

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

DATE: October 25, 2010  
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 present: Cynthia Addison, Fenner Brown (late), Robert Brown, Lisa Godfrey, Cheryl TenBrink, James Vander Roest, and Valerie Wright

**REGULAR SESSION**

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

Agenda Approval: There were no changes to the agenda.

**I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS**

A. Banking Resolutions

**Recommendation:** Director Rohrbaugh recommended approval of the banking resolutions and declarations necessary to implement new investment and cash transfer procedures adding the Payroll Supervisor to the library’s bank accounts. They are: Huntington National Bank (1); Comerica Bank (1); and First National Bank (3).

Executive  
Summary:

At the Finance & Budget Committee held on October 11<sup>th</sup> new investment and cash transfer procedures were reviewed and approved by the committee after discussion including representatives from the library’s audit firm, Tom Cole and Corey VanDyke of Plante & Moran. The proposed changes include: an annual investment plan for the investment of library excess funds will be prepared by the Head of Financial Services and presented to the Finance & Budget Committee for review and approval; all investments and transfers of library funds will be initiated and recorded by the payroll supervisor, Carol Borgais; all incoming and outgoing wires will be approved by the Director, or in her absence the Head of Financial Services; and finally, all investment balances will be reviewed monthly by the Head of Financial Services and will include the comparison of bank statements to library general ledger balances.

These changes have been initiated to provide more internal control over the investment and electronic transmission of library funds and require that Payroll Supervisor Carol Borgais be added to all of the banking arrangements as having the authority to order investments and withdrawals. Resolutions or declarations are required to change these arrangements for Huntington Bank, Comerica Bank, First National Bank of Michigan. Both Flagstar Bank and Fifth Third Bank have written and approved resolutions separate from individual authorizations and do not require renewal at this time.

The above changes to both investment procedures and authority come with the recommendation of the Finance & Budget Committee.

**MOTION:** J. Vander Roest moved and R. Brown supported a motion to adopt the Huntington Bank resolution as recommended by the director.

**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.**

**MOTION:** J. Vander Roest moved and R. Brown supported a motion to adopt the Comerica Bank resolution as recommended by the director.

**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.**

**MOTION:** J. Vander Roest moved and R. Brown supported a motion to adopt the three First National Bank resolutions as recommended by the director.

**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 September 27, 2010

B. Personnel Items

### **New Hire**

**Monica Priest** began in the new .75 Nonprofit Assistant position in the ONEplace effective October 1, 2010. Monica previously held the intern position within ONEplace. This internship ended on September 30, 2010.

Disposition: **The board accepted the Minutes of the Meeting of September 25, 2010 and the personnel item as presented.**

## **IV. FINANCIAL REPORTS**

A. Financial Reports for the Period Ending September 30, 2010

**Recommendation:** A. Rohrbaugh recommended the board accept the Financial Reports for the Period Ending September 30, 2010 as presented.

**MOTION:** R. BROWN MOVED AND V. WRIGHT SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE PERIOD ENDING SEPTEMBER 30, 2010.

J. Vander Roest commented the reports reflect expected activity at this point in the year.

Director Rohrbaugh noted a grant received from United Way in the amount of \$20,000 in support of the ONEplace, \$26,880 in Universal Service Fund revenue and \$2,000 from the Southwest Michigan Library Cooperative in technology grants.

She also pointed out that KPL's reimbursement for Renaissance Zone property taxes for FY 2010-11 will be \$85,523, significantly above last year's reimbursement and the current year's budget of \$18,115. At the same time we have learned the State of Michigan's FY 2011 budget has been set to eliminate Renaissance Zone reimbursements to public libraries. The amount that KPL is scheduled to lose for FY 2011-12 is \$95,549. An effort to restore the budget for the reimbursements to libraries has been initiated by Michigan Library Association.

The director also noted a \$500 gift from Trustee TenBrink and her husband, half of which was designated for Reading Together and half to Ready to Read.

