

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

DATE: June 28, 2010  
TIME: 4:00 p.m.  
LOCATION: Central Library  
Board Room  
315 S. Rose Street  
Kalamazoo, MI 49007

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

**PUBLIC HEARING**

President Wright called the Public Hearing regarding the proposed Preliminary Budget and millage rate for 2010/2011 to order at 4:00 p.m. She invited audience members to speak. The president closed the hearing at 4:01 p.m. after it was determined no one was present to address the board on this subject.

**REGULAR SESSION**

President Wright called the meeting to order at 4:01 p.m.

**PRELIMINARY BUSINESS**

Agenda Approval: The agenda was approved as presented.

It was noted Director Rohrbaugh was at the annual American Library Association Conference and that Deputy Director Doud would be substituting for her at the meeting.

**I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS**

B. Resolution to Adopt the Preliminary Budget and Authorize the Millage Levy for 2010/2011

**Recommendation:** Deputy Director Doud recommended the board adopt a resolution to approve the Preliminary Budget for the Fiscal Year Ending June 30, 2011 and authorize that 3.9583 mills be levied for library operation for 2010/2011.

**MOTION:** L. Godfrey moved and C. Addison supported a motion to adopt the resolution to approve the preliminary budget and authorize the millage levy as recommended.

Executive Summary: The budget was reviewed at the regular board meeting on May 24; prior to this meeting a public hearing was conducted for consideration of the budget and millage levy rate by the public.

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



**Motion carried 6-0.**

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

No one addressed the board.

III. **CONSENT CALENDAR**

- A. Minutes of the board meeting of May 24, 2010
- B. Personnel Items

**Transfer**

**Karen Santamaria**, librarian 1, currently assigned .5 time to Teen within Youth Services and .5 time to ADS and ONEplace to full-time in Youth Services, effective July 1, 2010. (Background: there has been a vacant librarian position in the Children's Room. Karen's transfer to YS, half-time, coupled with more flexibility between teen and children's room staff will partially fill that vacancy. We expect the staff within teen and children's will work in both service areas. The vacancy within ONEplace will be addressed over the summer.)

**Retirements**

Effective: July 31, 2010:

**Arlene Williams** began at KPL in 1982 as a library assistant in KPLSP, in the Adult Services department in Local History, where she still works primarily supporting the work of Local History and Kalamazoo Gazette indexing.

Effective: August 31, 2010

**Judy Burtless-Buttery**, also a library assistant in KPLSP, transferred to Washington Square Branch Library from the Kalamazoo Public Schools in 1987. She worked in Loan Services for a time, and most recently her assignment has been in Adult Services and the Law Library.

**Mary Doud** began as a circulation librarian in 1973. She also worked through the years as AV librarian, young adult librarian substitute, Head of Adult Loan, and Assistant to the Director for Public Services prior to her current position as Deputy Director.

**Fran Junker** worked as a volunteer at the Oshtemo Branch from 1975-1977; she accepted a half-time KPLSP library assistant position there in 1977, eventually increased to full-time and assumed a lead library assistant position as the branch expanded.

**Martha Lohrstorfer** first worked in Adult Services as a full-time KPLSP library assistant. She later earned her degree in librarianship and became law librarian within Adult Services. She transferred to the position of lead librarian at Oshtemo branch in 2007.

**Chris Price** was hired in the library office as a half-time S/T assistant in 1988 after substituting in KPS school office positions. She transferred to KPLSP as a full-time office administrative assistant in 1992.

Effective: August 31, 2011

**Ernie Clemence**, Facilities Manager and **Martha Coash**, Assistant to the Director.

**Job assignment changes**

Note: Normally job assignment changes within a department are not included as information items to the board, but given all the changes in process and discussions with the board, the deputy director indicated they will be included for the next few months as we work through reorganization, strategic planning, and retirements.

**Ryan Gage**, law and business librarian within ADS, will become the lead librarian for AV as well as the law library, effective July 1. He will order materials and have oversight of the service. We will reduce our business services, in keeping with the goals and direction through the strategic planning process. At this time, no major changes are expected in the law library service.

**Nancy Davis Smith**, lead librarian at Washington Square Branch, will move to the position of lead librarian at Oshtemo Branch effective on or about September 1. The lead position at WS was changed from librarian 4 to librarian 3 several years ago. Nancy, as the incumbent,

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retained the librarian 4 level. She will now move to the librarian 4 lead position at Oshtemo and be in a position that matches her classification.

**Nancy Stern**, children's librarian at Oshtemo Branch, will move to the lead librarian position at Washington Square Branch on or about September 1. Nancy was formerly the lead librarian at Eastwood Branch.

