

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

DATE: July 28, 2008
TIME: 4:00 p.m.
LOCATION: Central Library
Board Room
315 S. Rose Street
Kalamazoo, MI 49007

REGULAR SESSION

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

PRELIMINARY BUSINESS

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

ELECTION OF OFFICERS

President Addison asked the board officer nominating committee for their recommended 2007/08 slate of candidates. R. Brown said the committee met, surveyed the membership of the board and recommended the following slate of officers be elected::

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

There were no other nominations.

MOTION: L. GODFREY MOVED AND C. ADDISON SUPPORTED THE MOTION TO ELECT THE PROPOSED SLATE OF OFFICERS BY ACCLAMATION.



Motion carried 5-0.

C. Addison thanked everyone for their help and efforts during her two-year tenure as board chair.

A. Rohrbaugh said C. Addison was always gracious and available when needed with good advice; she also appreciated her interest and attendance at library programs. She presented the book "Blue Eggs and Yellow Tomatoes: Recipes from a Modern Kitchen Garden," by Jeanne Thiel, which incorporates two of C. Addison's interests; it will be added to the collection in honor of her service as board president.

V. Wright assumed the president's chair.

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 June 23, 2008

B. Personnel Items

Resignation

Cory Grimminck resigned from the Teen Services lead librarian position effective June 30, 2008.

Promotion/Transfer

Stewart Fritz will move to the position of Teen Services lead librarian effective August 1, 2008. Stewart began at KPL as a Children's Room librarian 1 on August 1, 2006. Both his current and previous positions are within Youth and Branch Services.

Disposition:

The board accepted the Minutes of the Meeting June 23, 2008 and the Personnel Items as presented.

IV. FINANCIAL REPORTS

A. Financial Reports for the Period Ending June 30, 2008

Recommendation: A. Rohrbaugh recommended the board accept the Financial Reports for the Period Ending June 30, 2008 as presented.

MOTION: R. BROWN MOVED AND L. GODFREY SUPPORTED ACCEPTANCE OF THE FINANCIAL REPORTS FOR THE PERIOD ENDING JUNE 30, 2008.

Executive
Summary:

The director noted that although the reports are as of June 30, revenues and expenditures are still being finalized from 2007/08, and are not yet complete.



Motion carried 5-0.

V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS

A. Budget Revision

Recommendation: The director recommended the board approve the "Nonprofit Management Support Center Budget" for fiscal year 2008 – 2009.

MOTION: C. TenBrink moved and R. Brown supported a motion to approve the "Nonprofit Management Support Center Budget" for fiscal year 2008 – 2009 as presented.

Executive
Summary:

Grants from the Irving S. Gilmore and Kalamazoo Community Foundations have been approved and funds received. The support center is a "go!" Revenue and expenditures will be incorporated into our general operating budget in the pattern shown on recommended budget. Upon board approval of this recommendation, the operating budget will be amended accordingly.

An additional grant request has been submitted to the United Way in the amount of \$30,000, which is shown as “pending” revenue. If this grant is not received we will look at possibly scaling back the physical space plan; we should know whether it will be received or not in time for the August board meeting.

This recommendation was reviewed and is supported by the Finance and Budget Committee.



Motion carried 5-0.

B. Position Reclassification

Recommendation: Director Rohrbaugh recommended the position of “Assistant to the Director” be reclassified from Supervisory – Technical level 4 to level 5, effective August 1, 2008.

MOTION: L. GODFREY MOVED AND R. BROWN SUPPORTED THE MOTION TO RECLASSIFY THE ASSISTANT TO THE DIRECTOR POSITION TO S-T LEVEL 5 EFFECTIVE AUGUST 1, 2008.

Executive Summary:

When A. Rohrbaugh became director, much of the human resources work she had been doing was shifted to the Deputy Director and some to the Assistant to the Director, specifically interviewing candidates for support, FM hourly, and some S-T positions. We expected to move further HR work for these employee groups to the Assistant to the Director at a later time. We are now ready to shift additional HR work and to reclassify the position accordingly.

The Assistant to the Director will now take the lead, with the department head, on resolving personnel issues for these employee groups, and will serve on the KPLSP Mutual Concerns Committee and negotiating team.

The salary adjustment will be 4.5% for this change from S-T level 4 to level 5.

This recommendation has been reviewed and is supported by the Personnel Committee.



Motion carried 5-0.

C. MERS Delegates

Recommendation: The director recommended the board appoint Gary Green, Head of Technical Services/Information Technology, the KPL Officer Delegate to MERS (Municipal Employees’ Retirement System of Michigan) and name Diane Schiller, Head of Finance & Budget, the alternate.

