

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: September 25, 2017
Time: 4:00 p.m.
Location: Board Room, Central Library

TRUSTEE ROLL CALL:

Present: Robert Brown, Lisa Godfrey, Kerria Randolph, Cheryl TenBrink, James E. VanderRoest, and Jannie Williams.

Absent: Valerie Wright

CALL TO ORDER:

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

AGENDA APPROVAL:

The agenda was approved.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

A. Thomas B. Andrews Resolution

Recommendation: Director Wieber recommended the Board adopt the attached resolution to honor the legacy of Thomas B. Andrews and his service to the Kalamazoo Public Library.

Discussion: No discussion.

Roll Call Vote: J. Williams – yes; C. TenBrink – yes. K. Randolph – yes; R. Brown – yes; J. VanderRoest - yes; L. Godfrey – yes.

RESOLUTION ADOPTED 6-0.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

III. CONSENT CALENDAR

A. Minutes of the Meeting of August 28, 2017

B. Personnel Items

IV. FINANCIAL REPORTS

A. Financial Reports for the Month Ending August 31, 2017

Recommendation: Director Wieber recommended the Board accept the Financial Reports for the month ending August 31, 2017.

Discussion: No discussion.

MOTION: R. BROWN MOVED AND C. TENBRINK SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING AUGUST 31, 2017.

MOTION CARRIED 6-0.

V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS:

A. *Registration Policy Revision*

Recommendation: Director Wieber recommended the Board approve the reclassification from Library Assistant III to Library Assistant IV of the position of Material Processing Library Assistant effective October 1, 2017.

Executive Summary: The Material Processing Library Assistant position has for several years been responsible for managing three library aides, including the hiring, training, scheduling, and performance management for those staff. Reclassifying it to a Library Assistant IV to reflect the supervisory responsibilities of this position would keep it consistent with the classification for all Library Assistant with Supervisory responsibilities.

The annual cost to move this position from Library Assistant III to Library Assistant IV is \$1,200.

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

MOTION: J. VANDERROEST MOVED AND R. BROWN SUPPORTED THE MOTION TO APPROVE THE RECLASSIFICATION FROM LIBRARY ASSISTANT III TO LIBRARY ASSISTANT IV OF THE POSITION OF MATERIAL PROCESSING LIBRARY ASSISTANT EFFECTIVE OCTOBER 1, 2017.

Discussion: No discussion.

MOTION CARRIED 6-0.

REPORTS:

B. *Musical Storybooks – Bill Caskey*

Report: Director Wieber introduced Bill Caskey, Lead Children’s Librarian. B. Caskey began by describing Musical Storybooks as a long-standing partnership with the Kalamazoo Symphony Orchestra, dating back to the early-to-mid 1990s. He stated Mary Rife of Kalamazoo Public Library and Jane Rooks Ross, former Director of Education for Kalamazoo Symphony Orchestra partnered at that time to create a unique program they called M&Ms, or *Music and Make-Believe*.

He stated the goal was to involve kids in stories, develop imaginative skills, and introduce them to musicians. The program was developed in consultation with the KSO String Quartet, Kalamazoo Head Start, and PEEP. The program targeted 4-6 year olds with a focus on great picture books and string music. The first books selected for the program were Berlioz the Bear, The Maestro Plays, and Mole Music.

B. Caskey then shared photos of the program that have been taken by KPL staff over the years. He stated the program begins with a reading of a story to the children in attendance. They then engage in a craft project tied to the theme of the book. Then the kids hear the story again, but this time with musical accompaniment. He described the reading of the story alongside the music as transformative in nature. A new dimension is added to the stories as the text is punctuated by the musical performance.

Approximately twelve years ago, The Perfect Purple Feather was added to the book rotation. Several years later, the target ages for the program was expanded to include three year olds. Shortly thereafter the title of the program was changed to *Musical Storybooks*. Last fall, They All Saw a Cat was added to rotation at the request of members of the KSO String Quartet. While not a largely musical book, it does contain a refrain that the kids are encouraged to sing. As a further modification to the program, the KSO staff suggested that abstract art be included. Kandinsky's *Composition VII* was utilized recently, and the musicians were asked what they saw in the piece, and then perform a piece describing what they had seen.

In November of this year, *Musical Storybooks* will debut Last Stop on Market Street, a very highly decorated children's title, focusing on the relationship between a child and his grandmother. The KSO String Quartet is currently preparing music to accompany the book.

B. Caskey then stated the KSO Family Fun Chamber Series has been performing at KPL as of late. In the past, the Woodwind Quartet has performed *Peter and the Wolf*, and the Brass Quintet has performed *Carnival of Animals*. *Pictures at an Expedition* will be performed this coming Saturday.