As a result of these branch staffing changes, we will reduce a librarian position at Oshtemo Branch. The lead librarian there will no longer have selection responsibilities with the move to centralized selection and we expect to do very little adult programming there. That will free up the lead librarian to handle more of the children's work, the area of Nancy Davis Smith's expertise, along with two half-time librarians currently at Oshtemo, Valerie Osborne and Amy Chase.

**Disposition:**            **The board accepted the Minutes of the Meetings of May 24, 2010 and the Personnel Items as presented.**

#### IV.      FINANCIAL REPORTS

##### A.      Financial Reports for the Period Ending May 31, 2010

**Recommendation:**    **Deputy Director Doud recommended the board accept the Financial Reports for the Period Ending May 31, 2010 as presented.**

**MOTION:**            **L. GODFREY MOVED AND R. BROWN SUPPORTED ACCEPTANCE OF THE FINANCIAL REPORTS FOR THE PERIOD ENDING MAY 31, 2010.**

Executive  
Summary:

M. Doud indicated the library's FDIC insurance was due to expire from Fifth/Third Bank on June 30; the Director of Financial Services made other arrangements. The final payment of \$73,000 was received from the anonymous bequest and will be documented in next month's report.



**Motion carried 6-0.**

#### V.      REPORTS AND RECOMMENDATIONS

##### Recommendations

##### A.      KPLA Reclassifications

**Recommendation:**    **Deputy Director Doud recommended Board approval of the following reclassification of two librarian positions:**

- **The Librarian II position in Adult Services, held by Diane Randall--- reclassify to Librarian III, effective July 1, 2010**
  
- **The Librarian I position in Youth Services, held by Karen Santamaria--- reclassify to Librarian II effective July 1, 2010**

Executive  
Summary:

These two position reclassifications are related to the library's conversion to centralized materials selection which will begin in the new fiscal year. A task force has been working since October to develop a new model for system-wide collection development designed to

build stronger, user-centered collections, streamline acquisition processes, and achieve financial efficiencies.

The Adult Services librarian currently selecting adult fiction for the Central Library collection will assume responsibility for system-wide fiction selection, including audio fiction. Diane Randall will manage a larger share of the materials budget and will develop

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and maintain systems of communication with branch librarians to insure branch collections are relevant and responsive to patron needs and interests.

The Youth Services/Teen librarian responsible for Teen collection development at Central will gain new responsibility for Teen collection development at all library agencies. She will oversee a larger portion of the materials budget and will gather input and feedback from branch staff.

I am recommending these two reclassifications in order to recognize the expanded roles and increased accountability anticipated for the librarians managing these significant collection areas on a system-wide basis. Other librarians who will take on centralized selection duties are already at classification levels commensurate with their new responsibilities.

The total additional cost for these two reclassifications for the 2010 – 2011 year is about \$2,800.

The Personnel Committee reviewed, discussed and supports this recommendation.

**MOTION:**

**L. GODFREY MOVED AND R. BROWN SUPPORTED A MOTION TO RECLASSIFY THE TWO KPLA LIBRARIAN POSITIONS AS RECOMMENDED.**



**Motion carried 6-0.**

B. Human Resources Manager

**Recommendation:** Deputy Director Doud recommended the board approve the addition of a Human Resources Manager position to the library organizational chart, assigned to the Financial Services Department.

**MOTION:** L. GODFREY MOVED AND R. BROWN SUPPORTED APPROVAL OF THE ADDITION OF A HUMAN RESOURCES MANAGER POSITION TO THE ORGANIZATIONAL CHART, ASSIGNED TO THE FINANCIAL SERVICES DEPARTMENT.

Executive Summary:

The deputy director explained her position will become vacant with her retirement on August 31, 2010. There is a pressing need for an HR manager who could assume responsibilities currently spread among several positions: director, deputy director, assistant to the director, head of financial services, and payroll specialist. Hiring an HR specialist would free up some time from all of those positions for a redistribution of work within the library office and financial services, including some of the work currently done by the deputy director.

The responsibilities of an HR Manager would include managing employment processes, reviewing and recommending personnel policies and procedures, overseeing the evaluation system, preparing reports for personnel management, coordinating administration of fringe benefits programs, serving as contract administrator and on negotiating teams, advising staff on personnel matters, and other related tasks. These responsibilities are currently distributed among the positions listed above.

