

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

DATE: February 22, 2010
TIME: 4:00 p.m.
LOCATION: Central Library
Board Room
315 South Rose Street
Kalamazoo, MI 49007

PRELIMINARY BUSINESS

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

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

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 Meetings of January 25, 2010 and February 1, 2010
B. Personnel Items

Resignation

Tami Russell submitted her resignation from one of the two Library Assistant 3 half-time positions she holds in Patron Services effective March 15, 2010.

Transfers

Stan Weller will move from the half-time Library Assistant 3/OP-C bookmobile driver position to the newly vacant half-time Library Assistant 3 position in Patron Services effective April 1, 2010.

Sarah Nyenhuis transferred from the .5 Library Assistant 3 position in Financial Services to the .5 Library Assistant 3 position in the Children's Room, within Youth and Branch Services, effective February 1, 2010.

This followed the reduction to half-time of a vacant full-time Library Assistant 3 position in the Children's Room and the concurrent elimination of a .5 Library Assistant 3 position in Financial Services. Ms. Nyenhuis already held a .5 position in the Children's Room – she will remain full-time, but will now be assigned to two .5 positions in children's room.

Disposition:

The board accepted the Minutes of the Meetings of January 25 and February 1, 2010 and the personnel items as presented.

IV. FINANCIAL REPORTS

A. Financial Reports for the Period Ending January 31, 2010

Recommendation: **A. Rohrbaugh recommended the board accept the Financial Reports for the Period Ending January 31, 2010 as presented.**

Executive

Summary:

The reports reflect expected activity at this point in the fiscal year.

MOTION: L. GODFREY MOVED AND C. ADDISION SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE PERIOD ENDING JANUARY 31, 2010.



Motion carried 6-0.

V. REPORTS AND RECOMMENDATIONS

ACTION ITEM

A. Anonymous Bequest Distribution

Recommendation: **Director Rohrbaugh recommended the current distribution of \$200,000 and all subsequent distributions of the remaining residual balance from the anonymous bequest be deposited in the Capital Improvement Plan.**

MOTION: C. ADDISION MOVED AND F. BROWN SUPPORTED THE MOTION TO DEPOSIT THE CURRENT DISTRIBUTION OF \$200,000 AND ALL SUBSEQUENT DISTRIBUTIONS OF THE REMAINING RESIDUAL BALANCE FROM THE ANONYMOUS BEQUEST TO THE CAPITAL IMPROVEMENT PLAN.

Executive

Summary:

In 2007, Kalamazoo Public Library was the fortunate recipient of a large bequest. In March 2008, the board approved a recommendation to direct the first portion of the bequest received earlier in the year to the Capital Improvement Plan to support part of the cost of a RFID system, and all further distributions from the bequest be directed to the Kalamazoo Public Library Endowment for investment.

Economic events and trends for future revenues since the time of that recommendation have significantly changed Kalamazoo Public Library's budgetary and cash flow situation, leading to the director's request in order to set aside sufficient funds for future capital projects and augment strained cash flow balances.

As of the December 31, 2009 statement from the trustee, Kalamazoo Public Library's remaining share of the bequest is approximately \$480,000, excluding further significant costs. Of that approximate total, \$200,000 was distributed and deposited earlier this month, with another \$200,000 expected shortly.

The recommendation was supported by the Finance and Budget committee.



MOTION CARRIED 6 – 0.

B. Committee of the Whole: Strategic Planning Discussion

President Wright asked for a motion to move to a Committee of the Whole to allow open discussion by the board.

MOTION: J. VANDER ROEST MOVED AND F. BROWN SUPPORTED THE MOTION TO MOVE TO A COMMITTEE OF THE WHOLE TO ALLOW OPEN DISCUSSION OF STRATEGIC PLANNING.

Roll Call Vote: J. Vander Roest – yes; R. Brown – yes; F. Brown – yes; C. Addison – yes; L. Godfrey – yes; V. Wright – yes.

Motion carried 6 – 0. Trustees moved to a committee of the whole at 4:07 p.m.

Presentation: Director Rohrbaugh indicated the next step in the strategic planning process is for the board to discuss the staff reaction to the eleven service responses still being considered by the Community Planning Committee (CPC) and to consider two additional service responses for which staff requested reconsideration. Board reactions will be included in a report she will present to the CPC on March 2 entitled “Board and Staff Reactions to the Preliminary Recommendations from the Community Planning Committee.”