Discussion: J. Vander Roest wondered if the state didn't have to consult with us about the Renaissance Zone reimbursement elimination since the board agreed to the Zone initially with the understanding we would receive these revenues. D. Schiller agreed that is the argument the effort initiated by MLA is making, but this is the same thing the state is doing in other similar situations to increase state revenues.



**Motion carried 6-0.**

## V. **REPORTS AND RECOMMENDATIONS**

### ACTION ITEM

#### A. 2009/2010 Audit

Presentation: Corey VanDyke, of Plante and Moran PLLC, presented the audited financial statements for the year ending June 30, 2010. He commented that Plante and Moran was able to offer an unqualified opinion; they found no big issues and felt the library had done well to decrease expenditures over the previous year by \$700,000 in reaction to an expected continued decline in revenues.

**MOTION: J. VANDER ROEST MOVED AND C. ADDISON SUPPORTED THE MOTION TO ACCEPT THE AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDING JUNE 30, 2010 AS PRESENTED.**

Discussion: J. Vander Roest reported the Finance & Budget Committee had an extensive meeting with the auditors and recommend acceptance of the financial statements.



**Motion carried 6-0.**

Note: Trustee Fenner Brown arrived at this point in the meeting.

#### B. Bylaws Revisions

Presentation: President Godfrey provided a new "marked" copy of the Kalamazoo Public Library Board of Trustee Bylaws with the suggested changes recommended to date.

She indicated the changes of most significance had to do with the standing committees. Also attached to the document were the statements of committee responsibilities that have been included in the trustee manual. She recommended formal adoption of those statements (originally approved in March of 1992). In that way, the bylaws do not need to be so inclusive and a formal adoption provides more focus for these committees. The statement for Finance & Budget was revised somewhat but the statement for Personnel was not changed; she suggested consideration of whether any additional changes to either statement were in order.

She also drew the board's attention to Section 5.1(d) which tracks updated language in the nonprofit corporation act. It may be possible in the future to conduct business by email but that is not yet the case. Section 5.7.2 would provide for compensation consistent with the statute, but would be an expansion of current practice.

Discussion: R. Brown felt adopting statements of responsibility for the Finance & Budget and Personnel Committees would allow changes to them without having to alter the bylaws, a more cumbersome process. L. Godfrey agreed but noted the statements are easy to lose track of and need to be kept in mind – the bylaws themselves are posted on the website.

In response to a question from F. Brown about conducting business by e-mail, L. Godfrey noted the state of Michigan nonprofit statute does not yet allow conducting business by e-mail. There has been some conversation about making some changes to the statute, but organizations like ours could run into conflict with the open meetings act. There will have to be a lot of work done before an acceptable process could be agreed upon.

F. Brown also asked about section 5.72 regarding changes to board compensation. President Godfrey said the new language would allow compensation to trustees for attendance at all official meeting in addition to formal board meetings, up to 52 times annually. The amount per meeting is limited by statute to no more than \$30 per meeting.

**MOTION: J. VANDER ROEST MOVED AND F. BROWN SUPPORTED THE MOTION TO ADOPT THE AMENDED BYLAWS AS PRESENTED.**



**Motion carried 7-0.**

**MOTION: J. VANDER ROEST MOVED AND C. ADDISON SUPPORTED THE MOTION TO ADOPT THE FINANCE & BUDGET COMMITTEE STATEMENT OF RESPONSIBILITIES AS PRESENTED.**



**Motion carried 7-0.**

**MOTION: V. WRIGHT MOVED AND F. BROWN SUPPORTED THE MOTION TO ADOPT THE PERSONNEL COMMITTEE STATEMENT OF RESPONSIBILITIES AS PRESENTED.**



**Motion carried 7-0.**

C. Revisions to Fringe Benefits Statements for Administrators and Supervisory-Technical Employees

**Recommendation: Director Rohrbaugh recommended board approval of revised fringe benefits statements for administrators and supervisory-technical employees.**

**MOTION: J. VANDER ROEST MOVED AND R. BROWN SUPPORTED THE MOTION TO REVISE THE FRINGE BENEFITS STATEMENTS AS RECOMMENDED.**

Executive  
Summary:

An employee contribution to MSPERS was set by action of the state legislature earlier this year, effective July 1, 2010.

