborative for Library Services is a group of libraries in Michigan and Indiana to share the costs and collection access associated with Overdrive.

She then stated use of Overdrive has been on the rise as circulation of print resources have declined over the last several years. During the first year of Overdrive circulation, approximately 33,000 titles were borrowed. In calendar year 2017, that number grew to 87,000. The library is continuing to see the number of unique users grow along with circulation of materials.

A. Alcenius-Hoisington opened Libby in a web browser and demonstrated a series of routine tasks, including first-time login procedures, searching for titles, borrowing, and viewing of borrowed materials. The Libby App is available on Apple, Android, and Microsoft platforms. She then stated that it is possible for patrons to track their reading history through Libby, which is a feature that many have asked for.

Discussion: President VanderRoest asked whether there were differences between the materials available through Overdrive, and those available through hoopla. A. Alcenius-Hoisington explained that while there is generally some overlap between the two services, it's up to the publishers to decide where to make their digital content available. She said it often occurs that Overdrive will have an item first and it will later appear on hoopla as well.

L. Godfrey asked why so many of the titles available on Overdrive tend to be obscure or of dubious literary value. A. Alcenius-Hoisington stated many publishers make titles in certain genres such as romance novels very affordable, and despite their lack of prestige, these titles tend to circulate very well, particularly in eBook format.

Director Wieber asked A. Alcenius-Hoisington to explain how patrons go about requesting the library acquire a title. She stated eBook and eAudiobook titles are requested using the same form as print titles, available on the library's website. Director Wieber asked how quickly the item would be made available, assuming it was purchased. A. Alcenius-Hoisington stated it could be available within two to three days of making the request.

L. Godfrey asked how often materials suggested are purchased. A. Alcenius-Hoisington stated she is able to acquire the majority of suggested titles. She reported there tend to be approximately a dozen Overdrive power-users who suggest one to two items per month, and they are generally affordable enough to purchase. All patrons receive communications indicating either their suggested item has been purchased or an explanation as to why the request was declined.

L. Godfrey stated she appreciates the 'return' function available from the 'actions' menu within Overdrive. A. Alcenius-Hoisington agreed, and demonstrated the ease with which items can be returned or renewed directly through the Libby app.

President VanderRoest asked if there was much nonfiction available through Overdrive. A. Alcenius-Hoisington stated she was unsure of the balance between fiction and nonfiction.

R. Brown asked whether it was generally cheaper for the library to purchase print books or eBooks. A. Alcenius-Hoisington said it depended on the item. Generally, at the low end of eBook pricing, a cheap romance novel could cost approximately two dollars for an eBook copy. At the opposite end of the spectrum, an eBook copy of a new novel by James Patterson, for example, could cost upwards of \$80 to \$100.

Director Wieber stated that even though this is a growing collection, prices such as those indicate that the model is not perfect, and there may be better options becoming available for providing eBooks to KPL patrons. A. Alcenius-Hoisington explained the current average price for eBooks through Overdrive is approximately \$15 to \$20.

Disposition: Trustees thanked A. Alcenius-Hoisington for her report.

C. Immigrant Services and Programming – Angela Fortin and Mary Knowles

Report: Director Wieber introduced Angela Fortin, Oshtemo Branch Librarian, and Mary Knowles, Oshtemo Library Assistant. They began by distributing packets that provided additional details about services and programming available to immigrant populations of Kalamazoo. A. Fortin stated in 2016 approximately 85,000 refugees were resettled within the United States. While those resettled in Michigan have historically been resettled in the Detroit Metro Area, Grand Rapids, and Lansing, Kalamazoo has recently emerged as a prevalent area for resettlement as well. In 2016, Michigan was third behind California and Texas in numbers of refugees resettled.

She explained the majority of refugees resettled in the Kalamazoo area are originally from Syria, with the second largest refugee population coming from the Democratic Republic of Congo. Efforts towards programs and services specifically targeting these demographics began in 2011 when M. Knowles attended a welcome party for recently arrived refugees. M. Knowles stated she had attended to share information about existing library resources.

A. Fortin stated Bethany Christian Services has been the leading agency in efforts towards refugee resettlement in Kalamazoo, and have been an ongoing partner during the library's efforts to reach out to these populations. She explained that the State of Michigan reached out to the library to assist in the undertaking of a town hall meeting for the Middle Eastern American Affairs Unit. In December of 2016, the library partnered with Welcoming Michigan and the Kalamazoo Interfaith Coalition for Peace and Justice to hold a very well attended informational session in the Van Deusen Room at Central Library.

In January of 2017, the Oshtemo Branch Library was identified as a potential volunteer work site for refugees, but since the branch is not on the bus line, that proved problematic. M. Knowles shared several photos of refugee families taken at the Oshtemo Branch Library, including a photo of a 14 year-old named Abdul who planned and helped facilitate Oshtemo's *Meet Your Muslim Neighbor* program. Also in early 2017, multilingual welcome signs were installed at each KPL location, and the development of Arabic language collections began at Oshtemo and Central Libraries.

In May, the *Meet Your Muslim Neighbor* program was held and included information tables on a wide variety of topics including similarities between Christianity, Judaism, and Islam, explanations of Muslim holidays, prayer, the roles of men and women in Islam, different varieties of food, henna, hijab, Arabic calligraphy, and a live band. Funding was provided by a Friends of KPL migrant. Parchment and Portage District Libraries have reached out to KPL for advice on emulating the program for their service areas.

A. Fortin and M. Knowles reported they and additional library staff have been active in collaborating with Kalamazoo Public Schools and the American Red Cross on English as second language efforts, which have proved to be largely successful.

In December of 2017, they worked with the Michigan Immigrant Rights Center to host an information forum on issues relating to the travel ban and DACA. A small group attended the event, but it was livestreamed through Facebook, which immensely increased its impact.

