

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

DATE: August 24, 2009
TIME: 4:00 p.m.
LOCATION: Washington Square Branch Library
Meeting Room – Lower Level
1244 Portage Street
Kalamazoo, MI 49001

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.

Agenda Approval: Agenda item V. C. Joshua Breese, Public Safety Officer, was unable to attend the meeting. His comments will be re-scheduled to a future meeting.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

Recommendation: Director Rohrbaugh recommended the board approve a resolution written by Michigan Library Association to support the MLA position to strongly urge the Michigan Legislature to:

- Oppose Executive Order No. 2009-36
- Support all legislative efforts to maintain library services and keep their functions whole under the Library of Michigan within state government;
- Maintain state aid to libraries at \$10 million to retain the federal funding required to sustain the Michigan eLibrary online subscription resources, MeLCat interlibrary loan and MeL Tests and Tutorials
- Retain the position and role of the State Librarian.

MOTION: C. ADDISON MOVED AND J. VANDER ROEST SUPPORTED THE MOTION TO APPROVE THE RESOLUTION IN SUPPORT OF THE MLA POSITION AS DESCRIBED.

Discussion: J. Vander Roest commented he would vote for the resolution but felt MLA had provided a poorly worded document.

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. The resolution was adopted.

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Director Rohrbaugh noted there will be a rally in support of the points listed in the resolution in Lansing on September 9, 2009; some KPL staff will attend. She will check with MLA to see what they recommend regarding distribution of the resolution.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the board.

ACTION ITEM – RECOMMENDATION TO APPOINT TRUSTEE TO OPEN SEAT

Recommendation: President Wright, on behalf of the ad hoc trustee vacancy committee, (V. Wright, L. Godfrey and C. Addison) recommended the board appoint Fenner Brown II to the seat left vacant when Ian Kennedy resigned due to his move out of the library district. The term will expire in 2011.

MOTION: C. ADDISON MOVED AND L. GODFREY SUPPORTED THE APPOINTMENT OF FENNER BROWN II TO THE LIBRARY BOARD.

The committee indicated they received 10 letters of application and had very good candidates from which to choose. They were unanimous in their selection of Fenner Brown



Motion carried 6-0.

Mr. Brown was officially sworn into office by M. Coash, Notary Public, and subsequently assumed his chair at the table.

III. CONSENT CALENDAR

- A. Minutes of the Board Meeting of July 27, 2009
- B. Personnel Items (None)

Disposition: The board accepted the Minutes of the Meeting of July 27, 2009 as presented.

IV. FINANCIAL REPORTS

- A. Financial Reports for the Period Ending July 31, 2009

Recommendation: A. Rohrbaugh recommended the board accept the Financial Reports for the Period Ending July 31, 2009 as presented.

MOTION: R. BROWN MOVED AND L. GODFREY SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE PERIOD ENDING JULY 31, 2009.

Executive Summary:

A. Rohrbaugh drew the board's attention to a 403B plan report and noted the financial reports include \$36,138 in state aid received. We weren't sure whether the state would distribute this or not.



Motion carried 7-0.

V. REPORTS AND RECOMMENDATIONS

ACTION ITEMS

- A. KPL Delegates to Annual MERS Meeting

Recommendation: Director Rohrbaugh recommended Kevin King, Head of Patron Services, be appointed the KPL Officer Delegate to MERS (Municipal Employees' Retirement

System of Michigan) and Michael Cockrell, Head of Information and Readers Services, be named the alternate.

Executive

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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 29, 2009. Carlos Santiago-Lugo will serve as employee delegate and Ann Fleming as employee alternate.

The officer delegate and employee delegate will likely attend the MERS annual meeting to be held September 17 - 19 this year in Grand Rapids.

MOTION: C. ADDISON MOVED AND L. GODFREY SUPPORTED THE MOTION TO APPOINT KPL DELEGATES TO THE ANNUAL MERS MEETING AS RECOMMENDED.



Motion carried 7-0.

REPORTS

B. Reciprocal Borrowing

Presentation: Director Rohrbaugh reported the gathering of reciprocal borrowing libraries on July 30 went well. As expected twelve of the thirteen libraries with which we have agreements were present. All brought statistics, as requested, although they were not all directly comparable. Some systems do not record statistics by home library; some have a different reporting year.