At the July 2010 board meeting, the board approved a change to a revised Choices II MESSA health benefit plan and an employee contribution to that cost, based on the employee's level of coverage, for library administrators and supervisory – technical employees. These changes were effective September 1, 2010.

The fringe benefits statements for both employee groups need to be revised to reflect these changes as well as some changes to FMLA language to reflect the law and to reflect that the benefits for fractional time employees matches the fraction.

Upon board approval of these changes, the statements will be revised accordingly and reissued to employees.



**Motion carried 7-0.**

## **VI. COMMITTEE REPORTS**

### Finance & Budget Committee

**J. Vander Roest:** reported the committee met regarding the audit.

### Personnel Committee

**V. Wright:** did not meet.

### Director's Advisory Building Committee

**A. Rohrbaugh:** did not meet.

## **VII. OTHER BUSINESS**

### A. Directors Report

Director Rohrbaugh reported the sale was finalized when the bookmobile was picked up last week. She thanked Diane Schiller for handling the business and financial details and Stan Weller for showing and demonstrating the vehicle.

In response to a question from L. Godfrey, Susan Warner elaborated on some new early childhood partnerships that were listed in the written director's report:

- Bronson–Nurse Educator: a program for babies and toddlers offered at Bronson – they wanted to take it out of the hospital into the community and give it a literacy focus. We will begin hosting at Oshtemo in January two times a month; a storytime will be provided once a month.
- The Point: This is a west side (10<sup>th</sup> Street) community center, loosely associated with the Center Point Church. The center's board is separate from the church, though it was built by the church and the board includes church representatives. The center includes a gym, workout center and coffee shop. PNC Bank is funding a pilot program to develop literacy programs for children and parents that they hope to begin in January. They have asked us for program planning assistance.
- WMU Reading Clinic: Family Literacy Night program is in its second year, funded by Target. Graduate students do activities with families. We are providing off-campus sites at central and branches for their programs and assisting with program content.
- Kalamazoo Central High School English Teacher: who provides literature classes asked for visitors from KPL on a regular basis to talk about new, exciting books to encourage the students to read for recreation. We have begun visiting once a month and have had positive reception from students.
- Douglass Community Association: The interim director and assistant director are looking to provide services in a different way and to focus on literacy – they are interested in looking for ways the two entities can support each other.

Disposition: Director Rohrbaugh noted the emphasis on literacy in the community and President Godfrey added that KPL is the focus of the community's thinking when it comes to literacy.

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

No one addressed the board.

**IX. TRUSTEE COMMENTS**

**J. Vander Roest** enjoyed attending the "Owls at the Library" program. He also asked if KPL has provisions for "Lactation Rooms" to provide nursing mothers with a private area when at work as required by new federal health care regulations. A. Rohrbaugh indicated we will look into it.

**F. Brown** complimented staff and the Finance & Budget Committee for being able to handle budgetary issues, largely by refocusing resources.

**C. TenBrink** said she is looking forward to attending the Great Grown Up Spelling Bee on November 18.

**L. Godfrey** explained that Kalamazoo Rotary awards a month's worth of speaker fees to an institution nominated by a Rotary member. After she recently nominated KPL, the library was chosen, and she presented the director with a check for the library in the amount of \$125 to be directed to Ready to Read.

**President Godfrey** reminded trustees they could remain after the meeting for a tour of Washington Square Branch Library.

**X. ADJOURNMENT**

Hearing no objection, President Godfrey adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 4:50 p.m.

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Fenner Brown II, Secretary