

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: February 27, 2017
Time: 4:00 p.m.
Location: Board Room, Central Library

TRUSTEE ROLL CALL:

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

Absent: Cheryl TenBrink

CALL TO ORDER:

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

AGENDA APPROVAL:

The agenda was amended to allow for an additional recommendation concerning the advertisement for the director search.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

RESOLUTIONS:

A. *Ameritrade Secretary's Certificate and Wells Fargo Associated Person Information Certificate*

Recommendation: Director Rohrbaugh recommended the Board authorize the attached TD Ameritrade Secretary's Certificate Regarding Corporate Resolutions and Wells Fargo Associated Person Information Certificate

MOTION: V. WRIGHT MOVED AND R. BROWN SUPPORTED THE MOTION TO ADOPT THE RESOLUTION AUTHORIZING THE ATTACHED TD AMERITRADE SECRETARY'S CERTIFICATE AND WELLS FARGO ASSOCIATED PERSON INFORMATION CERTIFICATE.

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

MOTION CARRIED 5-0.

J. Williams arrived at the meeting.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

III. CONSENT CALENDAR

- A. *Minutes of the Meeting of January 23, 2017*
- B. *Minutes of the Meeting of February 6, 2017*
- C. *Personnel Items*

IV. FINANCIAL REPORTS

A. Financial Reports for the Month Ending January 31, 2017

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the month ending January 31, 2017.

Discussion: J. VanderRoest described the financial reports as generally unremarkable, but pointed out the KPL endowment fund has surpassed \$4 million.

Director Rohrbaugh stated this is the first month the financial reports have been based upon a budget revision approved in December 2016.

MOTION: R. BROWN MOVED AND V. WRIGHT SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING JANUARY 31, 2017.

MOTION CARRIED 6-0.

V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS:

A. Teen Staffing Recommendation

Recommendation: Director Rohrbaugh recommended board approval of a change in a position within Youth Services from .75 library associate to full-time librarian I.

Executive Summary: Mikki Henry, .75 FTE library associate with primary responsibility for Ready to Read, has resigned. Her responsibilities have been shifted to Jill Lansky, a full-time library associate. Ms. Lansky will retain .25 duties including the Late Show and Global Reading Challenge along with .75 time on Ready to Read and related duties. The result is a .75 FTE library associate vacancy which I recommend be changed to librarian I and increased to full-time.

A full-time librarian in teen would staff the public service desk, plan and implement programs for this age group, support collection maintenance and development, assist with school visits to middle and high schools, and plan for increased after school drop-in opportunities for tweens and teens particularly in the new programming space we hope to create in the teen office area over the next year.

The additional cost for this staffing change for the remainder of this fiscal year is approximately \$5,500. Upon board approval, we would advertise this position with the hope of having someone within the next 4-6 weeks.

This recommendation has been reviewed by the Personnel and Finance and Budget Committees and comes to the full board with the support of both committees.

MOTION: J. VANDERROEST MOVED AND R. BROWN SUPPORTED THE MOTION TO APPROVE A CHANGE IN A POSITION WITHIN YOUTH SERVICES FROM .75 LIBRARY ASSOCIATE TO FULL-TIME LIBRARIAN I.

Discussion: J. VanderRoest asked whether the details had been discussed with the appropriate bargaining units. Director Rohrbaugh stated the recommendation has their approval.

MOTION CARRIED 6-0.

B. CIP Revision for Truck Purchase

Recommendation: Director Rohrbaugh recommended the purchase of a truck for use of our Facilities Management staff for approximately \$25,000, with funds currently in the CIP building reserve.

Executive Summary: As our buildings age, our staff is increasingly doing repairs that require picking up supplies or equipment and transporting them between buildings. On occasion, they have used their personal vehicles – not a practice we want to continue.

We are able to purchase a truck through the government purchase plan. The list price for the truck is \$33,560; government price is \$22,354, approximately \$25,000 with license and fees. The truck would be kept in the garage at Oshtemo. There is a 6-8 week delivery for the truck. If ordered now, it should be available for spring project work.

This recommendation has been reviewed and is supported by the Finance and Budget Committee. I expect to meet with the committee in mid-March and bring further CIP expenditures for building projects to the March meeting.

MOTION: J. VANDERROEST MOVED AND K. RANDOLPH SUPPORTED THE MOTION TO PURCHASE A TRUCK FOR USE OF OUR FACILITIES MANAGEMENT STAFF FOR APPROXIMATELY \$25,000, WITH FUNDS CURRENTLY IN THE CIP BUILDING RESERVE.

