

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

DATE: September 25, 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: All trustees were present: Cynthia Addison, Donald Brown, Robert Brown, Loren Dykstra, Lisa Godfrey, James VanderRoest and Valerie Wright.

Approval of Agenda: The agenda was approved 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 August 28, 2006 Regular Meeting

B. Personnel Item

**New employee:**

**Janessa Breeding** began in the position of full-time KPLSP Library Assistant III in the materials selection section of Adult Services effective September 18, 2006. She has been a library aide at KPL since 2001, first in Loan Services as a shelver, transferring to Teen Services in 2002 where she has worked since. In addition she has had assignments in various locations as a clerical substitute since 2004.

Disposition: The board accepted the Minutes of the Meeting of August 28, 2006 and the Personnel Item as presented.

**IV. FINANCIAL REPORTS**

A. Financial Reports for the Month Ending August 31, 2006

**Recommendation: A. Rohrbaugh recommended the board accept the Financial Reports for the Month Ending August 31, 2006 as presented.**

Executive

Summary: Director Rohrbaugh reported the onsite work of the audit for 2005/06 is complete. It is expected the auditors will report to the full board at the October meeting after reviewing the findings with the Finance & Budget Committee.

**MOTION: L. GODFREY MOVED AND R. BROWN SUPPORTED ACCEPTANCE OF THE FINANCIAL REPORTS FOR THE MONTH ENDING SEPTEMBER 30, 2006 AS RECOMMENDED.**



**Motion carried 7-0.**

## V. REPORTS AND RECOMMENDATIONS

### Action Items

#### B. Rules of Conduct for Library Use Policy Revision

**Recommendation: The director recommended board approval of the revised “Rules of Conduct for Library Use” to be effective immediately.**

Executive  
Summary:

The board’s attorney, Don Schmidt, revised the rules of conduct. The motivation was to include the rule about large bags, rule #15, which was instituted in 2002, but not included in this policy statement. Other rules were tweaked slightly. Also desired was more consistency in enforcement of both the “Rules of Conduct” and the “Internet and Computer Use Policy. President Addison and Trustees Godfrey and VanderRoest reviewed the rules. Attorney Schmidt addressed their comments and suggestions.

Upon approval, the revised rules will be posted in all agencies, updated on KPL’s website and printed in a format for use with the public.

**MOTION: L. GODFREY MOVED AND J. VANDERROEST SUPPORTED A MOTION TO APPROVE THE RULES WITH REVISIONS AS PRESENTED.**

Discussion: Several friendly amendments that were suggested and agreed to by the group follow.

1. Introductory paragraph: It was agreed the statement would be a more accurate by replacing the words “constitutional right” with “ability” in the first sentence. New sentence to read: “These Rules of Conduct were adopted by the Board of Trustees of the Kalamazoo Public Library to promote a quiet, safe, attractive, sanitary, and orderly atmosphere and to insure every person’s ability to use the Library and Library materials to the maximum extent possible and to have reasonable access to Library facilities without unreasonable interference from any other person.”

2. Item #4: was broken into two sentences and the ending rewritten to read: “Use tobacco products, or possess or consume food or beverages. However beverages in capped or covered containers (for example, coffee cups with plastic tops or water bottles with caps) may be possessed and consumed and food or beverages may be consumed at library events when authorized.”

3. Item #7: removed the proposed added language “and persons licensed under Public Act No. 372 or 1927, as amended” from the exception to the rule statement regarding possession of weapons.

4. Final paragraph: several minor changes were made so the paragraph reads: “Any person who violates Rules 3, 7, 8, 13, or 14, or who repeatedly (two or more times) violates any

other Rule, may be denied access to the Library by the Director (or his or her designee) upon notice to the person. While the denial period is intended to be progressive, i.e., 1st violation – up to 30 days, 2nd violation – up to 60 days, 3rd violation – up to 90 days, the Director may deny access for a period of up to 1 year for any violation that significantly disrupts the operation of the Library or significantly interferes with patrons’ rights to use the Library. Before denying access to any person the Director shall inform the person of the reason he or she is being denied access and give that person a reasonable opportunity to state his or her response to the proposed denial. Any person denied such access may appeal the denial to the Library Board of Trustees. An appeal to the Library Board shall not stay the Director’s denial. The Library Board of Trustees shall provide the person with an opportunity to be heard before deciding the appeal and may affirm, modify, or reverse the Director’s denial.”

L. Godfrey and J. VanderRoest accepted the changes as friendly amendments to the motion to approve the policy.

There was some discussion of the need to be sensitive as to how the rules of conduct are applied, particularly rule #3 which speaks to harassment, intimidation and threatening behavior. Periodic in-service and staff development training was suggested to set expectations for judgment issues regarding neutral enforcement of a reasonable standard.



**MOTION CARRIED, 7 - 0.**

B. Internet and Computer Use Policy

**Recommendation:** Director Rohrbaugh recommended board approval of a revised “Internet and Computer Use Policy” to be effective immediately.

Executive Summary:

The board’s attorney also revised this policy as presented. The additions reflect our experiences with providing public Internet access and enforcement consistent with the Library Rules of Conduct. President Addison and Trustees Godfrey and VanderRoest also reviewed this policy.

**MOTION:** L. GODFREY MOVED AND R. BROWN SUPPORTED THE MOTION TO APPROVE THE REVISED “INTERNET AND COMPUTER ACCESS POLICY” AS RECOMMENDED.

