

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: September 25, 2023
Time: 5:00 p.m.
Location: Van Deusen Room, Central Library

CALL TO ORDER:

President Roth called the meeting to order at 5:00 p.m.

AGENDA APPROVAL:

The agenda was approved.

I. ROLL CALL

Present: Jannie Williams, Lisa Godfrey, Christy Roth, Kori Jock, Emily Greenman Wright, Denise Miller

Absent: Linda Mah

II. RECOGNITIONS, RESOLUTIONS, AND COMMUNICATIONS

Trustee Williams, on behalf of the board, recognized Theodore Gill on receiving the Amanda Green Scholarship and completing his Master's in Library Science.

III. PERSONS REQUESTING TO ADDRESS THE BOARD

Janice Snell, a patron of the Library, requested the board collaborate with the Michigan Library Association to ban guns at Kalamazoo Public Libraries.

IV. CONSENT CALENDAR

A. *Minutes of the Meeting of August 15, 2023*

B. *Minutes of the Meeting of August 28, 2023*

C. *Minutes of the Meeting of August 30, 2023*

D. *Personnel Items:* Trustee Miller acknowledged employee new hires, employee separations, and employee anniversaries within the organization.

MOTION: L. GODFREY MOVED AND E. GREENMAN WRIGHT SUPPORTED THE MOTION TO ACCEPT THE CONSENT CALENDARS FOR THE MONTH OF AUGUST ENDING AUGUST 30, 2023.

MOTION CARRIED 6-0

V. FINANCIAL REPORT

A. *Financial Reports for the Month Ending August 31, 2023*

Recommendation: Interim Director Terry New recommended the Board accept the Financial Reports for the month ending August 31, 2023.

MOTION: L. GODFREY MOVED AND K. JOCK SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING AUGUST 31, 2023.

Discussion: Nnamdi Dike, Head of Budget and Finance, gave a summary highlighting the August Financial Reports.

Roll Call Vote: J. Williams – yes; L. Godfrey – yes; D. Miller – yes; K. Jock – yes; C. Roth – yes; E. Greenman Wright – yes.

MOTION CARRIED 6-0

VI. REPORTS AND RECOMMENDATIONS

Recommendations

A. *Patron Services Librarian position reclassification*

Recommendation: Interim Director Terry New recommended Board approval of the reclassification of the KPLA Patron Services Librarian - Fiction, Periodicals, and Databases from a Librarian to a Librarian Specialist position.

Discussion: There was no discussion.

MOTION: J. WILLIAMS MOVED AND D. MILLER SUPPORTED THE MOTION TO APPROVE THE PATRON SERVICES LIBRARIAN POSITION RECLASSIFICATION.

Roll Call Vote: J. Williams – yes; L. Godfrey – yes; D. Miller – yes; K. Jock – yes; C. Roth – yes; E. Greenman Wright – yes.

MOTION CARRIED 6-0

B. *Maintenance Technician position reclassification*

Recommendation: Interim Director Terry New recommended Board approval of the reclassification of the KPLSP Maintenance Technician position as a Supervisory-Technical position.

Discussion: Trustee Jock asked the Interim Director New if this recommendation was also reviewed by the Finance and Budget Committee, and the Personnel Committee. Interim Director New informed Trustee Jock this recommendation was reviewed by those committees, and also by KPLSP Mutual Concerns. President Roth asked how did Interim Director New receive this recommendation. Interim Director New stated that this recommendation came from Human Resources.

MOTION: L. GODFREY MOVED AND D. MILLER SUPPORTED THE MOTION TO APPROVE THE MAINTENANCE TECHNICIAN POSITION RECLASSIFICATION.

Roll Call Vote: J. Williams – yes; L. Godfrey – yes; D. Miller – yes; K. Jock – yes; C. Roth – yes; E. Greenman Wright – yes.

MOTION CARRIED 6-0

C. *Marketing & Communications Manager Reclassification/Organization Chart Revision*

Recommendation: Interim Director Terry New recommended Board approval of the reclassification of the Marketing & Communications Manager position as Administrator and the resulting change to the organizational chart.

