

Regular Monthly Meeting
Royal Oak Public Library Board of Trustees
Minutes of January 25, 2005

Trustees present: Dickinson, Burden, Halstead, Hollyer, Palmer, Schell and Wallace.
Trustees absent: none. Also present: Director Carol Windorf and members of the public.

1. President Dickinson called meeting to order at 7:01 p.m.
2. Announcements/Communications – There was some discussion about a thank you letter to the executors of Helen Williams' estate.
3. Public Comment – There were none.

3.5 Election of Officers

MOTION by Schell, supported by Palmer, to close nominations for President

MOTION by Burden, supported by Schell, to close nominations for Secretary

MOTION by Schell, supported by Burden, to close nominations for Vice President

MOTION by Burden to elect the slate of officers as presented by the Nominating Committee: Dickinson as President, Hollyer as Vice President and Palmer as Secretary. Motion carried.

4. Agenda was accepted with several changes/additions: move 10.c. Election of Officers to 3.5; add 9.d. Complaint from part-time staff, which moved Patriot Act signage to 10.e; add 9.e. City Commission recommended procedures; add 10.d. Williams trust recognition; add 10.e. Library website use; and add 10.f. Inviting city manager to the February library board meeting.

5. Minutes of November 23, 2004 were accepted with the addition that Hollyer was present. Minutes of special meeting on January 5, 2005 were accepted with the time of convening the regular meeting changed to 7:45 p.m. Minutes of special meetings on January 15 and January 19, 2005 were accepted with three corrections: *Palmer* (not Wallace) made the motion to call the question on the resolution; motion to amend section 2, change “be” to *by*; and motion to eliminate the original section 3 failed *unanimously*.

6. Financial Reports

- a. Revenue reports for November and December 2004 were reviewed.
- b. Financial statement for December 2004 was reviewed.
- c. Trusts report – Nothing new to report. Hollyer will ask for a monthly report on the Acorn Foundation.

7. Library Director's Report – Director reported that she will work to keep the public informed on renovations with an occasional “Bulletin” in the library, a display of the architect's floor plans, and scheduled talks in the library, in addition to Leaflet articles and going out to community groups to give talks. Several items were distributed, including corrected statistics and monthly reports from Adult Services and Youth Services

8. Committee Reports

a. Library Oversight Committee – Committee met January 19, 2005, accepted the architect's design and a bid from Roofcon. They unanimously preferred the shorter 28 week project schedule and closing the building so contractors could gut it. Next meeting date has not been set. Board asked to be notified of the date when it is set.

b. Recognition Policy – Committee is considering sale of bricks, donor names etched on glass and a book recording gifts to be displayed for viewing.

c. Acorn Foundation – Next meeting is January 27, 2005.

d. Friends Report – Book Sale will be held January 26-29, 2005. Sealed bid auction could raise \$2100 or more.

Friends will collect and retain proceeds from sale of supplies. Other efforts include on-line sale of some special books and authentication of autographed items by a major auction house such as Sotheby's or Christie's, per the recommendation of Ann Barbour.

e. Fundraising Committee – Written report was distributed.

9. Unfinished Business

- a. Library Ordinance – No response from the City Attorney since our request in June 2004.
- b. Circulation Policy – Attachment A was enclosed.
- c. Temporary operations of library during renovations – Board wants to find some way to maintain services.

MOTION by Wallace, supported by Halstead to ask the library director to continue researching options before the February board meeting; try to get more specific information about availability, timing and costs; and make proposals in terms of how staff would be used in each scenario. Carried

Trustees also noted that the public should be invited to the February Library Board meeting for input on the options.

- d. Complaint from part-time staff – Director will enlist cooperation of Human Resources if there is a need to lay off any library employees.
- e. Patriot Act signage

MOTION by Halstead, supported by Schell to post signs using the Brighton District Library language with the appropriate changes.

MOTION by Wallace, supported by Hollyer to postpone this decision indefinitely. Carried 5:1 (Halstead)

f. City Commission recommendation procedures – Wallace suggested that the Library Board use a public hearing process when preparing to make a recommendation to the City Commission, posting a notice in the library and on the library's web site, and sending the notice to city administrators welcoming their input at the Library Board meeting.

MOTION by Wallace, supported by Hollyer to hold public hearings with advance notice prior to making recommendations to the City Commission. Carried.

10. New Business

- a. Annual Report – nothing to report.
- b. Budget Committee -- Dickinson appointed Wallace, Hollyer and Dickinson.
- c. Election of Officers was conducted at the beginning of the meeting.
- d. Williams trust recognition – Dickinson will write a letter of appreciation.
- e. Library website use -- Trustees asked to have Library Board agendas and minutes posted on the library web site, as well as renovations news.
- f. Invitation to City Manager – Trustees asked director to invite City Manager Tom Hoover to the February 22, 2005 Library Board meeting.

11. Meeting adjourned at 9:08 p.m.