Discussion: Friendly amendments to formatting for clarity, dropping the word “other” in item #2, and changing wording in the enforcement section to make it consistent with the approved enforcement section of the “Rules of Conduct” policy (see previous item) were offered and accepted by L. Godfrey and R. Brown.



**Motion carried 7-0.**

Reports

C. Summer Reading Programs

Presentation: Susan Warner, Head of Youth and Branch Services told the board the summer reading programs went very well this summer, including a new program developed for “tweens,” and that the summer finale celebration held at the Kalamazoo Air Zoo was successful beyond anyone’s expectations. The goal as always was for children and teens to remain

engaged in reading and thinking over the summer when they are not in school. The following staff members reported on programs as listed:

-Birth to kindergarten “Read to Me” program and the “Paws, Claws, Scales and Tales” school age program, (grades 1 – 4) Steve Siebers, Children’s Librarian.

-Tween program, "Creature Feature," (grades 5-7) Michael Holverstott-Cockrell, Powell Lead Librarian.

-Teen program, "Re-Mix", Kevin King, Oshtemo Lead Librarian.

-Adult program, "Readin' Through the Zoo," Terry Lason, Head of Loan and Outreach Services

All programs experienced excellent sign up and participation. All staff members were thanked for their assistance and contributions to the programs' success, particularly YBS, CRO, FM and circulation desk staffs, and everyone who was involved through their daily work or as volunteers at the finale celebration.

-Summer Reading Finale celebration observations, Mary Doud, Deputy Director.

The finale celebration, co-sponsored by the Kalamazoo Air Zoo, and attended by 1300 was phenomenal. Library employees do the library a tremendous service every day forging friendships with our patrons and community as was evident from the reactions/responses of those who attended the finale. The diversity and cross-section of our community represented was stunning. She thanked Terry Lason and Susan Warner for their leadership and particularly credited T. Lason for his creativity and S. Warner for her grasp of details and logistics. She publicly thanked all KPL staff who had a hand in the event. She wanted everyone to know she was very proud.

Disposition: Trustees were very pleased and also proud to hear about the success of the summer reading programs and finale.

D. Prime Time Family Reading Time

Presentation: Susan Warner, Head of Youth and Branch Services, told trustees about the Prime Time Family Reading program designed for participation by 6-10 year old children and their parents and targeting non-library user families whose children are at risk for academic failure. Transportation, a hot meal and childcare for younger siblings is provided. We have held successful 6-week sessions of this program for several years and our experience is that those who participate continue to be library users. The next session begins Oct. 9 at Powell branch library and runs from 6:30 – 8:00 p.m. She invited trustees to attend and see what the program is all about.

Disposition: A. Rohrbaugh told trustees she is proud to work with people who work so hard to develop and provide the kinds of programs described at the meeting.

**VI. COMMITTEE REPORTS**

Finance & Budget Committee

No report.

Personnel Committee

No report.

Building Committee

The director reported the building committee met and is talking about the first floor rotunda area at central. She and M. Doud met with Kingscott representatives who will develop a proposal for services to assist with development of a plan for improvements to the first floor area.

**VII. OTHER BUSINESS**

A. Directors Report

A. Rohrbaugh told trustees of two additional information items that occurred after the director's report was written:

1) We received a \$2000 gift from the Target Distribution Center in support of the "Party in the Park" in honor of Stand for Children Day.

2) Catherine Larson, retired KPL local history librarian, was awarded the prestigious 2006 State History Award from the Historical Society of Michigan in the category of "Distinguished Professional Service."

The director answered a few questions about written items in the director's report.

President Addison distributed a list of some upcoming KPL events and suggested if trustees were available for specific events it might be a good chance for them to greet the public.

### **XIII. PERSONS REQUESTING TO ADDRESS THE BOARD**

Terry Lason, retiring head of Loan and Outreach Services, addressed the board to tell them how much he appreciated the excellent people he worked with during his professional career. He particularly noted the loyal and faithful hard work and companionship of the two library assistants who worked directly for him, Marie Jackson and Linda Clearwaters, and the talent of graphic artist Laura Hoppe; he described her as gifted and worth double her weight in gold. He also was appreciative of patrons and staff he has worked with over the years and noted opportunities he felt fortunate to have experienced due to working at KPL.

He encouraged trustees to embrace first floor changes, attend more big KPL events and to fight for school libraries at the elementary level.

President Addison said Mr. Lason will surely be missed and wished him the best from the board.

### **IX. TRUSTEE COMMENTS**

**L. Dykstra** asked how widely the "Library Link" is distributed; Marti Fritz, CRO Manager indicated it is mailed to every household in the library district. He also commented he reads the library board minutes carefully since he signs them as board secretary and appreciates their quality and accuracy.

**D. Brown** and **R. Brown** continue to be impressed with staff commitment and accomplishments on behalf of the library.

**V. Wright** commented KPL provides an overwhelming depth and breadth of programming and noted recent newspaper pictures and coverage of events.

**L. Godfrey** said the quality and participation in the summer finale celebration was impressive and leaves a high hurdle for Mr. Lason's successor. She thanked Mr. Lason for all he has done over the years.

### **X. ADJOURNMENT**

Hearing no objections, President Addison adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 5:40 p.m.

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Loren Dykstra, Secretary