

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

DATE: July 27, 2009  
TIME: 4:00 p.m.  
LOCATION: Central Library  
Board Room – Third Floor  
315 S. Rose Street  
Kalamazoo, MI 49007

**PRELIMINARY BUSINESS**

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

**REGULAR SESSION**

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

Oath of Office for Newly Elected Trustees

The oath of office was administered to trustees James Vander Roest and Valerie Wright, who were re-elected in May, 2009; their terms expire in 2013.

Election of Officers

President Wright asked Cynthia Addison and Lisa Godfrey, who comprised the nominating committee for board officers for 2009-2010, for their recommendation. The committee recommended the current officers be retained and continue in their current offices for a one-year term. There were no other nominations and the nominations were closed.

**MOTION: J. VANDER ROEST MOVED AND L. GODFREY SUPPORTED RETAINING CURRENT OFFICERS TO CONTINUE IN THE SAME OFFICES FOR A ONE YEAR TERM AS FOLLOWS:**

**Valerie Wright, President  
Robert Brown, Vice President  
Cheryl TenBrink, Secretary  
James Vander Roest, Treasurer**



**Motion carried 6-0. The current officers will continue for 2009-2010.**

Agenda Approval: There were no changes to the agenda.

**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**

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- A. Minutes of the Board Meeting of June 22, 2009
- B. Personnel Items

**Change in Assignment**

**Patti Dooley** transferred within Financial Services from a full-time Library Assistant 4 position to the full-time Library Assistant 5 position, effective July 1, 2009.

**Additional Assignment**

**Sarah Nyenhuis**, currently half-time library assistant 4 in Children's Room within Youth and Neighborhood Services, will add a half-time assignment to a .5 library assistant 3 position in Financial Services, effective August 1, 2009.

These are the last two steps in the staff realignment following a retirement within Financial Services.

**Promotion**

**Caitlin Hoag** will fill the Electronic Resources Librarian position in Information and Readers Services, to be vacated July 31 by Kathy Ruddick, effective August 1. On the salaried staff since 2006, Caitlin is currently a Library Associate in Information and Reader Services, working in the Law Library and at the reference desk. Caitlin will graduate from the Masters in Library and Information Sciences program at Wayne State next month.

Disposition:           **The board accepted the Minutes of the Meeting of June 22, 2009 and the personnel items as presented.**

**IV. FINANCIAL REPORTS**

- A. Financial Reports for the Period Ending June 30, 2009

**Recommendation:**   **A. Rohrbaugh recommended the board accept the Financial Reports for the Period Ending June 30, 2009 as presented.**

**MOTION:**           **L. GODFREY MOVED AND R. BROWN SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE PERIOD ENDING JUNE 30, 2009.**

Executive  
Summary:

A. Rohrbaugh noted the financial reports reflect expected activity for the end of June; although they are for the last month of the fiscal year, they are not the year-end reports. There are still transfers and other items to be worked through.



**Motion carried 6-0.**

**V. REPORTS AND RECOMMENDATIONS**

**ACTION ITEMS**

- A. Kalamazoo Community Development Credit Union

**Recommendation:**   **Director Rohrbaugh recommended the library become a "supporter" of the proposed Kalamazoo Community Development Credit Union.**

Executive  
Summary:

Several years ago, KPL staff were involved with community leaders who were proposing a community development credit union. There were discussions of programming we could facilitate, items that could be added to our collections, and materials we could provide. The movement to establish such a credit union seemed to lose momentum until recently.

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Lee Kirk was hired to lead this effort. She heard his presentation at the DKI board meeting, followed by a vote of the DKI board to become “supporters”. When Mr. Kirk asked her if the library, especially Washington Square Branch since the credit union will be located in Edison, would be a “supporter,” she told him it would take board action and invited him to our meeting to give the brief overview he had given at the DKI board meeting.

She has identified many opportunities for partnerships between the library and CDCU. Becoming “supporters” is a way for us to show support for efforts to revitalize the Washington Square neighborhood.

