

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: April 24, 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 approved.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

None.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

III. CONSENT CALENDAR

A. *Minutes of the Meeting of March 27, 2017*

B. *Personnel Items*

IV. FINANCIAL REPORTS

A. *Financial Reports for the Month Ending March 31, 2017*

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

Discussion: No discussion.

MOTION: V. WRIGHT MOVED AND J. VANDERROEST SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING MARCH 31, 2017.

MOTION CARRIED 6-0.

V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS:

A. *Salary Pools for Supervisory-Technical and Administrative Staff for 2017-2018*

Recommendation: Director Rohrbaugh recommended board approval of the compensation pool of \$50,000 for Supervisory-Technical and Administrative employees for fiscal year 2017-2018.

Executive Summary: This recommendation follows our usual procedure for the 19 employees in these two employee groups. This pool will provide for salary increases for those not at the top of their range and for bonuses for those at the top; both increases and bonuses are merit based and discussed during annual evaluations in May.

The chairs of both Personnel Committee and Finance and Budget Committee have reviewed and support this recommendation.

MOTION: J. VANDERROEST MOVED AND V. WRIGHT SUPPORTED THE MOTION TO APPROVE THE TRANSFER OF \$250,359 FROM CAPITAL IMPROVEMENT PLAN (CIP) RESERVES TO EXPENDITURE ACCOUNTS TO FUND THE LISTED PROJECTS & ITEMS.

Discussion: No discussion.

MOTION CARRIED 6-0.

REPORTS:

B. Third Quarter Strategic Planning Statistics

Report: Director Rohrbaugh stated most goals are on track for this point in the fiscal year. She drew attention to the number of gift books distributed through Ready to Read, reminding trustees that while the number associated with that goal may look low, Party in the Park has not occurred yet this year.

She then called attention to two sets of survey results accompanying the statistics. Regarding the Reading Together 2017 survey, she stated the results indicated most were very pleased with the book selection and the discussions which took place in the weeks leading up to the author visit. She said the comments on the survey indicate that the book generated some very good community conversations. Most of the comments related to the Kareem Abdul-Jabbar author visit were very much in step with what staff and trustees had been saying. Lastly, the survey generated some good feedback regarding topics and book selections for next year.

Concerning the Adult Patron survey, Director Rohrbaugh stated the results and comments reveal broad satisfaction and support for KPL programs and services.

Discussion: J. VanderRoest asked whether the number of active card holders is correct and, if so, whether that means active card holders had doubled since the beginning of the fiscal year. Michael Cockrell, Head of Adult Services stated that while the number has proved difficult to ascertain, he is confident that it is being generated each quarter in an appropriate manner. He stated his belief that the number reported at the very beginning of the year, upon which the target for that goal was based, was likely incorrect.

V. Wright asked how it was the Teen Services department was able to meet and exceed their programming attendance goal for the entire fiscal year by the third quarter. Sue Warner, Head of Youth Services stated that can largely be explained by a shift in how teen programs are

administered. In addition to larger, scheduled programs for teens, staff have begun the implementation of pop-up programs, which can be undertaken at any time, and especially when the teen space is busy.

V. Wright then asked for an explanation regarding the goal of introducing children age birth through five to digital tools. S. Warner stated that goal measures attendance at programs such as 'Tablet Tales', STEM programs, and preschool coding programs.

J. VanderRoest asked whether the library should be alarmed that print circulation is down significantly. Director Rohrbaugh stated while it certainly is alarming, staff have altered the browsing shelves and displays throughout the library in an effort to drive circulation. She then stated the reduction of print circulation is a trend seen throughout the library world as the circulation of digital materials continues to expand.

President Godfrey stated she was pleased to see so many patrons report using the KPL LINK newsletter to learn about programs and services the library has to offer.

Disposition: Trustees thanked Director Rohrbaugh for her report.

C. Novellist Database – Caitlin Hoag

Report: Director Rohrbaugh introduced Caitlin Hoag, Reference Librarian. C. Hoag explained Novellist is a web-based database that can be extremely helpful in finding new books, authors, and genres to enjoy based on a person's existing interests. It is accessible from the KPL website under the literature section of the database page.

C. Hoag said in addition to being very helpful to library patrons, it is also very handy for librarians offering readers advisory services, and those who want to stay up to date on recent releases. It operates on a system the developers call 'appeal terms' which are searchable categories which pertain to one of many aspects of a given work.

C. Hoag then demonstrated a series of searches which she used to illustrate the various functions and specifics of Novellist, including how to find book reviews, navigate the appeal terms and find even the most specific & granular sub-genres.

Discussion: L. Godfrey asked if this would be a good tool to generate a list of potential Reading Together titles based on community suggestions regarding themes and topics. C. Hoag said that was certainly the case.

