

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

DATE: February 23, 2009  
TIME: 4:00 p.m.  
LOCATION: Central Library  
Board Room – Third Floor  
315 S. Rose Street  
Kalamazoo, MI 49007

**REGULAR SESSION**

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

**PRELIMINARY BUSINESS**

Roll Call: Trustees present: Robert Brown, Lisa Godfrey, Ian Kennedy, James Vander Roest, and Valerie Wright.  
Trustees absent: Cynthia Addison and Cheryl TenBrink

Agenda Approval: The agenda was amended to add I. B. to address a communication received by the board.

President Wright asked L. Godfrey, and she agreed, to act as secretary in C. TenBrink's absence.

**I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS**

**A. Resolution to Approve Use of the Certificate of Deposit Account Registry Service (CDARS)**

**Recommendation:** **Director Rohrbaugh recommended the board approve a resolution to provide for the investment of library funds within the CDARS program.**

Executive  
Summary:

Historically, it has been very difficult to reduce the library's exposure to custodial risk, the risk that the library's deposits will not be returned to it. At June 30, 2008, for example, the library had \$4,865,507 of bank deposits that were uninsured or uncollateralized. While this has always been a concern, the means to limit custodial risk have been prohibitive or unavailable. Several recent changes in the law and deposit insurance levels have occurred recently, however, which will allow the library to significantly reduce custodial risk on deposited funds.

The Certificate of Deposit Account Registry Service, or CDARS, is a networking program of banks where the investing organization places an order for an investment in certificates of deposit at their local bank. Through the local bank's membership in the CDARS program, the funds are then placed into certificates of deposits at other member banks in increments of \$250,000 or less. A matching system coordinates the investments in certificates so that other banks then place investments in your local bank. These exchanges occur on a dollar-for-dollar basis and bring the full amount of your original deposit back to your local bank.

Approval of the CDARS program for local units of government was proposed through Michigan Senate Bill 1517 amending Public Act 20 of 1943, which regulates the investments of public corporations. The amendment was passed by both the House and the Senate and signed by Governor Granholm late last year. The amendment of Public Act 20 requires the use of the CDARS program by local governments be approved by resolution of their governing body.

This recommendation was reviewed and supported by the Finance & Budget Committee.

**MOTION: J. VANDER ROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO APPROVE THE RESOLUTION TO PROVIDE FOR THE INVESTMENT OF LIBRARY FUNDS WITHIN THE CDARS AS RECOMMENDED.**

**Roll Call Vote: J. Vander Roest – yes; R. Brown – yes; I. Kennedy – yes; L. Godfrey – yes; V. Wright – yes.**



**Motion carried 5-0.**

B. Communication

**Presentation:** President Wright distributed a letter written by Marjorie Hilliard, 1039 BridgeMill Avenue, Canton, GA. Ms. Hilliard requested the board consider exempting special needs adults who are not eligible for a KPL library card from the non-resident fee. Her son lives in a group home in Texas Township in an area not affiliated with any library.

The President indicated she and the director had discussed the request and though they are sympathetic to the situation and the request, they outlined other options, including a group card that could be purchased by the home.

**Disposition:** The board president will respond to Ms. Hilliard in writing.

**II. PERSONS REQUESTING TO ADDRESS THE BOARD**

Lori Anne Tennison, 726 Egleston, Apt. 1, asked the board to consider reinstating her library privileges. She was denied access from library facilities and felt she was profiled by the library; the letter denying her access did not include her name or address and she felt the accusations were vague and incomplete. She stated she did nothing illegal and believed there was a lack of due process in denying her rights.

President Wright thanked Ms. Tennison for addressing the board; she indicated the board would review her request and would respond promptly in writing.

Ms. Tennison added she would consider court action regarding what she felt was a violation of her rights.

**Disposition:** No one else addressed the board.

**III. CONSENT CALENDAR**

- A. Minutes of the Board Meeting of January 26, 2009
- B. Personnel Items

**Retirement**

**Carol Falk** announced her retirement effective August 31, 2009. She is a librarian 2 working half-time as a cataloging librarian within the Technical Services/ Information Technology Department and half-time as a librarian in Information and Readers Services, with fiction selection as her primary function. Carol began her career at KPL in 1976 as a library clerk in the circulation department. She moved to the librarian ranks in the Adult Loan department (now Patron Services) in 1977. Over the years she has held various librarian positions including assignments in branches and the law library.

**Resignation**

**Janessa Breeding** resigned from the position of library assistant 3 in Acquisitions, within Information and Reader Services effective January 30, 2009.

**Transfer**

Minutes of the February 23, 2009 Kalamazoo Public Library Board of Trustees Meeting, cont.