Discussion: There was no discussion.

MOTION: L. GODFREY MOVED AND K. JOCK SUPPORTED THE MOTION TO APPROVE THE MARKETING AND COMMUNICATIONS MANAGER RECLASSIFICATION/ ORGANIZATION CHART REVISION.

Roll Call Vote: J. Williams – yes; L. Godfrey – yes; D. Miller – yes; K. Jock – yes; C. Roth – yes; E. Greenman Wright – yes.

MOTION CARRIED 6-0

D. *Texas Township Contract*

Recommendation: Interim Director New recommended Board approval of recommendation of Texas Township Contract.

Discussion: There was no discussion.

MOTION: K. JOCK MOVED AND J. WILLIAMS SUPPORTED THE MOTION TO APPROVE THE RECOMMENDATION OF THE TEXAS TOWNSHIP CONTRACT.

Roll Call Vote: J. Williams – yes; L. Godfrey – yes; D. Miller – yes; K. Jock – yes; C. Roth – yes; E. Greenman Wright – yes.

MOTION CARRIED 6-0

Reports

A. *Banned Books Week*

Library Assistant Associate Tady Lewis and Librarian Lead Amanda Stover gave a presentation on Banned Books Week. They discussed the importance of holding Banned Books Week, through their research they found that the state of Michigan ranked second in the nation in attempt to restrict access to books in 2022. Also, the number of books being challenged in the U.S. has drastically risen by 38 percent. They discussed how Kalamazoo Public Libraries are responding to this through library programming of events, book clubs, and displays at the library.

B. 2022-2023 Strategic Plan report

Community Engagement Department Head Kevin King gave a presentation on the results of the 2022-2023 Strategic Plan. The strategic plan covered the organizational health goals, advancing equity and inclusion goals, inspiring literacy, learning, and engagement goals. This presentation included benchmarks that were set for the fiscal year 2022 and 2023, and which benchmarks were met, and which benchmarks were not met. Department Head King stated that this current strategic plan will be implemented and carried on into the next year.

C. Summer Reading Wrap-up

Librarian Specialist Milan Orozco gave a presentation on the results of the Kalamazoo Public Library 2023 Summer Reading Challenge. Librarian Specialist Orozco stated this year theme was All Together Now, which focused on educating youth that everyone's actions affect one another. Librarian Specialist Orozco went over how participating members of the Summer Reading Challenge could win their badges and prizes. Data was presented that the number of Summer Readers that participated this year was almost equal to the year 2019, before the pandemic. Librarian Specialist Orozco's data also showed that the age bracket of preschoolers had the highest number of participants in the Summer Reading Challenge. However, in the age bracket of school-age kids they were the highest number of participants who earned badges. The Summer Reading Challenge gave away 7,582 books this year.

VII. COMMITTEE REPORTS

- A. Finance and Budget Committee* – Trustee Godfrey stated the committee did meet and discussed the recommendations for reclassification.
- B. Personnel Committee* – Trustee Williams stated the committee did meet and discussion topics were the Director Search and the event planned for board and staff in October.
- C. Fund Development Committee* – No meeting.
- D. Director's Building Advisory Committee* –No meeting.
- E. Ad hoc Bylaw Review Committee* – No meeting.

VIII. OTHER BUSINESS

A. Director's Report

Interim Director New reported on the following topics:

- Interim Director New reported the Oshtemo ADA parking improvements project has recently concluded. This project installed the circle drive drop box, and this addition elevates the patron experience by providing a convenient means to drop off materials, especially during challenging weather conditions or after the sun has set.