Discussion: J. Williams asked for more details regarding the selection of the books. B. Caskey stated the initial three books were selected in collaboration with the KSO, but he couldn't speak to exactly how they were agreed upon. Since then, books have been discovered for the program by KPL librarians and string quartet members. He emphasized the amount of work it takes to compose a score to the books.

President Godfrey asked if the entire lineup of books is still in rotation. B. Caskey stated that was the case. It takes approximately three years to cycle through the rotation, so by the time children have attended *Musical Storytimes*, they will have heard them all.

Disposition: Trustees thanked B. Caskey for his report.

C. *Summer Reading Challenge – Kala Luzia and Michael Cockrell*

Report: Kala Luzia, Children's Librarian, and Michael Cockrell, Head of Adult Services, introduced themselves to the board. K. Luzia began by distributing statistical data gathered in the aftermath of Summer Reading Challenge 2017. She then shared photos of the Summer Reading Challenge decals and other promotional material used, as well as an example of this year's t-shirt.

Overall, K. Luzia said she felt the Summer Reading Challenge went very well. 5,513 readers signed up this year, which is fairly consistent with figures seen in recent years. 4,789 prizes were given away and there was an 84% prize collection rate. 113,590 days of reading were logged

over the summer in total. Beanstack, our online logging utility was used once again, and saw significant improvements from last year.

1,895 Kalamazoo Public School students signed up this year, which means that a nearly equal number of students came from other school districts combined. More than 240 programs were offered this summer.

This year, a prize raffle was not conducted to provide an incentive for adults to participate in the Summer Reading Challenge. Looking forward to next year, a goal will be to bring the completion rate up above 50%. Staff are currently thinking of ways to make prize collection more simple and ensure that those who begin the program see it through to the 60 day point.

M. Cockrell stated he did not believe prizes for adults have been terribly effective as an incentive. Most adults that engage with the program sign up in solidarity with the rest of their families. He stated he would like to develop ways to encourage adults to read outside their typically preferred genre.

Discussion: President Godfrey asked if the adult activity completion rate was high simply because the adults were completing the activities in conjunction with their families. M. Cockrell supposed that was the case.

C. Tenbrink stated it made sense to see that Maple Street Magnet School had the highest teen/tween signup rates, as they are the only middle school within Kalamazoo Public Schools that has a professional librarian on staff. She suggested that library staff would have to do a good deal of outreach to other schools within KPS in order to see similar signup rates within schools without librarians.

J. Williams asked who would be the best KPS staff members to assist with that process. K. Luzia said KidNet could be of assistance in conjunction with their efforts to prevent summer slide. President Godfrey stated KPL has a long history of doing their utmost to keep children and teens engaged in learning throughout the summer months.

Disposition: Trustees thanked K. Luzia and M. Cockrell for their report.

D. Legislative Update – Ryan Wieber

Report: Director Wieber stated it didn't appear as though there was currently any impending legislation that would be detrimental to library funding on the horizon, but he believes it is always best to stay alert in order to be as prepared as possible.

He reported that he is currently serving on the MLA Legislative Committee, which meets once a month. This month, the committee discussed a handful of tax capture bills. Last year, public libraries in Michigan were afforded the option to opt out of tax captures, and these bills have largely been generated as an effort to clearly define some of the language that was included in those original bills.

He stated that Governor Snyder signed a bill making it a bit easier for individuals and organizations to donate more to Super PACs by way of reduced transparency regarding the point of origin of those funds. There was some concern about language similar to Senate Bill

571, which included a struck-down clause forbidding libraries from discussing issues related to millages within 60 days of a vote, finding its way into that bill, but that did not occur. The bill was being commonly referred to as the 'Citizens United Bill'.

House Bill 4814, which would limit millages to November elections, is currently in the House Elections Committee.

He then reported 27 State Senators have reached their term limits and will depart next year. Senator Stamas of Midland, MI has been a supporter of Michigan libraries, and has been appointed as the next Appropriations Chair.

Discussion: R. Brown asked for additional details regarding the Citizens United Bill. Director Wieber reiterated that it has been signed into law, and allows candidates to seek funds from Super PACs without the need for either party to disclose the individual origins of the money.

Director Wieber stated he has recently met with Senator Margaret O'Brien and Representatives Jon Hoadley and Brandt Iden to talk about library services within their constituent communities.

President Godfrey asked whether MLA would be working against the bill limiting millages to November elections. Director Wieber stated that was the case.

Disposition: Trustees thanked Director Wieber for his report.

