

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

DATE: January 28, 2008
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: The agenda was accepted as presented.

PRELIMINARY BUSINESS

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

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 December 17, 2007 Regular Meeting
- B. Personnel Items

Resignation:

Jeremy Breeding resigned from the half-time, Library Assistant 4 position he held in the Children's Room effective December 31, 2007, but retained a half-time position in the Ready to Read office. Both positions are within Youth and Branch Services.

Additional Assignment:

Tami Russell added the half-time, Library Assistant 4 position in the Children's Room within Youth and Branch Services, vacated by J. Breeding, to the half-time Library Assistant 3 position she holds in Loan and Outreach Services effective January 16, 2008.

Disposition: The board accepted the Minutes of the Meeting of December 17, 2007 and the Personnel Items as presented.

IV. FINANCIAL REPORTS

- A. Financial Reports for the Period Ending December 31, 2007

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

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

Executive

Summary: The director indicated the 2007/08 revenues are almost 100% complete and expenditures are as expected half way through the fiscal year. L. Godfrey noted that gifts listed, if not listed as designated for a specific purpose, are unrestricted.



Motion carried 7-0.

V. REPORTS AND RECOMMENDATIONS

Action Items

A. Non-Profit Management Support Center

Recommendation: Director Rohrbaugh recommended the board support library administration in developing and submitting a proposal to the Kalamazoo Community Foundation and Irving S. Gilmore Foundation for funding to establish and operate a nonprofit management support center at KPL.

MOTION: J. Vander Roest moved and V. Wright supported the motion to support development and submission of a proposal as described by library administration.

Executive

Summary: The director indicated a written document provided to trustees presents the background and rationale for KPL providing this nonprofit management support service in response to community need. Looking to us to provide this service is in keeping with the Public Library Association's eighteen recommended service priorities for public libraries, specifically of insuring that nonprofits have the tools needed to thrive.

Upon board support for submitting this proposal, timing and desired specifics will be discussed with foundation representatives. Further details will be discussed with the Personnel and Budget and Finance committees, as appropriate. It is expected the process will move relatively quickly and the director wants to know the board will be supportive; she would not return to the board for acceptance if the proposal is approved, but would work with board committees to address personnel and financial aspects. Specifics such as job descriptions and reporting structure would be determined by management as with any position. A recommendation would come to the full board to amend the staffing table.

The director agreed with L. Godfrey who commented that since the proposal will not come back to trustees, they should make their wishes known now.

Trustee Godfrey noted if either KPL or the Foundations were to end funding, we should be able to end the program; KPL would not have an obligation to pick up the funding. A. Rohrbaugh agreed that point would be clear in the proposal. L. Godfrey said the need for this project is incredible; assuming the details can be worked through, this is a service that would fit well with what we already do.

V. Wright said people already look to us for this kind of information but not to the extent this service would provide.

L. Godfrey expressed the need to hold the line between giving advice and providing professional services outside the sphere of libraries, much as we do with the law library currently. She added it may be helpful to suggest partnership or collaboration with an existing group rather than starting an unnecessary group.

In response to a question from L. Dykstra as to whether others offer such a service, M. Doud, Deputy Director and point person for this project, indicated there are many other communities who have such a service, some housed in libraries. Ft Wayne's Allen County Public Library is a model for us in this regard. It is expected foundation and KPL

representatives will take a field trip there if we go forward. The Nonprofit Alliance in Battle Creek, funded externally and currently housed at Kellogg Community College, was at one time housed at Willard Library. If we undertake this service it will be the largest center in the area.

In answer to a question from J. VanderRoest, M. Doud agreed the Arts Council of Greater Kalamazoo provides a similar service in the arts arena, and in fact has been involved in conversations about the possible resource center at KPL; we would likely direct arts related questions to them for support.

R. Brown said he is in support of developing and submitting a proposal to the foundations, but has two concerns. The first concern is about funding. Past experimental projects were begun with external funding, but since they proved too good to let die, it was left up to KPL to pick up the funding. There is potential for that to happen here and he wants to be sure that is kept in mind. His second concern is that a couple of times recently things have been brought to the board a fait accompli. He first received information about this opportunity in his board packet late the previous week and has to make a decision now. He said he trusts administration and expects the project to be another jewel in KPL's crown, but if he didn't trust them, he would have a real problem with the short time-frame.

L. Godfrey noted the request from the director is somewhat driven by the time concerns of the foundation funders. Given their approval cycle, they need to know soon if KPL does not want to pursue submitting a proposal so they can start from scratch with some other entity.