- Interim Director New stated the space study process has been initiated by sending out a request for information (RFI) to several key groups to assess interest. These groups included the National Organization of Minority Architects, architects that the Library has previously collaborated with, and architect recommendations given to the Library. And the RFI process will end at the end of October, and there will be a review of the architects who expressed interest in the RFI.
- The annual process of distributing total compensation statements to salaried staff is being implemented again. This departmental goal was completed by HR Specialist Amy Clark.
- KPL received an award from Loaves & Fishes for the work the social services and security team does with distributing emergency food kits to patrons in need.
- The Library will be honored by the Daughters of the American Revolution for their 150 years of outstanding efforts and literacy promotion, and the award will be presented in the Daughters of the American Revolution October chapter meeting. Trustee Jock will be representing the library at that meeting.
- The Oshtemo Branch has been asked to host an after-hours program for the deaf and hard of hearing community on October 14. The “Deaf Night Out” event on October 14 will feature crafts using our Creativebug database and opportunities for patrons to get to know one another. Community Engagement Intern Sarah Van Eck initiated and organized this event.
- Kevin King facilitated a public conversation with jazz icon, Branford Marsalis, on September 18 at Central in partnership with the Kalamazoo Symphony Orchestra (KSO). Over 50 members of the community listened to Marsalis, Sonya B. and Sean Hollins, and Edward Callahan talk about their storybook collaboration JAMMIN’ IN KALAMAZOO. While serving a residency for the KSO, Marsalis wrote music for the book to be performed in KPL and KSO’s Musical Storytime collaboration.
- Children’s Room staff and Facilities Management have worked hard in the Children’s Room to give the room better flow and provide better sightlines. A large bank of shelves was moved and reworked the picture books. Many people have commented on how nice it looks and how it opens sightlines in the room.
- Geek Fest will be on Saturday, October 14th and this year there are two major headliners for this event. They are YouTube content creator DM Scotty and award-winning author Mark Oshiro.
- There has been an increase in usage of Creativebug and Freegal. The is hope that the use of these services will increase from Marketing and Communications advertising them.

B. Board recordings

- Interim Director New stated that board meeting recording will be available upon request to patrons. The Library will archive these video recordings for a year.

C. Discussion of RFP for the Search Firm

- President Roth stated to the Board of Trustees to please give any edits to the Request For Proposal (RFP) to Dr. Karika Parker by the end of the night.

D. Executive Committee for the RFP

- President Roth stated there should be an executive committee that handles the RFP process. President Roth proposed that this executive committee consist of the Vice President, the Treasurer, and the Secretary. Trustee Miller, Trustee Godfrey, and Trustee Williams agreed they would be on this committee.

MOTION: C. ROTH MOVED AND E. GREENMAN WRIGHT SUPPORTED THE MOTION TO APPROVE THE CREATION OF THE EXECUTIVE COMMITTEE FOR THE RFP.

Roll Call Vote: J. Williams – yes; L. Godfrey – yes; D. Miller – yes; K. Jock – yes; C. Roth – yes; E. Greenman Wright – yes.

MOTION CARRIED 6-0

IX. PERSONS REQUESTING TO ADDRESS THE BOARD

There were no persons who addressed the board.

X. COMMENTS BY TRUSTEES

- J. Williams stated that she is excited about the progress that the Library is making on its strategic goals, and the Board Development work that Dr. Parker is doing with the board. Trustee Williams acknowledged the hard work the staff is doing for the Library. Also, she thanked Interim Director New for her hard work.
- K. Jock applauded the amazing work that was happening in the Library. She stated the Director's Report was fantastic, and that it was truly a treat to attend the Staff Breakfast and engage with the staff in a casual setting.
- L. Godfrey stated the Michigan Library Association has both a legislative committee and a lobbying firm, which has been very active in advocating for the removal of guns in libraries.
- E. Greenman Wright stated how she is really proud of the innovation occurring at the Library. Trustee Greenman Wright stated she was happy the Library received an award from Loaves and Fishes. She stated that she is elated the Library is pivoting to meet the needs of the community in new ways, not just through books. And that

the Library is shifting to see our community as whole people. And the results in this strategic plan are exciting to see.

- Trustee Miller thanked the staff for the wonderful programs they create and implement. Trustee Miller also patrons for talking about banning guns in the library. She also stated she is excited to continue to do board development workshops with the board.
- President Roth echoed thanks to the staff and patrons. She also stated that she thinks the Library is going in the right direction and for that she is thankful.

XI. ADJOURNMENT

Hearing no objection, President Roth adjourned the meeting at 6:41 p.m.

X _____
Jannie Williams
Secretary