VI. COMMITTEE REPORTS

- A. *Finance and Budget Committee* – No meeting.
- B. *Personnel Committee* – Met to consider the position reclassification.
- C. *Fund Development and Allocations Committee* – Met to discuss a bequest from the Amy Mesara Trust, and considered some language from the trust requesting that the funds be used to support equipment and services for the visually impaired.
- D. *Director's Building Advisory Committee* – No meeting.

VII. OTHER BUSINESS

A. *Director's Report*

Report: Director Wieber began his report by stating penal fine revenues are down this year by approximately 30% once again, continuing the pattern from last year. The MLA is concerned as this trend is seen across the state. That translates to approximately a loss of \$100,000 from the amount received annually from as recently as 2013. The Treasurer's office had no explanation when asked, but were looking into the matter. A report from the state police indicates that fewer traffic tickets that generate penal fines are being written as police have shifted a degree of attention to crime of other sorts.

He then stated that Milwood Elementary School had invited KPL staff to sign kids up for library cards during a recent after school ice cream social. Steve Maesen and Steve Siebers worked hard

to sign up as many kids as possible. Steve Siebers reported that it was, in his opinion, the best library outreach effort he has engaged in thus far.

Director Wieber then reported the library has expanded its holdings of WiFi hotspots on account of high demand. The library now has 27 hotspots available. There had been a substantial holds list for these items. M. Cockrell stated there were upwards of 48 holds near the beginning of the summer. Repeat lenders have provided nothing but positive feedback regarding their use.

Director Wieber continued, stating library staff has been active in attending seminars and townhalls on the topic of the national opioid epidemic. He emphasized the importance of being proactive in preparing for an overdose event within KPL facilities. He then stated increased security presence may be sought in the near future to both act as a deterrent and increase our ability to react to such a situation in an expedient manner.

Lastly, Director Wieber stated the lower level bathrooms are rapidly approaching completion. At Washington Square, the restoration work has been completed, and the community room is now available once again for programming. Susan Lindemann, Head of Facilities, stated due to some recent damage, the hardware on the front door of Washington Square will be replaced with an electric lock and crash bar before long.

Director Wieber then noted the retaining wall at that location has been deteriorating to the extent that bricks have become loose, one of which was recently thrown through a window of the library.

Discussion: J. VanderRoest stated, in regards to state penal fines, that the majority of those funds are generated by highway weigh stations, many of which are not currently being utilized. While, for KPL, the loss of penal fine revenue has had a fairly minimal impact, many smaller libraries have undergone significant budget reductions to cope with this loss.

President Godfrey asked if it was known how patrons were utilizing the WiFi hotspots. M. Cockrell stated it has been difficult to ascertain exactly how they were being used. President Godfrey suggested a targeted survey to determine the scope of their use. Director Wieber asked whether they work while traveling. M. Cockrell said they work as long as there is phone coverage through the Sprint network in the area. Patrons have reported taking the devices on the road with them. He also stated, to date, only one hotspot has not been returned. Farrell Howe, Marketing and Communications Manager stated the library had not initially done a large marketing push for the hotspots out of concern that demand would outstrip availability.

R. Brown asked if M. Cockrell knew how it was that one of the devices was lost. M. Cockrell stated it simply was not returned, and consequently, was remotely deactivated by staff.

J. Williams asked, in regards to the opioid epidemic, whether security at branches was of concern at this time. Kevin King, Head of Branch and Circulation and Head of Security stated it was not a concern at this time. Security presence at Washington Square is currently considered adequate, as well as at the Eastwood location. The primary area of concern, by far, is Central Library. Director Wieber stated his assumption that Central Library is a more desirable and convenient location for such behavior.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

IX. COMMENTS BY TRUSTEES

- J. Williams stated she had recently attended the funeral services of one of the young people killed in a recent car crash in Kalamazoo. She reported that a special thanks to the Alma Powell Branch Library was included in materials distributed at the services. Staff at the Powell location recently assisted the family of the deceased in their search for a venue for a memorial event.
- C. TenBrink had no comments.
- K. Randolph had no comments.
- R. Brown said he had attended a number of community events around town, including Despierta Kalamazoo, and was pleased to see library staff there, promoting services.
- J. VanderRoest reflected upon discussions that took place during his early years on the board in which technological innovations were, by the count of some people, increasingly rendering libraries irrelevant. He stated that many of those innovations are now, themselves, obsolete while libraries remain a large part of communities across the world.
- President Godfrey had no comments

X. ADJOURNMENT

Hearing no objection, President Godfrey adjourned the meeting at 5:17 P.M.

X _____
Kerria Randolph
Secretary