

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

DATE: January 26, 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 4:01 p.m.

**PRELIMINARY BUSINESS**

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

Agenda Approval: 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 Board Meeting of December 15, 2008
- B. Minutes of the Board Meeting of January 12, 2009
- C. Personnel Items

**Retirement**

**Diane Ossiff** will retire from the library effective August 1, 2009. She currently holds the supervisory-technical position of Benefits Specialist/Payroll Supervisor in the Finance & Budget Office. Diane began her career at KPL in 1976 as a “library clerk” in the bookmobile department. She also held KPLSP assignments at Eastwood Branch Library and in the Adult Loan Department before moving to the administrative office in the S-T position of personnel assistant in 1988.

Discussion: Director Rohrbaugh mentioned this was a substantial retirement; L. Godfrey noted it would be the end of an era.

**Disposition:** The board accepted the Minutes of the Meeting of December 15, 2008, the Minutes of the Meeting of January 26, 2009 and the personnel item as presented.

#### IV. FINANCIAL REPORTS

A. Financial Reports for the Period Ending December 31, 2008

**Recommendation:** A. Rohrbaugh recommended the board accept the Financial Reports for the Period Ending December 31, 2008 as presented.

**MOTION:** R. BROWN MOVED AND L. GODFREY SUPPORTED ACCEPTANCE OF THE FINANCIAL REPORTS FOR THE PERIOD ENDING DECEMBER 31, 2008.

Executive  
Summary:

The financial reports show activity to the mid-point of the fiscal year. Tax receipts are starting to be realized. The reports reflect the tax charge back payment for the Meijer tax tribunal appeal. The director expects to bring a budget revision to the board in February, 2009.



**Motion carried 6-0.**

#### V. REPORTS AND RECOMMENDATIONS

##### ACTION ITEMS

A. Policy Revision: Substance Abuse Testing for Bookmobile Drivers

**Recommendation:** Director Rohrbaugh recommended approval of a revised substance abuse policy: "Substance Abuse Testing for Bookmobile Drivers.

**MOTION:** J. VANDER ROEST MOVED AND C. ADDISON SUPPORTED THE MOTION TO APPROVE THE REVISED SUBSTANCE ABUSE POLICY AS RECOMMENDED.

Executive  
Summary:

KPL bookmobile drivers have been covered under the Federal Highway Administration regulations which addressed drug and alcohol testing because of the weight of our bookmobile. Policy #017, "Substance Abuse Testing for Commercial Motor Vehicle Drivers" was adopted in December 1995.

Although our current bookmobile is lighter and drivers no longer are covered by these regulations, it seems prudent to continue in the same pattern.

The policy has been revised to eliminate the references to the federal regulations and language has been changed from commercial motor vehicle to bookmobile. Basically the policy remains the same with no change for bookmobile drivers.



**Motion carried 6-0.**

B. Name Changes for Library Departments

**Recommendation:** Director Rohrbaugh recommended board approval of the following name changes for library departments:

- YOUTH AND NEIGHBORHOOD SERVICES for Youth and Branch Services
- MARKETING AND COMMUNICATIONS for Community Relations Office
- BUSINESS OFFICE for Finance & Budget
  
- INFORMATION AND READER SERVICES for Adult Services
- PATRON SERVICES for Loan and Outreach Services
- ADMINISTRATIVE OFFICE for Administrative Services

**MOTION: IT WAS MOVED BY J. VANDER ROEST AND SUPPORTED BY L. GODFREY TO APPROVE DEPARTMENTAL NAME CHANGES AS RECOMMENDED.**

Executive  
Summary:

Managers, with input from staff, have been discussing name changes for all departments and services off and on for several months. The goal is to eliminate library jargon, more accurately reflect what each department does, and most importantly, be logical for library patrons.

Upon board approval of these changes, we would gradually change signage, name tags, business cards, etc as those items are reprinted, reordered, or there is a logical opportunity. We would not expect these changes to have a significant budgetary impact.