**Cathy Serra** was transferred from a half-time library assistant 4 position in children's room within Youth and Neighborhood Services, to the half-time library assistant 3 position remaining in Acquisitions after the elimination of the other half-time portion of that position. This change was effective February 16; there was no impact on her classification or salary.

Executive  
Summary:

Director Rohrbaugh pointed out that when she presented the 3-tier financial reduction plan to the board in January she told them we would use every opportunity presented to examine positions and duties with the goal of appropriately reducing expenditures as we begin implementing pieces of the first tier of reductions. With Janessa Breeding's resignation from materials selection, we reexamined the work in that position and were able to reduce that full-time position to half time. The remaining half time position was filled by the transfer of Cathy Serra from children's room. That position will not be filled. The net result is a reduction of one full-time position: one-half (.5) from adult services /materials selection and one-half (.5) from the children's room position from which Cathy transferred.

**Disposition:**      **The board accepted the Minutes of the Meeting of January 26, 2009 and the personnel items as presented.**

#### IV. FINANCIAL REPORTS

A.      Financial Reports for the Period Ending January 31, 2009

**Recommendation:**      **A. Rohrbaugh recommended the board accept the Financial Reports for the Period Ending January 31, 2009 as presented.**

**MOTION:**              **L. GODFREY MOVED AND R. BROWN SUPPORTED ACCEPTANCE OF THE FINANCIAL REPORTS FOR THE PERIOD ENDING JANUARY 31, 2009.**

Discussion:              L. Godfrey asked what the ramifications might be when the county takes over tax collection for the city; D. Schiller did not expect there would be a noticeable difference.



**Motion carried 5-0.**

#### V. REPORTS AND RECOMMENDATIONS

##### ACTION ITEMS

A.      Policy Revision: Operating Fund Investment Policy

**Recommendation:**      **The director recommended approval of revisions to the Operating Fund Investment Policy to incorporate the Certificate of Deposit Account Registry Service (CDARS) as an option for library investments.**

**MOTION:**              **J. VANDER ROEST MOVED AND L. GODFREY SUPPORTED THE MOTION TO APPROVE THE REVISED OPERATING FUND INVESTMENT POLICY AS RECOMMENDED.**

Executive  
Summary:

A revision to the Operating Fund Investment Policy is necessary in the designation of authorized investments to include the CDARS program as outlined by Public Act 20 of 1943 and approved by

separate resolution. That and other minor changes to the policy were reviewed and recommended for approval by the Finance & Budget Committee.

Discussion;

J. Vander Roest noted the changes also included some language clean up and the removal of procedures that did not belong in the policy.



**Motion carried 5-0.**

B.      Revised 2008/09 Income and Expenditure Budgets

**Recommendation:** **Director Rohrbaugh recommended approval of Close Estimate Budget Revisions for the General Operating Fund for Fiscal Year Ending June 30, 2009, the Capital Improvement Plan for Fiscal Years Ending through June 30, 2011, and the Other Gifts and Grants Budgets for Fiscal Year Ending June 30, 2009.**

**MOTION:** **IT WAS MOVED BY J. VANDER ROEST AND SUPPORTED BY L. GODFREY TO APPROVE THE BUDGET REVISIONS AS RECOMMENDED.**

Executive  
Summary:

Revisions to the General Operating Fund for fiscal year ending June 30, 2009 incorporate a projected 3.26% increase in taxable value over the previous year along with adjustments for tax review board decisions and the library's level of contributions to the TIF DDA. Interest income has been revised downward, reflecting reductions in money market rates since the Preliminary Budget was approved. Other revisions to revenue include the realignment of other sources of revenue, including insurance claims reimbursements for the library's recent repairs for accidents at Central, have been made to allow better visibility and understanding.

Overall, the Close Estimate Budget Revision for the General Operating Fund reflects changes known through mid-year, including: distribution of reserves to salary and benefit line items per labor contracts, the reserve for staff retirement payments known at this time, the incorporation of repair cost for Central library accidents and the Washington Square tree removal, consolidation of the Teen and Children's Seminars, reduction in Travel & Conference and employee development allocations, and a general release of reserves. As a result of the above revisions and changes to both the incoming and outgoing transfers from the General Operating Fund, the Unreserved Fund Balance increases to \$273,403.

Revisions to the Capital Improvement Plan include the addition of fiscal year 2010-2011 for the three year budgeting cycle, the release of several projects no longer deemed a priority, the revision of unallocated budget targets for the remainder of this fiscal year, and the delay of branch carpeting projects until fiscal year 2009-2010. No significant changes to the overall scope of the Capital Improvement Plan have been made at this time.

