

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

DATE: August 28, 2006
TIME: 4:00 p.m.
LOCATION: Eastwood Library
Meeting Room
1112 Gayle Street
Kalamazoo, MI 49048

PRELIMINARY BUSINESS

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

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

Approval of Agenda

President Addison asked whether there were any changes to the agenda. There were none and the agenda was accepted as presented.

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 Regular Meeting of July 24, 2006
- B. Personnel Items

Presentation:

Promotions:

Michael Holverstott-Cockrell has been promoted to the administrative position of Head of Loan and Outreach Services effective October 1, 2006.

Kevin King has been promoted to the lead librarian position at Oshtemo Branch Library effective September 1, 2006.

Disposition:

The board accepted the minutes of the meeting of July 28, 2006 and the personnel items as presented.

IV. FINANCIAL REPORTS

- A. Financial Reports for the Period Ending August 31, 2006

Recommendation: Director Rohrbaugh recommended the board accept Financial Reports for the Period Ending August 31, 2006.

MOTION: J. VANDERROEST MOVED AND L. GODFREY SUPPORTED ACCEPTANCE OF THE FINANCIAL REPORTS FOR THE PERIOD ENDING AUGUST 31, 2006 AS

RECOMMENDED.



MOTION CARRIED 7-0.

B. Financial Tutorial: Single Business Tax

Presentation: Diane Schiller, Head of Business and Finance, noted the Michigan state legislature has repealed the single business tax effective in 2009. In 1999 the SBT was revised to gradually eliminate tax-sharing revenues by 2009 anyway. We have known and planned for its elimination; the last year in which we will receive SBT revenue is 2007/08. The recent repeal of the SBT will not change the result for KPL .

Disposition: Trustees thanked Ms. Schiller for the information.

V. **REPORTS AND RECOMMENDATIONS**

Action Items

A. Programming Policy

Recommendation: A. Rohrbaugh recommended adoption of a programming policy for Kalamazoo Public Library.

Executive Summary: Literary, cultural, informational and recreational programs are an important and integral part of library service. In recent years, to further KPL's mission and to promote library collections and services, the library has broadened the array of programs offered to the public. KPL provides diverse programs to people of all ages in response to interests and needs of library users and the community.

KPL, along with libraries throughout the country, is following the lead of the American Library Association by viewing library-initiated programs as a library resource. Just as our Board-adopted Materials Selection Policy sets forth the principles that guide collection development, I believe adoption of a Programming Policy, to document the objectives and guidelines used in program development, is desirable. The adoption of programming policies by public library boards is a growing national trend.

MOTION: L. GODFREY MOVED AND R. BROWN SUPPORTED A MOTION TO APPROVE THE RECOMMENDATION TO ADOPT THE PROGRAMMING POLICY AS PRESENTED.

Executive Summary: In response to questions from trustees, the director indicated, 1) the policy will not impose a mandate on staff regarding programming. 2) We review all policies periodically for possible revision, but the materials selection policy is the only one that has a timetable for review as part of the policy itself. The programming policy follows that pattern, calling for a review every five years; we would review it sooner if needed. 3) If an idea for a program is brought to us from a member of the public, it would be considered, but we would not be obligated to provide it; we do not receive many such requests -- the vast majority of programs are generated internally, but we sometimes choose to collaborate with other entities on programming that can be generated by either party.

D. Brown noted two different name forms were used in the policy to refer to the board. The director agreed the document would be changed to read "Board of Trustees" in each instance.



Motion carried 7-0.

B. Shared Leave Program

Recommendation: Director Rohrbaugh recommended board approval of a "Shared Leave Program" to be effective December 2006.

MOTION: J. VANDERROEST MOVED AND R. BROWN SUPPORTED THE MOTION TO APPROVE THE RECOMMENDATION TO ESTABLISH A “SHARED LEAVE PROGRAM” EFFECTIVE DECEMBER 2006, AS PRESENTED.

Executive
Summary:

From time to time staff members have expressed the desire to donate sick leave to support a colleague who is suffering from a serious medical condition. Most recently, the suggestion surfaced through the Mutual Concerns process, bi-monthly meetings at which representatives of our support staff union and administration discuss issues of mutual interest.

It was determined sick leave pools or banks are not uncommon within governmental entities, school districts, and businesses. In response to this staff request, a task force chaired by Diane Ossiff, our Benefits Coordinator, was convened, with representatives from each of our four employee groups. They were asked to study practices of other organizations and determine if such a program would be viable for KPL.

The result of their study and discussions, and several conversations with the Personnel Committee in which various provisions were discussed and modified, is the program outlined on the attached document. The logical effective time to implement such a program, if approved by the board, is December, right before staff sick leave allocations are credited in January.

The recommendation was reviewed and supported by the Personnel Committee.

Discussion:

There were several concerns expressed by trustees, including defining who is eligible to benefit from the sick leave bank, how the policy coordinates with the Family Medical Leave Act, (FMLA) whether the definitions in the plan should be the same as those in FMLA, and whether existing programs were considered. Trustees felt legal counsel should review the plan before proceeding.