**(Note: the following departments would remain the same: Information Technology and Technical Services, Facilities Management, Teen Services, AV.)**



**Motion carried 6-0.**

REPORTS

C. ONE place @ kpl

**Presentation:** Bobbe Luce, Non-profit Specialist, reported on activities and progress toward the opening of the ONE place @ kpl. Since beginning in the position October 1, 2008, she has collaborated with foundations, done surveying of non-profits, provided training sessions on key issues, worked on the physical development of the public space provided for the service, developed a graphic and messaging brand, done casual networking, and attended and helped improve grant proposal writing workshops. The new service will be officially launched March 3 from 4-5 p.m. with a public reception.

**Disposition:** On behalf of the board, President Wright thanked B. Luce for all her work and her report on the progress to date.

D. Financial Reduction Possibilities

**Presentation:** President Wright made some introductory comments to this topic, recognizing the anxiety and hard work it takes to develop a list of what could be cut with a reduction in the budget. The list the director will present represents great collaboration from both management staff and library employees. Although difficult, it is very important work and it's ok.

Director Rohrbaugh said she was asked at the last board meeting to show what the library would look like with cuts to the budget of \$300,000, \$600,000 and \$900,000. As she worked it through, it made more sense to show reductions as they are linked to millage rates, which is what she did. They are very close to what was requested, but not identical.

She stressed that the list developed is just a snapshot and is very much a work in progress. Things change daily that could affect the list. What she is presenting was the picture when it was written. Approval of the list is not needed, but she needs to know if the general approach and path she is taking feels right to the board.

The director reviewed the priorities and criteria she used to develop and prioritize the cuts and then reviewed the list of cuts item by item for trustees, answering questions and providing more information when needed. She told the board she would be sharing the same information with the staff at the required staff meeting the next morning.

**Discussion:** Trustees and the director agreed we are in sobering times and there are more factors than in past years over which we have no control. We need to show through our millage campaign that we understand these are tough times and we are looking to tighten our belts here as is occurring across the country.

Disposition: Trustees accepted the information and felt what the director provided was the kind of information they were seeking.

## VI. COMMITTEE REPORTS

### Finance & Budget Committee

**J. Vander Roest:** The committee is scheduled to review the proposed budget adjustments for 08/09.

### Personnel Committee

**R. Brown:** The personnel committee has not met.

### Building Committee

**A. Rohrbaugh:** The building committee has not met.

### Millage Committee

**L. Godfrey:** The committee has been meeting regularly, making progress, and raising funds so they can develop a budget to make the case to the public. The newly created website, vote4kpl.org is up but not yet complete. C. Addison and L. Godfrey will attend the staff meeting on January 27 to talk to the staff and answer questions following the meeting. They will also be meeting to talk about coordinating campaign volunteers.

### Endowment Committee

**V. Wright:** Subsequent to the committee's meeting with the library's financial advisor, he followed up with an end of year summary letter.

## VII. OTHER BUSINESS

### A. Directors Report

A. Rohrbaugh expanded on and answered questions about several items in her written report.

**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

**L. Godfrey** expressed thanks to the staff who have for years volunteered and made it possible for the library to be a host site for New Year's Fest, an important contribution to the community.

**I. Kennedy** commended the staff for the increased circulation numbers, especially teens, as reported in the monthly statistics report. The information in the list of reductions combined with the circulation increases gives a platform to bolster support for the millage

**R. Brown** commented that although these are tough times, he thinks it will be ok, largely because of all the hard work from the whole staff – we have good leadership, but everybody cares and does a good job, that's why he likes being here.

**J. Vander Roest** appreciated the financial presentation Ann gave; he's been involved with the personnel in the library office for a long time and continues to be amazed at the quality of work produced by the business and administrative staff.

## X. ADJOURNMENT

President Wright reminded trustees there would be a tour following the meeting.

Minutes of the January 26, 2009 Kalamazoo Public Library Board of Trustees Meeting, cont.

Hearing no objection, President Wright adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 5:19 p.m.

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Cheryl TenBrink, Secretary