Requirements would include a BA / BS degree in a related field and several years of relevant previous experience, along with a variety of knowledge, skills, and abilities. This would be a Supervisory-Technical position to be classified through our usual process when the job description is written, but likely at the S-T 5 level which has a current pay range of \$48,691 to \$64,941. The position would report to the Head of Financial Services and would not be on Management Team.

Discussion:

Trustees were in agreement that it is timely for HR work to be consolidated.



**Motion carried 6-0.**

C. Calendar of Meetings

**Recommendation:** Director Rohrbaugh recommended the board adopt a Calendar of Meetings for fiscal year 2010/2011.

**MOTION:** L. GODFREY MOVED AND C. ADDISON SUPPORTED THE MOTION TO ADOPT THE FOLLOWING CALENDAR OF MEETINGS FOR 2010/2011.

July 26, 2010	January 24, 2011
August 23, 2010	February 28, 2011
September 27, 2010	March 28, 2011
October 25, 2010	April 25, 2011
November 2009 (no meeting)*	May 23, 2011
December 13, 2010	June 20, 2011 **

\* If a meeting is needed in November, it will be scheduled for Monday, November 24, 2010.

\*\* 4<sup>th</sup> Monday conflicts with annual American Library Association conference



**Motion carried 6-0.**

**Reports**

D. Centralized Materials Selection Process

**Presentation:** Michael Cockrell and Nancy Davis Smith, co-chairs of the centralized materials selection committee reported on the lengthy, involved process the committee used to determine the feasibility of moving to centralized selection; it was determined such a move would greatly streamline the operation of selection while freeing up staff who previously selected for their areas to maintain their collections to better serve their patrons. The materials budgeting and ordering processes, streamlining of operations and nimble collections commonly cited as benefits of centralizing the selection process all proved true during the committee's investigation. They utilized best practices of a number of libraries to develop KPL's plan. The launch date for the new process will be July 1. The committee stressed the importance of communication for the new process to be successful; they are confident staff is enthusiastic and ready to embrace centralized selection. Committee members were Susan Warner, Steve Siebers, Diane Randall, Sue Maas, Ann Fleming, Kevin King and Karen Santamaria.

**Disposition:** President Wright and Deputy Director Doud thanked the committee for their commitment to this project and congratulated them on developing a process that will work well for KPL and within the established deadline for implementation by July 1.

**VI. COMMITTEE REPORTS**

Finance & Budget Committee

**J. Vander Roest:** The committee has not met since the last board meeting.

Personnel Committee

**R. Brown:** the committee considered some items addressed earlier in the meeting and will have some more to do when the director returns.

**VII. OTHER BUSINESS**

A. Directors Report

The deputy director highlighted some items in the written report from the director and invited trustees to serve as greeters at the end of summer party scheduled for August 29.

**Disposition:** Trustees received the report.

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

No one addressed the board.

**IX. TRUSTEE COMMENTS**

**J. Vander Roest** Art Hop concert was great; it was exciting to be part of the Super Saturday eve downtown synergy. He was sorry the Party in the Park was rained out; he had planned to participate.

**C. TenBrink** She was also sorry about the Party in the Park cancellation, is looking forward to the end of summer reading party and saw a sign in front of Oakwood School encouraging people to visit the public library.

**C. Addison** had occasion to hear something of concern from a community member. She talked with the director about it, the system worked and we followed up effectively.

**L. Godfrey** heard from a fellow Rotarian who served on our community committee for strategic planning, enjoyed it and learned a lot. This process will likely yield long-term positive effects for KPL; she enjoyed seeing the picture of kids with KPL back packs at the recent Pride event on Today's Events.

**V. Wright** was glad to see our staff selected to speak at MLA; complimented the earnings by the Friends on Super Saturday; pleased that strategic planning is moving along; good timing for move to centralized selection; loved the Red Sea Pedestrians, performers at the last concert, and the multi-generational crowd that attended.

**X. EXECUTIVE SESSION**

President Wright asked for a motion to move to executive session for the purpose of discussing KPLA contract negotiations.

**MOTION: C. ADDISON MOVED AND L. GODFREY SUPPORTED THE MOTION TO MOVE TO EXECUTIVE SESSION TO DISCUSS KPLA CONTRACT NEGOTIATIONS.**

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



**Motion carried 6-0. The meeting moved to executive session at 4:47 p.m.**

**MOTION: C. ADDISON MOVED AND L. GODFREY SUPPORTED THE MOTION TO RETURN TO OPEN SESSION.**

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



**Motion carried 6-0. The meeting returned to open session at 5:28 p.m.**

**XI. ADJOURNMENT**

Hearing no objections, President Wright adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 5:29 p.m.

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Fenner Brown II, Secretary