

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

DATE: September 24, 2007  
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.  
Agenda Approval: No changes were indicated.

**PRELIMINARY BUSINESS**

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

**I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS**

There were no recognitions, resolutions or communications.

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

Daniel R. Newman, 754 S. Drake Road, who spoke to the board in August regarding his strong opposition to the allowed use of cell phones in the library, again requested they ban cell phone use in KPL facilities. He indicated he had received a written response from board president Cynthia Addison subsequent to the August meeting but was not satisfied with it. He asked how allowing the use of cell phones has helped the library or library patrons. He quoted several staff members as opposing the use of cell phones and submitted a form for the board to complete in lieu of a letter of response.

President Addison thanked Mr. Newman for his comments.

**III. CONSENT CALENDAR**

- A. Minutes of the August 27, 2007 Regular Meeting
- B. Personnel Items

**Promotion:**

**Martha Lohrstorfer** has been promoted to the lead librarian position at Oshtemo Branch and will move there from the ADS/law library position she currently holds effective October 1, 2007. Martha joined the KPL support staff in 1989 and was hired as a librarian in 1999.

**Transfer:**

**Patti Dooley** transferred from the .75 loan services library assistant 4 position (MelCat) to the full time library assistant 4 position in the business office. Her first day of work in the business office was September 17, 2007. She will be working in both loan services and the business office temporarily to keep up with MelCat until the position is filled and to assist with training a new person. Patti began at KPL as a library aide in 1986 and became a salaried support staff member in 1991.

Disposition: The board accepted the Minutes of the Meeting of August 27, 2007 and the Personnel Items as presented.

**IV. FINANCIAL REPORTS**

A. Financial Reports for the Period Ending August 31, 2007

**Recommendation:** A. Rohrbaugh recommended the board accept the Financial Reports for the Period Ending August 31, 2007 as presented.

**MOTION:** R. BROWN MOVED AND L. GODFREY SUPPORTED ACCEPTANCE OF THE FINANCIAL REPORTS FOR THE PERIOD ENDING AUGUST 31, 2007.

Executive  
Summary:

A. Rohrbaugh noted we received a check for penal fines that was higher than was originally predicted. Payment has not yet been received from the county for the law library. The overall reports are predictable for the first quarter of the fiscal year.



**Motion carried 7-0.**

**V. REPORTS AND RECOMMENDATIONS**

**Action Items**

A. Vision, Mission & Core Values Statements

**Recommendation:** The director recommended board approval of new vision, mission and core values statements.

**MOTION:** L. GODFREY MOVED AND J. VANDERROEST SUPPORTED APPROVAL OF THE VISION, MISSION AND CORE VALUES STATEMENTS AS RECOMMENDED BY THE DIRECTOR.

Executive  
Summary:

Director Rohrbaugh reviewed the process that was followed to develop the statements being recommended for approval. Trustee and management team work sessions with facilitator Tim Fallon last spring began the discussion. A committee of three trustees and four staff members took it from there and produced the document presented at the August board meeting; no comments were heard from trustees after that presentation

Discussion:

L. Dykstra asked for clarification of the word “diversity.” He agreed we value diversity in our staff, but wondered if we want diversity in all its aspects; he used the example of ethical standards.

J. VanderRoest indicated “diversity” has developed a secondary meaning in modern life, and is commonly understood as diversity in demographics; that is how he believes it would be understood in this core values statement.

L. Godfrey said that even in terms of an ethical code, we would not expect everyone to adhere to, say, a Christian code as opposed to whatever their particular ethical code might be based on -- we would expect ethics, but would not dictate from where the ethics come. She agreed with J. Vander Roest that the meaning that has developed in recent years indicates we respect differences.

A. Rohrbaugh pointed out that in addition to the diversity in staffing mentioned, diversity in collections, programs and services is equally as important. She also reminded trustees we have a diversity task force that has been asked to consider diversity in the broad sense.

M. Doud noted a typo in the fifth core value – it should read: “A workplace is characterized by integrity, ~~value~~ compassion and respect. Compassion was the intended word rather than value.

L. Godfrey and J. VanderRoest accepted the correction as a friendly amendment.

The proposed Vision, Mission and Core Values Statement follows:

Vision

*Kalamazoo Public Library helps create a community where people aspire to learn, engage and thrive.*

Mission

*Kalamazoo Public Library champions reading, ignites imagination, and ensures access to information and ideas.*

Core Values

*To advance the library's mission we value:*

- *Literacy and life long learning*
- *Dynamic, responsive and respectful service*
- *Intellectual freedom and the patron's right to open access*
- *A professional and productive workforce*
- *A workplace characterized by integrity, compassion and respect*
- *Diversity across all aspects of organizational life*
- *Collaboration, civic engagement and social responsibility*
- *Stewardship and innovation*



**Motion carried 7-0.**

**Reports**

**B. Transition of Cataloging and Processing Work from Vendor to In-house**

**Presentation:** Gary Green, Head of Technical Services/IT, reviewed the chronology of cataloging from when we first out-sourced cataloging in 1997 to date. We had serious problems receiving quality, low-error rate cataloging and processing from vendors and were unable to get materials to our patrons in a timely fashion. Since we added a cataloger and a library assistant to the cataloging department and brought the work "home" we have streamlined our own processes, our error level is low, and now the only items waiting to be put on the public shelves are those we have cataloged and ready before the publisher's "street date."