The Other Gifts and Grants Budget has been revised to include the completion and transfer of several project budget balances to the General Fund, in total transferring \$16,475 to the General Fund. Budgets remain for projects and grants requiring separate accounting or tracking and include several new gifts received for the Non-Profit Management Support Center, Friedman Room equipment replacement, the Global Reading program, and several grants for Ready to Read book distribution at selected sites.

All of the above budget revisions have been reviewed by the Finance & Budget committee and come with their recommendation.

Discussion: J. Vander Roest noted a negative fund balance in the preliminary budget. Although positive in the revised budget; it is hoped that by being as frugal as possible it can be increased later.



**Motion carried 5-0.**

## REPORTS

### C. Computer Training

Presentation: Jennifer Cornell, Computer Trainer, told the board about the current set of classes she is providing for the public, and she and Diane Randall, Information and Readers Services librarian, told them about the classes they are collaborating on to offer assistance to job seekers with looking for jobs, writing resumes and interviewing. They have had very positive response. They plan to work more with other local agencies, such as Michigan Works!, to see if there are areas of cooperation that can be pursued to better assist those looking for jobs.

Disposition: On behalf of the board, President Wright thanked Ms. Cornell and Ms. Randall for their good work and report. She especially appreciated their using the library's mission and core

values as a guide and felt their infectious enthusiasm for this service and how they provide it is inspiring.

## **VI. COMMITTEE REPORTS**

### Finance & Budget Committee

**J. Vander Roest:** The committee met to review the items addressed earlier in the agenda.

### Personnel Committee

**R. Brown:** The personnel committee did not meet.

### Building Committee

**A. Rohrbaugh:** The building committee did not meet.

### Millage Committee

**L. Godfrey:** The committee has been meeting regularly. She encouraged people to visit the Vote4kpl.org website. They are working on yard signs and other materials to be used in the campaign. There was an article in the *Gazette* over the weekend and information about the millage renewal appeared in the *Library Link* that was mailed last week to residents. She also reported the director would be interviewed on WKZO radio on February 24. These items will draw more focus to the issue than we have had up to now. She indicated the committee will be meeting even more often and will begin calling on volunteers for help.

### Endowment Committee

**V. Wright:** The endowment committee did not meet.

## **VII. OTHER BUSINESS**

### **A. Directors Report**

A. Rohrbaugh reported on her attendance earlier in the day at a Michigan Library Association Legislative Committee meeting. The committee discussed the governor's plan to eliminate the History, Arts and Libraries department; they will recommend the Library of Michigan remain under the auspices of state government, but will not take a position more specific than that. They will also advocate to keep the current funding level to Library of Michigan, and that we continue to have a state librarian.

She also urged trustees to visit the KPL website; it is dynamic and changes constantly. She mentioned 5 – 7 minute videos of programs that have been presented at the library, lots of blogs for books, music and videos, and topic guides as a few good reasons to visit often. She has begun a regular "Director's Blog."

L. Godfrey commented the central library second floor displays librarian Wendy Woltjer creates, currently one of African American images, garner a lot of attention from visitors.

**Disposition:** Trustees received the director's written report and comments.

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

No one addressed the board.

## **IX. TRUSTEE COMMENTS**

**J. Vander Roest** commented on the engaging, diverse programming that is offered at KPL.

**I. Kennedy** expressed his appreciation for the budget work done and that we have a reserve in these tough economic times. He is also glad there is a unified voice for libraries as the state undergoes the process of restructuring departments.

**V. Wright** attended the Peter Mulvey concert. She was struck by how the audience interacted; by the end of the night there were no strangers. The musical programs are especially powerful at building community.

**X. EXECUTIVE SESSION**

Director Rohrbaugh asked for an executive session to discuss her goals progress leading up to her annual evaluation.

**MOTION: L. GODFREY MOVED AND J. VANDER ROEST SUPPORTED A MOTION TO GO INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS.**

**Roll Call Vote: J. Vander Roest – yes; R. Brown – yes; I. Kennedy – yes;  
L. Godfrey – yes; V.Wright – yes.**



**Motion Carried 5-0.**  
The meeting moved to executive session at 5:12 p.m.

**MOTION: L. GODFREY MOVED AND J. VANDER ROEST SUPPORTED A MOTION TO RETURN TO OPEN SESSION.**

**Roll Call Vote: J. Vander Roest – yes; R. Brown – yes; I. Kennedy – yes;  
L. Godfrey – yes; V.Wright – yes.**



**Motion Carried 5-0.**  
The meeting returned to open session at 6:10 p.m.

**X. ADJOURNMENT**

Hearing no objection, President Wright adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 6:11 p.m.

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Cheryl TenBrink, Secretary