Presentation: L. Kirk described the purpose of the credit union which would have the unique mission of serving low income working class families. He explained the benefits of such a credit union: bringing dollars into neighborhoods, giving residents a place to do their banking, obtain loans, repair credit and provide other banking services most people can find in their own neighborhoods.

It is expected a charter application will be filed early in 2010. The credit union should be able to grow quickly once established. Partners include ISAAC and DKI. 150,000 potential members have been identified.

They are looking for support from organizations who have a presence in the affected neighborhoods. At this time they are looking for “soft” support. They believe KPL is a place that could provide information and materials to library patrons to help them learn about the benefits of the credit union. He urged the board to join the list of supporters.

**MOTION: J. VANDER ROEST MOVED AND L. GODFREY SUPPORTED THE MOTION FOR THE LIBRARY TO BE ADDED TO THE LIST OF SUPPORTERS OF THE PROPOSED KALAMAZOO COMMUNITY DEVELOPMENT CREDIT UNION.**



**Motion carried 6-0.**

REPORTS

B. Children’s Audio Reviews

Presentation: Bill Caskey, children’s librarian, reported to the board on the “Your Own Book Reviews” program, an ongoing opportunity for ‘tweens and children to write or record book reviews to be included on KPL’s “kids” page on the website. He shared some of the website submissions. B. Caskey developed a mini-grant request to fund the recording equipment used in this pilot project, which was approved and funded by the Friends of the Library. The project began in June with the start of the Summer Reading program. There has been a fair amount of response so far, but he is hoping for more participation.

Disposition: The board was enthusiastic about the project, appreciated B. Caskey’s innovative idea, and thanked him for the report.

**VI. COMMITTEE REPORTS**

Finance & Budget Committee

**J. Vander Roest:** Reported he approved some minor, inter-fund transfers. There has not been a committee meeting.

Personnel Committee

**R. Brown:** No meeting.

Building Committee

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**A. Rohrbaugh:** The building committee has not met. Sequencing and timing of work for the first floor project at Central is expected soon and will be shared when it is received. Time Bender has been removed from the Oshtemo courtyard. The addition of a colored concrete patio and some outdoor furniture is underway, funded by a gift to the Oshtemo Branch Library.

Board Vacancy Committee

**V. Wright:** 10 Letters of interest for the open board seat were received. The committee will review them and then decide on interviews. They expect to have a recommendation for the full board to act on at the August meeting.

**VII. OTHER BUSINESS**

A. Directors Report

The director shared a copy of the Urban Library Council's annual report which included a picture of Kalamazoo Mayor, Bobby Hopewell, reading to children at Stand for Children Day. She mentioned ULC also has a framed picture of the central library building in their national office.

She directed the board's attention to the monthly statistics that show strong increases in circulation at all agencies. J. Vander Roest noted teen circ statistics are also up.

Staff committee annual reports were also provided to the board. There is a wide array of good work being done in cross-departmental groups.

The director answered questions regarding several of the items from the written report.

Disposition: Trustees received the information.

B. Committee of the Whole

**MOTION: L. GODFREY MOVED AND J. VANDER ROEST SUPPORTED THE MOTION TO MOVE TO A COMMITTEE OF THE WHOLE IN ORDER TO DISCUSS THE TOPICS: RECIPROCAL BORROWING AND FISCAL PLANNING.**

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

**Disposition: The meeting rules were suspended as the meeting moved to a Committee of the Whole to discuss reciprocal borrowing and fiscal planning.**

President Wright reviewed the intent to provide a time for discussion of a number of items included in the Tactical Plan to provide guidance to the director in advance of a formal recommendation from the director for board action. This is the first opportunity for such discussion since the concept was agreed upon at the June meeting. It is not the intent to come to any conclusion at this time.

Topic 1: Reciprocal Borrowing

Presentation/  
Discussion:

Director Rohrbaugh told the board the 13 libraries involved in reciprocal borrowing agreements with KPL will meet later in the week about their current feelings on this program. She was interested in hearing the boards' thoughts to have in mind and fold into the conversation.