**MOTION TO
TABLE:**

J. VANDERROEST MOVED TO TABLE THE MOTION PENDING REVIEW OF THE SHARED LEAVE PLAN BY LEGAL COUNSEL. THE MOTION WAS SUPPORTED BY R. BROWN.

Discussion:

In response to questions, A. Rohrbaugh explained implementation of the plan would not establish a major liability for the library since it is limited to only the amount of time between the end of the employee's own credits and 12 weeks, the maximum allowed under FMLA. Many KPL employees have a large sick leave bank, so the pool of employees potentially eligible to benefit from this plan is less than all salaried employees. There are safeguards in place to ensure both fair administration of the plan and the privacy of both participants and recipients.



Motion carried 7-0. The shared leave plan was tabled pending review by legal counsel.

C. Washington Square Outdoor Programming Space

Recommendation: A Rohrbaugh recommended the board approve the concept and general approach for creating an outdoor programming space at Washington Square Branch and authorize the director to pursue funding opportunities when / if they should arise.

MOTION: R. BROWN MOVED AND L. GODFREY SUPPORTED THE MOTION TO APPROVE THE CONCEPT AND GENERAL APPROACH FOR CREATING AN OUTDOOR PROGRAMMING SPACE AND AUTHORIZE THE DIRECTOR TO PURSUE FUNDING OPPORTUNITIES WHEN / IF THEY SHOULD ARISE.

Executive
Summary:

Over the years, WS staff has done programming outside on the lawn behind the building during the summer. Such outside programming has expanded with our partnership with Weed and Seed and the Edison Neighborhood Association, and with the increasing focus on community and neighborhood activities in the area.

We have long talked about an easy to maintain outdoor programming area designed for a variety of uses, that would respect the design of the building and acknowledge the drainage problems in that area. Last fall, we asked O'Boyle Cowell Blalock & Associates, a local landscape architectural firm, to design a plan for such a space. That plan was presented to the Building Committee; their feedback was incorporated.

In addition to the plan itself, the Building Committee has discussed the maintenance and staff costs for such a space. Ernie Clemence, our Facilities Manager, estimates an additional cost of approximately \$3,000 per year to maintain the additional plants, increased electrical costs, more frequent lamp changes, additional mowing and fertilizing, and an increase in staff time for clean-up.

Little increase in staff costs for programming is expected. The space would be used primarily during WS open hours with little, if any, increased staffing needs. If library events or events co-sponsored by the library were scheduled at other times, staffing would be handled primarily through schedule adjustment, or in some cases, additional hourly help.

It is not expected the space would be available to outside organizations on a regular basis. Requests by outside organizations to use the space without library co-sponsorship or involvement would be considered on a case-by-case basis with input from the WS lead librarian.

At this time, she does not see regular operational funds being used for this project, but rather would seek outside funding such as gifts or grants. She would like to be ready with a plan, supported by the board, to share with potential funders when the time is right or opportunities arise. That time could be sooner, later, not at all. At such a time, we would need to get more exact costs and might need to consider implementing the project in stages since the total probable costs are considerable. The director would keep the board informed of any opportunities or developments.

Discussion:

In response to questions, A. Rohrbaugh indicated we could return to the architect to ask how to divide and prioritize the project into logical "pieces" if necessary. The rain garden portion of the project could be done later or not at all. C. Addison indicated the amount of water that is captured by a rain garden vs. lawn is tremendous. V. Wright felt if we do this project it should be done in its entirety, not in pieces.

L. Godfrey was concerned that it be clear she does not support using tax money toward this project. If matching funds are required at some point, she would consider using gift and/or grant monies for that purpose, or interest from the endowment fund when it is available, but would evaluate the request in conjunction with competing needs. J. VanderRoest likened the expenditure for outdoor programming space to indoor meeting rooms.

It was noted the estimated costs increased considerably from the initial estimate. Several additions to the plan and more finely tuned estimates were responsible in addition to the architect wanting to be sure enough funding was provided for each line item.

J. VanderRoest felt it was the sense of the board that the director should not feel she can't come to the board with a proposal, but to approach them keeping their reservations in mind.

The director noted the proposal includes both stage and security lighting. D. Brown asked how a new sidewalk would impact the easement KPL granted to Consumers Energy at the site. A. Rohrbaugh said only one small piece of the sidewalk, that part that would connect to senior housing, would be involved and that she will check on it.

A. Rohrbaugh noted if momentum to improve the Edison neighborhood does not pick up again, there may not be grant money available for this project.



Motion carried 7-0.

Reports

D. Eastwood Branch Library Summer Programs

Presentation: Teresa Malynowsky-Rakowsky, Eastwood lead librarian, reported on the reading program and related events held over the summer, particularly the increase in summer reading club participation. She highlighted the collaboration with Northeastern Elementary in providing programs to the 300 Kindergarten through 2nd grade students who were enrolled in summer school. The branch hosted 800 people at programs during the month of July.