Discussion: L. Godfrey asked if the truck was being purchased in 'new' condition. Director Rohrbaugh stated that was the case.

J. VanderRoest stated he had initially suggested the possibility of purchasing a used truck, but upon reviewing the governmental purchase plan, it seemed reasonable to purchase a new vehicle instead.

L. Godfrey said she had asked whether or not we should invest in a vehicle that could accommodate a snow plow, and was told we had no one currently on staff capable of attending to that duty if we did.

L. Godfrey then asked if we knew what color the truck would be. Susan Lindemann, Head of Facilities, stated white tends to be the most affordable.

J. VanderRoest asked if all the desired options were available on the truck. S. Lindemann said that was the case.

R. Brown asked if the truck was two or four-wheel drive. S. Lindemann said it was four-wheel drive.

C. Advertisement for Director Search

Recommendation: President Godfrey recommended the board review the current draft of the director search advertisement, and authorize her to finalize the advertisement with the help of Director Rohrbaugh and Terry New, Human Resources Manager.

MOTION: R. BROWN MOVED AND J. VANDERROEST SUPPORTED THE MOTION TO REVIEW THE CURRENT DRAFT OF THE DIRECTOR SEARCH ADVERTISEMENT, AND AUTHORIZE PRESIDENT GODFREY TO FINALIZE THE ADVERTISEMENT WITH THE HELP OF DIRECTOR ROHRBAUGH AND T. NEW.

Discussion: V. Wright suggested the emphasis on some of our services may have been somewhat misplaced. J. VanderRoest agreed and stated Ready to Read and Reading Together were not emphasized. L. Godfrey agreed and suggested KPL's Family Place Library status also should be considered.

J. VanderRoest suggested that implementation of a strategic plan should not be the first opportunity for a new director listed. L. Godfrey agreed. J. VanderRoest then suggested the listed operating budget be double-checked for accuracy. L. Godfrey agreed and suggested the same regarding the listed service population.

L. Godfrey stated she felt the language referring to WMU's School of Law be dropped. J. VanderRoest agreed and recommended simply listing WMU, Kalamazoo College, and KVCC as local institutions of higher learning. He then suggested listing additional cultural events such as the Gilmore Keyboard Festival. L. Godfrey agreed and suggested the Kalamazoo Symphony Orchestra. R. Brown agreed.

L. Godfrey mentioned the language regarding beaches and proximity to Lake Michigan may need some attention. J. VanderRoest agreed.

J. VanderRoest stated instead of mentioning KPL's relationship with city officials, that description be broadened to county officials. L. Godfrey agreed, saying the current language seems to imply city library status.

J. VanderRoest suggested working with the Friends of KPL and managing donor relations be dropped from the list of responsibilities. J. VanderRoest reiterated his earlier point that strategic planning should not be listed first, and suggested that development of the library budget was a more important priority.

Trustees then discussed the listed salary range for the new director. Director Rohrbaugh stated the search firm relies on providing a salary range, whatever that may be. L. Godfrey stated the range listed was significantly higher than the range being considered by Grand Rapids Public Library. V. Wright suggested a starting salary of \$105,000 per year. L. Brown suggested \$130,000 per year as a maximum. J. VanderRoest suggested those figures as bookends for the range to be listed. L. Godfrey agreed. J. VanderRoest reminded trustees that range can certainly be subject to adjustment based on qualifications and experience.

MOTION PASSED 6-0.

REPORTS:

D. Tax Captures – Nnamdi Dike

Report: N. Dike introduced himself and handed out materials concerning the current landscape of tax captures in Kalamazoo and Oshtemo. He stated a law was signed into effect earlier this year, which would allow libraries to opt out of certain tax captures, provided the agencies capturing those taxes are free of debt. He stated if an instance in which an agency capturing taxes experienced maturation of such debt, the library could opt out at that time, and would also be able to opt out of any expansions relating to an existing tax capture.

He reported KPL does not experience a terribly significant losses due to tax captures, which he said currently amount to approximately \$247,000 per year. He then reported the debt owed by the Downtown Development Authority will mature in April 2018, and the library will be eligible to opt out of that tax capture at that time which would result in approximately \$71,000 in savings to the library.

He then stated the City of Oshtemo has plans to create a tax-capturing development district near the new Costco as well as one for their central corridor project along Stadium Drive as it approaches 9th Street.