She noted President Wright represented the board as a member of the CPC, and indicated staff representative, Karen Santamaria, and Friends’ representative, Dave Sheldon, were both in the audience and available to answer questions. She reviewed the process so far for the board, indicating the committee will determine a final recommendation to the board at their second meeting on March 1. That recommendation will be brought to the board on March 8 for consideration and approval. Consultant Sandra Nelson will return in April to facilitate writing goals and objectives to support the board-approved service priorities.

President Wright began by reporting on her participation on the committee. She said the process exceeded her expectations and was a very positive experience and she believes the outcome will provide a vision for the institution and for the board to proactively provide stewardship of KPL resources. Then she led the board through each of the eleven service responses still under consideration by the committee and the two responses for which staff requested reconsideration.

There was an extended discussion of the eleven service responses leading to board consensus as follows.

These responses were felt to be priorities/KPL is a leader:

- Create Young Readers
- Stimulate Imagination
- Build Successful Enterprises (Nonprofit center as a result of foundation funding)

These responses are felt to be at an appropriate level currently:

- Connect to the Online World
- Satisfy Curiosity
- Understand How to Find, Evaluate and Use Information
- Visit a Comfortable Space

These responses were not felt to be high priority by the board (others lead):

- Be an Informed Citizen
- Know Your Community
- Learn to Read and Write
- Succeed in School

After board discussion of “Discover Your Roots” and “Ready Reference,” the two responses staff requested be retained on the committee’s list, trustees joined with staff in asking the committee to add Discover Your Roots (Local History and Genealogy) to the list of eleven responses they will considered further.

President Wright requested a motion to return to regular session.

MOTION: **F. BROWN MOVED AND C. ADDISON SUPPORTED THE MOTION TO RETURN TO REGULAR SESSION.**

Roll Call Vote: **J. Vander Roest – yes; R. Brown – yes; F. Brown – yes; C. Addison – yes; L. Godfrey – yes; V. Wright – yes.**

Motion carried 6 – 0. Trustees returned to regular session at 5:38 p.m.

VI. COMMITTEE REPORTS

Finance & Budget Committee

J. Vander Roest: indicated the committee handled the bequest distribution by phone.

Personnel Committee

R. Brown: No report.

Building Committee

Nancy Davis-Smith, lead librarian at Washington Square branch reported installation of the ceramic “carpet” was finished recently on the lower level and looks very nice. Carpeting on the main level should be complete by mid-week.

Endowment Committee

V. Wright: No report.

VII. OTHER BUSINESS

Director’s Report

In addition to the director’s written report, she reported on notifications being mailed and handed to bookmobile patrons regarding alternatives to bookmobile access when service ends April 1.

She also updated them on the “opening” of the new circ desk and reconfigured circulation area that includes self-pickup of holds and program and circulation information on digital signage. Kevin King, Head of Patron Services, shared comments from the public, mostly positive, but indicated the digital signage content is still being worked on to find the best fit for the wide variety of patrons.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

IX. TRUSTEE COMMENTS

F. Brown indicated he attended the recent State of the Downtown address and feels the direction and vision for Kalamazoo is positive.

C. Addison was very pleased with the strategic planning process and is excited to see the end product.

L. Godfrey asked the director to convey the board’s appreciation to the community planning committee for their time, effort and commitment.

V. Wright thought the committee of the whole discussion on strategic planning was as exciting and thoughtful as that of the committee and appreciates the checks and balances

built into the process. She also mentioned she enjoyed the recent John Wesley Harding concert.

X. CLOSED SESSION

President Wright asked for a motion to move to executive session to discuss personnel matters and asked Diane Schiller, Head of Financial Services, to stay for the closed session.

MOTION: IT WAS MOVED BY J. VANDER ROEST AND SUPPORTED BY F. BROWN TO MOVE TO EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS.

Roll Call Vote: J. Vander Roest – yes; R. Brown – yes; F. Brown – yes; C. Addison – yes; L. Godfrey – yes; V. Wright – yes.



Motion carried 6 – 0. Trustees moved to executive session at 5:55 p.m.

MOTION: IT WAS MOVED BY L. GODFREY AND SUPPORTED BY J. VANDER ROEST TO RETURN TO OPEN SESSION.

Roll Call Vote: J. Vander Roest – yes; R. Brown – yes; F. Brown – yes; C. Addison – yes; L. Godfrey – yes; V. Wright – yes.



Motion carried 6 – 0. The meeting returned to open session at 6:50 p.m.

X. ADJOURNMENT

Hearing no objection, President Wright adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 6:51 p.m.

Cheryl TenBrink, Secretary