She stressed that the tone of the meeting was very positive; all libraries are appreciative of the reciprocal arrangements. Only Richland expressed a feeling that the reciprocal agreement with KPL might be hindering their development. Since that feeling was not shared by others, it is clear this is an issue with the Richland Library and its board, not an issue with us. Of course Richland could withdraw from the reciprocal agreement if they so desired.

Much of the conversation focused on "holds" or "reserves". All acknowledged that holds require considerable staff work, that holds for reciprocal borrowers limit the items available for resident borrowers, that some reciprocal borrowers reserve the same item at several libraries and fail to pick them up, and most importantly, that reciprocal borrowers are not paying any taxes to the library for this service.

Several libraries urged the larger libraries with heavy use by reciprocal borrowers to eliminate holds for reciprocal borrowers or to limit the number of active holds to a handful. That has been the focus of our post-meeting conversation within KPL and that she has had directly with Portage and Battle Creek.

Portage, Battle Creek, and Kalamazoo directors agree that any change in holds should be consistent among us all. Battle Creek is totally neutral; holds for reciprocal borrowers is not a big issue for them. Portage would prefer zero, that is, no holds for reciprocal borrowers, but would be satisfied with a limit of three.

After considerable discussion with our Management Team and input from staff, KPL prefers a limit of three active holds per reciprocal borrower. We believe that retains the spirit of cooperation and many of the reasons for establishing reciprocal borrowing agreements. It also frees up more items, especially popular bestsellers, for our resident patrons and frees up some staff time to concentrate on services to our taxpayers, increasingly an issue as we need to reduce hourly staff.

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Our plan is to limit reciprocal borrowers to three active holds effective September 15, 2009, with the expectation Portage and Battle Creek will do likewise. She expects many, if not most, of the smaller libraries will follow this lead. Simultaneously, we will also limit Hot Picks, books and AV, to resident borrowers only. That was the intention from the launch of those collections, but was not enforced.

This change to limit holds does not require board action; no change is required in the reciprocal agreements.

The director plans to gather the reciprocal borrowing libraries in about year, as suggested at this year's meeting. We'll evaluate how this limit in holds is working and discuss if further changes are needed. As staff and financial resources become tighter for all libraries, we are all evaluating workloads and services with an emphasis on serving our resident, taxpayer borrowers.

Discussion: In response to a question from R. Brown about holds, the director indicated resident borrowers are limited to 50 holds.

It was acknowledged in response to a suggestion from F. Brown, that, in theory, more copies of materials could be designated as "Hot Picks" in order to provide a shorter wait time for popular titles for resident borrowers. The director pointed out that holds placed on materials by non-residents go to the end of the list.

Disposition: The board received the information about the reciprocal borrowing meeting and changes to the service.

B. Fall Programming Preview

Presentation: Kevin King, Head of Patron Services, referred trustees to the latest issue of the *Link* and elaborated on a number of programs highlighted in the issue. Among the programs highlighted, he told them KPL will be hosting the world premiere of David Small's graphic novel, *Stitches*, on September 10, and noted it is one of the most talked about books in the publishing world.

He talked about the building success of last year's concert series and described the concerts coming up for 2009/2010. Concert attendance has been high and artists are now contacting us, asking to perform here. He mentioned the adult craft series which are full already largely due to online registration, author visits, and events in which we are collaborating with other agencies to present. He acknowledged Patron Services staff and the Marketing and Communications office for their contributions to the programs' success.

Director Rohrbaugh added genealogy, computer classes, and lots of teen and childrens' classes are also part of the upcoming schedule of events.