J. VanderRoest felt the service should be offered but after reading some of the sample questions in the background document, felt some of them required legal advice and shared L. Godfrey's concern that KPL staff not answer legal questions that in effect would constitute practicing law without a license.

L. Godfrey said we have that same risk in the law library. At the Non-profit Alliance in Battle Creek, they have a list of consultants, some paid, to whom questions can be referred.

J. VanderRoest said he also wants to be sure we look at whether the service is worth to the community what we would have to fund if external funding runs out at some point. He would be proud to offer such a service, it fits with KPL's mission; he just wants to be very careful.

A. Rohrbaugh assured the board the service would be very carefully evaluated and weighed against other needs before KPL would consider self-funding if external funding ended.

L. Godfrey agreed and said the cost to pick up this program would be significantly larger than others we have continued.

V. Wright felt three years of funding is a significant amount of time to see how it goes without financial risk to KPL.

In response to a question from J. Vander Roest, M. Doud said the service area of Kalamazoo Community Foundation is Kalamazoo County, but the vast majority of agencies who would use this service are located in the city.



Motion carried 7-0.

Reports

B. Investment Update

Presentation: Diane Schiller, Head of Finance & Budget, reported the vast majority of KPL's revenue is received in a 12 week period between mid-December and the end of February. This

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necessitates extensive and varied investments as regulated by PA20 and KPL's Investment Policy while recognizing the library's need for approximately \$800,000 to be available each month to pay for personnel, materials and all other costs associated with running the library. She explained what vehicles are utilized for investment and how the 2 remaining bonds figure into the equation.

Disposition: Trustees thanked D. Schiller for the update and expressed their confidence in her management of KPL's investments.

C. Reading Together

Presentation: Kevin King, Head of Loan and Outreach Services, and Lisa Williams, Ready to Read and Programming Coordinator, reported to the board on the 2008 Reading Together program, which began with the kick-off event on January 15. K. King felt this year's pick, "Animal Dreams" by Barbara Kingsolver, most embodies the spirit of Reading Together of any book we have chosen so far, that is, the coming together of the community. He also noted that over the last six years of Reading Together KPL has partnered with over 500 community groups.

L. Williams reported discussion leader training sessions have been very well attended by folks who will be very good leaders. She described some of the programs coming up and noted over 200 single copies of the book are in circulation as well as an additional 100 in "Book Club in a Bag" kits as well as 30 more from Portage District Library. They are looking forward to an exciting program.

Disposition: Trustees expressed their appreciation of what a positive program this is for the community and the great amount of work it takes to offer it.

VI. COMMITTEE REPORTS

Finance & Budget Committee

No report.

Personnel Committee

No report.

Building Committee

A. Rohrbaugh reported the tiling of the curved staircase at central is complete. Bid documents for recarpeting central are in the works. In the rotunda on the first floor, the inoperable fiber optic stand up computer stations in the rotunda have been removed; one stand up station has been installed. Materials and some furniture have been rearranged. Patrons have been responding positively. This is a work in progress.

Millage Committee

Fundraising letters soliciting community and business support are being developed. The committee was formerly looking at February 2009 for a vote; now they are leaning toward May 2009.

VII. OTHER BUSINESS

A. Directors Report

In the interest of time, the director did not expand on her written report to the board.

Disposition: Trustees received the written report.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

IX. TRUSTEE COMMENTS

There were no trustee comments.

X. EXECUTIVE SESSION

MOTION: R. BROWN MOVED AND C. TENBRINK SUPPORTED THE MOTION TO MOVE TO EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS.

Roll Call Vote: J. VanderRoest – yes; R. Brown – yes; C. TenBrink – yes; V. Wright – yes; L. Godfrey – yes; C. Addison – yes. (Note: L. Dykstra was out of the room during this vote.)



Motion carried 6-0.

The meeting moved to executive session at 5:02 p.m.

MOTION: L.GODFREY MOVED AND J. VANDERROEST SUPPORTED THE MOTION TO RETURN TO OPEN SESSION.

Roll Call Vote: L. Dykstra - yes; J. VanderRoest – yes; R. Brown – yes; C. TenBrink – yes; V. Wright – yes; L. Godfrey – yes; C. Addison – yes.



Motion carried 7-0.

The meeting returned to open session at 5:59 p.m.

XI. ADJOURNMENT

Hearing no objections, President Addison adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 6:00 p.m.

Loren Dykstra, Secretary