Disposition: C. Addison thanked Ms. Rakowsky for the report and noted it has been a wonderful summer.

E. Information Technology Training for Public and Staff

Presentation: Keith Howard, IT Trainer, described the classes he offers to both staff members and the public and distributed handbooks on several software programs that are provided to students when they take his classes. He is focusing more on the business community, seniors, and downsized employees. New classes being offered or that may be developed include résumé and cover letter writing, basic photo editing, online investing, basic Access and introduction to web design. He invited trustees to take or sit in on any of his classes.

Discussion: Responding to a question, K. Howard indicated we are not often asked by outside groups to use our lab for their own purposes. K. Steadman, Head of Adult Services, noted we do work with outside groups but usually at our instigation. We recently hosted two sessions of Kalamazoo Gazette staff people in the lab who came to learn about how to use our website and databases.

Disposition: Trustees appreciated and thanked Mr. Howard for the information.

VI. COMMITTEE REPORTS

A. Finance & Budget Committee
No report.

B. Personnel Committee
No report.

C. Building Committee
A. Rohrbaugh noted there had been some e-mail conversations and one meeting held to select a firm to develop a master plan for floor coverings system-wide. Kingscott was chosen from the bids received. It is expected a plan will be recommended to the full board in early 2007. The building committee has a meeting set for early September to review the input received from the public regarding the first floor rotunda area at Central.

VII. OTHER BUSINESS

A. Directors Report

Presentation: The director highlighted several items, particularly the week of very successful programs celebrating the sesquicentennial of Abraham Lincoln's visit to Kalamazoo. KPL participated in the celebration and provided several events during the week. It was a successful partnership and she thanked Beth Timmerman, Local History librarian, who was a member of the community-wide planning committee and led the KPL effort.

She also thanked IT staff for working over the Labor Day weekend to install and test system upgrades.

In response to questions from L. Godfrey about advertising the open lead librarian positions at Powell and in Teen Services, A. Rohrbaugh agreed we would try some “big city” want ads in Detroit and Chicago to try to catch the attention of people who might not otherwise be aware of our openings.

A. Rohrbaugh provided some detail about our rocky start with Baker & Taylor in answer to a question from V. Wright. Our requirements for cataloging are exacting; it takes a new vendor time to learn how we want things done. We are hopeful we are now on the right path with a new senior cataloger assigned to our account.

Suggestions by trustees to have a MelCat demo at an upcoming board meeting and to begin talking about the renewal millage election to replace our basic millage that expires in 2010 will be discussed with President Addison.

B. Board Committee Assignments

Presentation: President Addison indicated she spoke with trustees about their preferences for board committee assignments for 2006/07 and the following assignments have been made as a result.

Finance and Budget Committee

James VanderRoest, Chair
Bob Brown
Loren Dykstra

Personnel Committee

Valerie Wright, Chair
Don Brown
Lisa Godfrey

Endowment Fund Development Committee

Lisa Godfrey, Chair
Donald Brown

Ad Hoc Litigation Committee

Lisa Godfrey
James VanderRoest

Building Advisory Committee

Lisa Godfrey
James VanderRoest
Valerie Wright

Disposition: The board accepted the information.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

IX. TRUSTEE COMMENTS

R. Brown wondered when the human services directory will be going back to print, since it is difficult to find what you need online unless you know just what you are looking for.

A. Rohrbaugh said we have been having trouble getting a printout from Sirsi – we have to decide whether we are going to go through the directory entry by entry in order to be able to print it. Sirsi is not user-friendly for that type of information. We also need to consider our role since 211 service is in place in Kalamazoo.

J. VanderRoest read the following quotation regarding censorship into the record:

“DON’T JOIN THE BOOK BURNERS”

“Don’t think you’re going to conceal faults by concealing evidence that they ever existed. Don’t be afraid to go in your library and read every book, as long as any document does not offend our own ideas of decency. That should be the only censorship.

“How will we defeat communism unless we know what it is, what it teaches, and why does it have such an appeal for men, why are so many people swearing allegiance to it? It’s almost a religion, albeit one of the nether regions.

“And we have got to fight it with something better, not try to conceal the thinking of our own people. They are part of America. And even if they think ideas that are contrary to ours, their right to say them, their right to record them, and their right to have them at places where they’re accessible to others is unquestioned, or it’s not America.”

-Dwight David Eisenhower

From the remarks of the President of the United States at the Dartmouth College Commencement, June 14, 1953.

V. Wright asked if the “Diversion” program will remain in place with Mr. King’s move from Teen Services to Oshtemo. Susan Warner, Head of Youth and Branch Services, said it will likely stay in Teen Services, but will continue in some form.

D. Brown said although the promotions listed in the personnel items are excellent job moves for both Mr. Cockrell and Mr. King, and he is sure they will do equally well in their new positions, it is a little sad to lose people who are outstanding in their current positions. It is good we have such fine people we are confident to move up in the organization.

X. ADJOURNMENT

Hearing no objections, President Addison adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 5:50 p.m.

Loren Dykstra, Secretary