VI. COMMITTEE REPORTS

Committee Assignments

President Wright distributed a list of committee assignments for 2009-2010. They are as follows:

Finance and Budget Committee

James VanderRoest, Chair
Lisa Godfrey
Cynthia Addison

Personnel Committee

Bob Brown, Chair
Cheryl TenBrink
Fenner Brown

Endowment Fund Development Committee

Valerie Wright, Chair
Cynthia Addison
Cheryl TenBrink

Ad Hoc Litigation Committee

Lisa Godfrey
James VanderRoest

Director's Advisory Building Committee

Lisa Godfrey
James VanderRoest
Valerie Wright

Nominating Committee

Cynthia Addison
Lisa Godfrey
Fenner Brown

REPORTS

Finance & Budget Committee

J. Vander Roest: No meeting

Personnel Committee

R. Brown: No meeting

Building Committee

A. Rohrbaugh: The building committee did not meet, but the director had a few updates. Oshtemo Courtyard: Time Bender was removed, the concrete patio colored, FM is working on minor restoration of the landscaping, and we are shopping for furniture. We are setting up a meeting to review samples for re-flooring Washington Square. We expect to carpet the first floor with carpet squares and will likely use a new non-carpet product in the basement because of the continuing water problems. There is no new information on the first floor re-do at Central.

VII. OTHER BUSINESS

A. **Directors Report**

The director introduced Nancy Davis Smith, lead librarian at Washington Square, who welcomed trustees to the branch, and told them it has been a busy summer with great program attendance and lots of activities. She said the staff is excited about the prospect of new carpeting, and invited them to ask questions after the meeting.

Director Rohrbaugh expanded on a few items from her written report. Although she had predicted the Law Library would close Thursday evening and Saturday with a staff reduction, we will be able to remain open Thursday evening and will only have to close on Saturday afternoon. She also reminded them she plans to bring a recommendation regarding bookmobile service to the December meeting. Centralized materials' selection is being examined. These are both 2009-2010 Tactical Plan objectives. She also mentioned she had not been sure adult summer programming would draw audiences in the summer – it did!

There was some discussion of the growth in the MeLCat service and the threat to its continuance given cutbacks in state funding. A. Rohrbaugh indicated she would be willing to see a small fee attached to this service. Like holds, it is a wonderful service, but time intensive for staff to provide.

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L. Godfrey said she hopes the ONEplace will continue to offer traditional legal clinics on straightforward issues facing non-profits.

Disposition: Trustees received the information.

B. Committee of the Whole

MOTION: **R. BROWN MOVED AND C. ADDISON SUPPORTED THE MOTION TO MOVE TO A COMMITTEE OF THE WHOLE IN ORDER TO DISCUSS THE PROCESS USED TO ADDRESS APPEALS FROM PATRONS WHO HAVE BEEN DENIED ACCESS TO THE LIBRARY.**

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



Motion carried 7-0. The meeting moved to a Committee of the Whole to discuss the appeals process at 5:08.

Discussion: President Wright noted that when patrons wish to appeal denial of access to the board they are allowed three minutes to speak under the “Persons Requesting to Address the Board” agenda item. She asked for board discussion about whether there should be some other avenue provided that might give the board an opportunity to respond during the meeting.

Due process, time limits, a meaningful opportunity to be heard, time frame for appeals, the library’s Rules of Behavior, the possibility of prior notice to appear before the board, possible steps for an appeal prior to coming to the board, current procedures, and how an appeals item could be included on the agenda were all discussed without coming to a conclusion.

Disposition: President Wright suggested an ad hoc committee be established to consider this issue and asked trustees to contact her if they would like to serve on the committee.

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

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



Motion carried 7-0. 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

R. Brown welcomed Fenner Brown to the board.

J. Vander Roest noted his sister-in-law, poet Lauri Wilson, will present a program at KPL in October and has been very pleased with her interactions with staff.

F. Brown said he is thankful for the opportunity to serve on the board and to contribute to the direction of the library. He already has a favorable impression of board and staff members and looks forward to working with them.

C. Addison said with the demise of her home computer she has had the chance to use the library computers and found them often busy, and easy to use.

L. Godfrey recently had the opportunity to hear the director of the Douglass Community Association speak to the Downtown Rotary Club. He was very complimentary to the library

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and mentioned that, as far as he knows, Powell Branch is the only library in the country located in a community center. The Douglass is thinking about a capital campaign.

V. Wright was very pleased to have Fenner Brown join the board.

X. ADJOURNMENT

Hearing no objection, President Wright adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 5:35 p.m.

Cheryl TenBrink, Secretary