She provided background on the program, how circumstances have changed since it was initiated, and described the positive impact it has had as well as the strains it has placed on

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our system and collections, especially in light of difficult economic times. The procedures could remain the same, we could end the program, or we could limit access by numbers or material types.

The director answered a number of questions from trustees. Possible modifications to the program and likely ramifications were discussed. Trustees indicated they did not have strong feelings about what path to follow. After the meeting with the other libraries, the director will determine the best path to follow and will keep the board informed of any changes.

Topic 2: Fiscal Planning

Presentation/

Discussion:

The director requested a general discussion of how to position the library this year for expected continued decreases in revenue as well as increases in expenditures that are out of our control over the next few years. She reminded trustees of the Tier One – Tier Four reductions list developed and shared with the board in early 2009. The tier one reductions have mostly been made. Now we need to look at Tier Two as well as decide if we should consider reductions in salaried positions as opportunities arise, as has been done in Financial Services, Information and Reader Services and Children’s Room over the last few months. The alternative would be to leave positions already included in the budget at current levels for now.

For example, there is currently a KPLA .75 time associate position open in the law library; the immediate question is whether it should be filled as budgeted or should we reduce all or part of the .75 position either in the law library or elsewhere? Her preference is to anticipate the continued need for reductions and take them as opportunities arise, but she asked for the board’s view. Trustees discussed possible ways to handle a staff reduction in the law library, including a reduction in open hours and providing a monitor only for some hours.

It was the consensus of the board that they want to avoid layoffs if possible; examining every opportunity as it arises to make reductions in staffing is preferred.

The director said that is the path we are on and we will continue on that path with the board’s endorsement. She will plan to reduce the .75 associate position to .5 time and reduce the number of hours the law library is open to the public by possibly closing Thursday evenings and Saturday afternoons. She thanked the board for their guidance.

**MOTION: L. GODFREY MOVED AND R. BROWN SUPPORTED THE MOTION TO RETURN TO REGULAR SESSION.**

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

**Disposition: The meeting returned to regular session at 5:30 p.m.**

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

No one addressed the board.

**IX. TRUSTEE COMMENTS**

**L. Godfrey** mentioned she hoped some upcoming meetings would be held at branch libraries; the director indicated that is in the works. Trustee Godfrey also mentioned it would be helpful if program presenters could be identified on the website. Kevin King, Head of Patron Services, said they try to include the presenter when the information is known, but will try to identify more of the presenters when possible.

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**C. Addison** mentioned she attended a recent, standing room only presentation by Michael Kaiser, from the Kennedy Center, who has written a book entitled, “The Art of the Turnaround,” designed to help arts organizations with fundraising. She felt KPL is on the right track and already has in place key features of his “art of 10 rules.” Although KPL hasn’t established a program for ongoing fundraising in the past, the information was useful. His advice was affirming of the way the recent KPL millage campaign was conducted. **A. Rohrbaugh** noted she learned recently at an Urban Libraries Council session at ALA that a number of libraries are adding “Development Director” positions to raise funds.

**C. TenBrink** is looking forward to the summer reading program finale on August 30; she hopes we won’t miss too many folks who might be on vacation prior to Labor Day.

**R. Brown** enjoyed the recent bus trip to ALA in Chicago and appreciated the efforts of the trip organizers. Most interesting was David Small’s new book, a wonderful graphic novel. **Kevin King** noted David Small will be at KPL for a world premiere of the book on September 10.

**J. Vander Roest** noted the need to emphasize the tax advantages to those who might make financial gifts to KPL. **A. Rohrbaugh** said we have not done much with fundraising in the past by board direction; we would need board direction if we were to ramp up fundraising and would need to commit staff and resources. **L. Godfrey** added that if we decided to fundraise we would need to find someone who knows how to do it.

**V. Wright** noted the statistics were very positive across the board. She also thanked everyone who took the time to prepare the annual committee reports that were attached to the director’s report; they are a very beneficial resource to help the board understand the bigger picture and provide context for library activities.

**X. ADJOURNMENT**

Hearing no objection, President Wright adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 5:42 p.m.

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Cheryl TenBrink, Secretary