L. Godfrey asked if the database includes older titles as well. C. Hoag said that while Novellist tends to be best at sorting contemporary titles, it does have an extensive backdated list of titles.

V. Wright asked how patrons hear about Novellist. C. Hoag stated it was mentioned in LINK when the library first subscribed. She also said that she routinely recommends it to patrons and there are a number of links to the service on the library's website.

Disposition: Trustees thanked C. Hoag for her report.

D. Washington Square Water Problem Update

Report: Director Rohrbaugh stated she would be giving the update on behalf of Susan Lindemann, Head of Facilities Management. She said just as water levels have been high elsewhere in the vicinity of Washington Square, the building has been affected as well.

Director Rohrbaugh reported S. Lindemann saying this year's flooding has been the worst it has been in at least six years. A variety of factors could be to blame; a relatively mild winter, heavy spring rains, and an overwhelmed city storm sewer seem to be acting in concert.

She stated it is routine to have minor flooding in the basement there, and the facility is equipped with a number of pumps to draw water away from the library. This year, the existing systems simply are not enough to cope with the amount of ground water in the area, and the issue has required the ongoing attention of facilities management staff.

Director Rohrbaugh stated there has been some damage to the walls and wooden trim in the basement, the extent of which will only truly be known once the water has dissipated. She reminded trustees that the floor there was sealed three years ago, which has proven effective, but this water is primarily seeping in through the foundation. S. Lindemann reports there is no permanent solution to this issue that will not cost tens of thousands of dollars.

Discussion: L. Godfrey asked whether there was any danger to the mechanical components of the elevator. Director Rohrbaugh said staff were aware of the possibility of that becoming an issue, but so far, the elevator was unaffected.

J. VanderRoest asked whether a previously proposed rain garden would assist in the drainage of that area. Director Rohrbaugh said she assumed it would, but could not be certain. R. Brown said flooding at Washington Square just seems to be a normal occurrence. Director Rohrbaugh agreed, recalling a time when water in the basement there was regularly up to her ankles. Since then, she said the landscape had been contoured and pumps had been installed. She then reiterated this has just been a particularly bad year.

J. Williams asked whether there has been concern about the growth of mold. Director Rohrbaugh said the facilities management staff would be watching very closely for any signs of mold.

Disposition: Trustees thanked Director Rohrbaugh for her report.

VI. COMMITTEE REPORTS

A. Finance and Budget Committee – No meeting.

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 Rohrbaugh began by mentioning a handful of items that had come up since she drafted this month's report. She stated S. Lindemann and John Meyers, Facilities Specialist, have been working on creating a plan for a bathroom remodeling project at Central Library aimed at reducing opportunities for vandalism while creating facilities that will last for a long time.

She then stated Oshtemo Township is interested in constructing electronic signage for their police and fire station located near the Oshtemo Branch Library. Township representatives have reached out to the library to see if there is interest in working together on joint signage. She reported the township might be erecting temporary signage to gauge its effectiveness.

She then reminded trustees that many budgets and annual action items will be coming to the board at the regularly scheduled May and June board meetings. Additionally, there will be four endowment & investment policies coming to the board for revision at that time as well.

Lastly, Director Rohrbaugh stated the sled-based chairs purchased to replace the wheeled chairs in the rotunda at Central and at the Oshtemo location have arrived.

Discussion: J. VanderRoest asked whether the facilities management department would handle the bathroom remodeling project. Director Rohrbaugh stated it would have to be contracted out.

V. Wright said it is great to hear about so many staff members participating and presenting at conferences and professional development opportunities. She also stated it is incredible to hear the Friends of KPL generated \$110,000 last year.

L. Godfrey asked Janice Snell, Friends of KPL Representative, how they are able to sell the huge numbers of audio-visual items they continue to receive. J. Snell stated large, dedicated DVD and Blu-Ray sales remain the best option, but they are open to suggestion.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

IX. COMMENTS BY TRUSTEES

- V. Wright stated she was excited for the Global Reading Challenge.
- J. Williams stated she recently attended First Saturday at Central with her grandchildren and reported everyone had a wonderful time. She said she also took them to the Oshtemo location for a program called 'Dancing with the Dogs' which was very fun.
- K. Randolph had no comments
- R. Brown had no comments.

- J. VanderRoest had no comments.
- President Godfrey reminded trustees there were many meetings coming up regarding the director search, and that Bradbury Miller Associates would be sending along candidate profiles in the very near future. She cautioned the search committee that particular attention and respect should be paid to maintaining the confidentiality of those candidates and their attendant information.

X. ADJOURNMENT

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

X _____
Kerria Randolph
Secretary