Discussion: L. Godfrey stated she has heard of some plans beginning to take shape involving the former carwash property on the corner of 9th and Stadium in Oshtemo. Director Rohrbaugh stated the library has received a copy of Oshtemo's larger plan for that area. N. Dike stated the library will keep a close eye on project developments.

N. Dike then stated Director Rohrbaugh has asked Oshtemo Township for library representation on the Oshtemo Downtown Development Authority board.

J. VanderRoest asked whether there were any specifics from Oshtemo Township regarding what captured funds would be used to support. N. Dike stated those funds are largely earmarked for streetscaping, parking, and infrastructure improvements to power and sewage systems.

R. Brown asked at what point the Board of Trustees should make a decision to opt out. He inquired whether KPL would be given advance notice prior to Oshtemo Township accruing any debt on the project. L. Godfrey stated a final development plan would need to be drawn up along with an attendant financial plan, which would have to be published. In her estimation, that would be the point at which a decision would need to be made.

Disposition: Trustees thanked N. Dike for his report.

E. Digital Learn – Kevin King

Report: K. King introduced himself and began his report by stating Digital Learn is an online resource that allows library patrons to increase their digital literacy. He stated it is a PLA initiative that is grant funded by Institute of Museum and Library Services, supported by ALA and CoSLA (Chiefs of State Library Association).

He stated KPL was one of the first ‘test’ libraries selected for a free, dedicated Digital Learn website; Nashville Public Library, Chicago Public Library, and Denver Public Library were also selected.

K. King shared some statistics from Pew Research Institute concerning digital readiness, which indicated that approximately half of the individuals polled were considered ‘digitally hesitant’.

K. King then showed KPL’s Digital Learn website and drew attention to the sorts of training patrons can receive upon signing up for an account. The page is available currently in both English and Spanish. Options include lessons on email use, navigating websites, internet privacy online job searching, and purchasing a plane ticket online.

PLA staff have developed the existing lessons and individual libraries are encouraged to create their own lessons, which are shareable with the broader Digital Learn community.

Discussion: R. Brown asked how long the site has been live. K. King said it has been accessible since right around Christmas of 2016. He also stated there has not been a dedicated marketing push to get patrons to utilize the service just yet, but KPL is exploring the best ways to putting this information in front of the patrons who need it most.

L. Godfrey asked how much time would be involved in developing KPL-specific content for Digital Learn. K. King stated that remains uncertain, but software interfaces that should reduce production time are currently in development.

Disposition: Trustees thanked K. King for his report.

VI. COMMITTEE REPORTS

- A. *Finance and Budget Committee* – No meeting.
- B. *Personnel Committee* – Met to discuss the Teen Staffing recommendation.
- C. *Fund Development and Allocations Committee* – No meeting, but one is scheduled for the following week.
- D. *Director’s Building Advisory Committee* – No meeting.

VII. OTHER BUSINESS

- A. *Director’s Report*

Report: Director Rohrbaugh began her report by drawing trustees’ attention to a handful of items. She first reminded trustees of a handful of important dates including the Teen Filmmaker Festival and the Kareem Abdul-Jabbar Reading Together visit.

She explained items ten through nineteen summarize a wide variety successful recent programming efforts, and then drew attention to two Local History Room digitization initiatives that are currently underway.

Discussion: V. Wright stated she is always impressed by how fast things tend to move; she said it seemed like just last month the YALSA Galley Group was announced, and she was impressed to hear what a success it has been so far. She then stated the same could be said regarding the circulation of WiFi Hotspots.

J. VanderRoest said he appreciates the attached monthly social media statistics.

L. Godfrey asked for details regarding the Michigan Works! partnership. M. Cockrell stated the "Strategies for Success" initiative alluded to in the Director's Report concerns a grant-funded outreach program through Michigan Works!, who have identified libraries as natural partners for this type of work.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

IX. COMMENTS BY TRUSTEES

- J. VanderRoest had no comments.
- R. Brown had no comments.
- K. Randolph had no comments.
- J. Williams had no comments.
- V. Wright stated her book club was thrilled with Writings on the Wall as this year's Reading Together selection. She reports her book club had a very engaged and enthusiastic discussion.
- President Godfrey stated Writings on the Wall was a hit with her book group as well. She reported attendance at a general discussion session of the book, held by KPL, where she met with many enthusiastic readers of the book, many of whom had not participated in Reading Together events beyond the author visits.

X. ADJOURNMENT

Hearing no objection, President Godfrey adjourned the meeting at 5:20 P.M.

X _____
Kerria Randolph
Secretary