He thanked the board for approving the staffing needed to be able to provide cataloging in-house to allow for this improvement in service to our patrons. Katy Steadman, Head of Adult Services, joined him in thanking the board and told them staff now feels much more confident about our collection services.

**Disposition:** President Addison expressed the board's appreciation for the report and the work of the CAMP staff.

**C. Services to 'Tweens**

**Presentation:** Cory Grimminck, Teen Services Librarian, talked to trustees about the importance of being relevant to 'tweens, roughly defined as 10-12 year olds, in grades 5-8. They see themselves as too old for the children's room and are too young for teen programs. If we don't provide programs and activities meaningful to them, we are likely to lose them as library patrons.

There is a new emphasis on keeping 'tweens interested in coming to the library through hands-on activities and crafts. She, Jill Lansky and Stuart Fritz from the children's room staff are the primary programmers for 'tweens and are emphasizing programs at branches. Jill has done and continues to do many of the programs and has a "following" regardless of where the program is presented

She listed various programs and activities for 'tweens, particularly focusing on 'Tween Central, a new program she envisions will convince children of this age to become involved at KPL and hopefully move up to the Teen Advisory Board (T.A.B.) group when they are older.

In answer to trustee questions, Ms. Grimminck said branch staff are not expected to participate in providing programs at branches, but are welcome and often attend. Although some programs are more appealing to girls, they also provide programs that boys enjoy.

Disposition: C. Addison said this emphasis on 'tweens is exciting and interesting.

#### D. Directory of Local Organizations

Presentation: Katy Steadman, Head of Adult Services, distributed copies of the newly produced Directory of Local Organizations to trustees. We were unable to produce a directory for several years due to the inability to format extracted copy after we implemented the SIRSI integrated library system. The programming to allow us to again produce the directory from the database and extraction were done in house by Jim Clarey, in conjunction with adult services and the community relations office.

Even though the information was online and accessible, we still had many requests for the information in hard copy. The directory includes information about human services agencies, churches, governmental units, clubs, social organizations and neighborhood associations and covers most of the county. The most up to date information is on the website, but we contact organizations for revisions to their information each year and plan to produce a directory annually. The cost per copy is \$15.00, which is designed to cover the costs of production excluding staff time. A letter and order form were sent to all organizations included in the directory as well as others.

On a personal note, since this was Ms. Steadman's last meeting before her retirement, she thanked trustees for their support and expressed her pleasure in working for them and at KPL.

Disposition: Trustees appreciated the report and thanked Ms. Steadman for her years of service.

## VI. COMMITTEE REPORTS

### Finance & Budget Committee

J. VanderRoest: The committee will meet in October to review the annual audit.

### Personnel Committee

V. Wright: The committee does not currently have a meeting scheduled.

### Building Committee

A. Rohrbaugh: Many compliments, but not one complaint, have been received on the newly tiled stairs at central. The committee hopes Kingscott will have the master floor covering plan and carpet specifications for the first floor elevator area and second floor rotunda ready for the committee to consider by the end of October.

### Millage Committee

A. Rohrbaugh: The board president and director sent letters to trustees and staff as a first step in fundraising for the millage campaign. To date, \$3615 has been received from a combination of trustees and staff. The millage committee will begin to look at a timeline and the next step in fundraising activities.

**VII. OTHER BUSINESS**

A. Directors Report

The director gave a preliminary report on the end of summer reading party held on September 15. Although final numbers were not yet available, there may have been as many as 1000

people in attendance. 25 staff members worked at the party, an additional 25 did set up and tear down. Most staff members have a hand in the summer reading program and party in some way. A full report will be available in October.

A celebration of the 10<sup>th</sup> anniversary of Ready to Read was held September 21. Photos, a power point presentation and a brief program featuring Dr. Robert Needlman, the pediatrician from Cleveland who developed the Reach Out and Read program that was a model for our Ready to Read program gave some remarks. He said in all his travels around the country, our program in Kalamazoo is the only one that involves partnerships with so many agencies.

She added that when we get so involved in the day to day issues, we sometimes lose sight of what we do. Affirmation that we really make a difference in our community from someone with a national perspective is very meaningful.

The director also mentioned Ernie Clemence, Martha Coash and Kevin King attended a 3-day safety and security conference and will be reporting back with some recommendations.

She addressed some questions from trustees about items from her written director's report.

B. Miller-Davis Photograph Collection Presentation

Presentation: Rex Bell, President of local contracting firm Miller-Davis Company, presented the company's collection of approximately 3000 architectural photographs produced over 90 years, to the library.

Disposition: President Addison thanked Mr. Bell and Miller-Davis and expressed her honor in receiving the collection on behalf of the library. She invited everyone to attend the reception in honor of this occasion immediately following the adjournment of the board meeting.

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

No one addressed the board.

**IX. TRUSTEE COMMENTS**

Several trustees attended the end of summer reading party and/or the Ready to Read 10<sup>th</sup> anniversary celebration and were very pleased with both events and with T.A.B. member and staff participation.

**X. ADJOURNMENT**

Hearing no objections, President Addison adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 5:20 p.m.

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Loren Dykstra, Secretary