M. Knowles reported current projects include assisting Portage District Library and the Kalamazoo Islamic Center with *Meet Your Muslim Neighbor* programs, and Arabic language classes planned for the Oshtemo Branch Library. She also expressed interest in providing similar services to the Congolese immigrant population. A. Fortin stated the Kalamazoo Refugee Resource Collaborative is working with the Kalamazoo Literacy Council to offer Summer ESL classes once again, and the library hopes to assist with those efforts. She also explained plans for the creation of 'migration stories' panels, the hosting of an Immigration 101 program, and the establishment of citizenship corners at Oshtemo and Washington Square locations, which explain the naturalization process.

Discussion: V. Wright stated she had not truly understood the breadth of the efforts to create programs and resources for immigrant populations through the library. She thanked A. Fortin and M. Knowles for their work.

L. Godfrey stated the work being done is tremendous.

Disposition: Trustees thanked A. Fortin and M. Knowles for their report.

VI. COMMITTEE REPORTS

A. *Finance and Budget Committee* – Met to discuss the CIP revision for the lighting project at Oshtemo.

B. *Personnel Committee* – No meeting.

C. *Fund Development and Allocations Committee* – No meeting.

D. *Director's Building Advisory Committee* – No meeting.

VII. OTHER BUSINESS

A. *Director's Report*

Report: Director Wieber began his report by inviting trustees to visit the Teen Space to see the latest remodeling efforts. Andrea Vernola, Lead Teen Librarian, stated there would be an Open

House on April 17th from 3:30 – 5:30pm which will feature a large number of activities to demonstrate the use of the space. Farrell Howe, Marketing and Communications Manager stated the Teen Space renovations were featured in the latest edition of LINK.

Director Wieber then introduced Jarrod Wilson, KPL's new Head of IT. He previously held the title of Web Applications Developer, and will begin his new duties on March 1st.

He then drew attention to some of the items listed in the Director's Report, beginning with the success of Overdue Brew. He stated all the programs were extremely well-attended and well-received.

He stated that legislative efforts are underway that would protect libraries and staff from liabilities stemming from the application of Narcan during opioid overdose instances.

He reminded trustees that Teen Services staff have collaborated with Kalamazoo Public Schools to bring author Kwame Alexander to Kalamazoo. He will visit the schools on Wednesday, February 28, and will visit Central Library that same day at 6:00pm. A strong turnout is expected.

Director Wieber then reported a collaboration between Local History and the Vanished Kalamazoo Facebook page had resulted in a meetup & open house event for members of that extremely popular group. Beth Timmerman, Local History Specialist, her staff, and representatives of the Kalamazoo Valley Museum and WMU's Zhang Archives were on hand to answer questions, promote local resources, and facilitate discussion. The event was recorded and is available on YouTube.

He stated interviews for the Head of FM position will begin shortly with the application period having recently closed. In the meantime, FM staff have performed remarkably well. During the recent snowmelt and attendant flooding throughout town, all branches have experienced water ingress in one way or another, the worst of which is the ongoing flooding in the Washington Square basement. He stated plans to work with the City of Kalamazoo in the near future to develop a more comprehensive plan for resolving that specific issue.

Discussion: L. Godfrey stated Karen Trout's presentation to the Rotary Club on *Reading Together* was very well-received. She said she was impressed by the number of individuals who have expressed interest in becoming *Late Show* readers, and thanked the Circulation Department for their upcoming efforts to assist Kalamazoo College libraries with their MeLCat procedures while they convert to a new catalog system. Lastly, she drew attention to the Law Library winning the Kalamazoo Bar Association's Liberty Bell Award, and said they should be proud of their efforts.

V. Wright stated that having open hours at the Alma Powell Branch on Saturdays is a big deal and a great asset to the community.

J. Williams stated she had attended the *Reading Together* program on the topic of landlord resources, and felt that it was a great source of information.

R. Wieber reminded trustees that Matthew Desmond will be visiting Chenery Auditorium for *Reading Together* on March 16th.

President VanderRoest stated he also felt that Karen Trout's presentation to the Rotary Club was excellent.

Disposition: Trustees thanked Director Wieber for his report.

B. Board Committee Assignments

Report: President VanderRoest drew attention to the list of Board Committee Assignments for 2018, and stated he did his best to accommodate the preferences and requests of all members of the Board. He stated that as President, he serves as an ex-officio member of all committees, and in the event that a committee member is unable to attend a meeting, he should be notified to attempt to attend in their stead.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

IX. COMMENTS BY TRUSTEES

- V. Wright stated she was excited for Kwame Alexander's visit to Kalamazoo.
- C. TenBrink had no comments.
- J. Williams stated her nephews are fans of Kwame Alexander, have read all his books, and have also recently joined the book club at the Powell Branch. She said she is excited for the youth of Kalamazoo to have a chance to meet him.
- K. Randolph had no comments.
- R. Brown stated he continues to be impressed by the work Oshtemo Branch staff are undertaking to serve immigrant communities.
- L. Godfrey said she was very impressed by the work related to immigrant programs and resources being completed at Oshtemo, and suggested additional publicity may be in order.
- President VanderRoest stated his support of the *Resolution Against Guns in Libraries*, adopted at the top of the meeting. He stated that he is a gun owner, has a permit to carry, and cannot conceive of a reason that firearms should be brought into this or any library. He stated the idea that anyone would introduce firearms into such an environment is antithetical to his notion of libraries in general. He thanked Director Wieber and L. Godfrey for their work in drafting the resolution.

X. **ADJOURNMENT**

Hearing no objection, President VanderRoest adjourned the meeting at 4:56 P.M.

X_____

Jannie Williams
Secretary