MOTION: L. GODFREY MOVED AND C. TENBRINK SUPPORTED A MOTION TO APPOINT GARY GREEN AS KPL OFFICER DELEGATE TO MERS AND DIANE SCHILLER AS THE ALTERNATE.

Executive Summary:

Beginning in 2004/2005, staff members have attended the annual MERS meeting. With so many KPL employees enrolled in MERS, we feel it is important for us to participate in the system. We are asked to appoint an officer delegate and an alternate, both of whom need to be members of MERS and at the department head or higher level within the organization. Their appointment requires action of the governing body.

In addition, an election by KPL participants in MERS is held annually to provide an employee delegate and alternate. This year’s election for these two roles was held on June 27, 2008. Amy Clark will serve as employee delegate and Carlos Santiago-Lugo as employee alternate.

The officer delegate and employee delegate will likely attend the MERS annual meeting to be held September 30 – October 2 this year in northern Michigan.



Motion carried 5-0.

REPORTS

D. 2008 – 2009 Tactical Plan

Presentation: The Tactical Plan for fiscal year July 1, 2008 – June 30, 2009 was distributed to the board. Once again, we followed the strategic map developed about 18 months ago by trustees and managers, with the help of facilitator Tim Fallon. At that time, we thought there might be some overlap between some of the categories, but we gave it a try for the first year. The categories turned out to be acceptable, but we may still adjust them a bit in future years.

As usual, the staff has developed a challenging list of goals; it will be a busy year. We'll continue with periodic staff reports to the board at the monthly meetings but more deliberately, linking staff reports to a specific tactical plan item.

Discussion: There were several comments/questions on specific items, including expanding on removing language barriers in addition to Spanish initiatives, programming feedback (have solicited recently for Reading Together and Computer training classes), development of a new 403B written plan now required by the IRS, changes to the Global Reading Challenge and the current status of SMLC.

Disposition: Trustees received the Tactical Plan for 2008 – 2009.

E. Powell Branch Outreach Activities

Presentation: The director introduced Judi Rambow, Powell lead librarian, who reported on several outreach efforts including programs done for Black History Month at Ministry with Community and the Ecumenical Center. She described a ChangeMakers program, funded with a Good Neighbors grant from Kalamazoo Community Foundation, that taught teens how to design and screen print t-shirts, developed in cooperation with Nate Bull, Urban Alliance Director, Entrepreneurial Explorations, and Vanguard Ministries. 32 teens participated and three were chosen for a pilot apprenticeship program. Participants also assisted with the Black Arts Festival.

Disposition: Trustees received the report and expressed their appreciation for the outreach work being done from Powell Branch.

VI. COMMITTEE REPORTS

Finance & Budget Committee

R. Brown: observed the product of the committee's efforts were in evidence earlier in the meeting.

Personnel Committee

V. Wright: the personnel committee reviewed the job description revision approved by the board.

Building Committee

A. Rohrbaugh: reported the committee met once and reviewed architectural plans for the central library circulation area that features a combined information/circulation desk and a checkout kiosk; it will be refined further before proceeding. RFID tagging has begun; the timeline for completion is not yet clear. She also gave an update on carpeting progress at

Minutes of the July 28, 2008 Kalamazoo Public Library Board of Trustees Meeting, cont.

central. It is expected the whole building will be re-carpeted by early October. There was also some discussion about the use and quantity of “walk off” mats in high traffic areas.

Millage Committee

L. Godfrey said the committee is meeting often, doing considerable research, and will come to the full board with an excellent proposal soon.

Endowment Committee

L. Godfrey reported the investments are doing well but are affected in terms of value like everything else.

VII. OTHER BUSINESS

A. Directors Report

The director highlighted the array of contributions by cross-departmental staff members reflected in annual staff committee reports attached to her monthly report to the board. She observed the reports are a wonderful reflection of staff work. She also mentioned progress toward start up of the non-profit management support center, and KPS outreach for this year’s summer reading program.

There was brief discussion of the delay in selecting this year’s Reading Together book and incentives for RFID work.

Disposition: Trustees received the report.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

IX. TRUSTEE COMMENTS

C. Addison said she felt the annual committee reports were informative and she appreciated receiving them.

V. Wright agreed with her comments and also acknowledged Carlos Santiago-Lugo who was featured in the July *Better Together* newsletter of the Kalamazoo Community Foundation for his ChangeMaker grant project – hosting a self-defense class for teens at Washington Square branch.

X. ADJOURNMENT

Hearing no objection, President Wright adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 4:45 p.m.

Cheryl TenBrink, Secretary