

Regular Monthly Meeting
Royal Oak Public Library Board of Trustees
Minutes of March 22, 2005

Trustees present: Dickinson, Burden, Halstead, Hollyer, Koelsch, Makarawicz and Wallace.
Trustees absent: Schell and Palmer. Also present: Director Carol Windorf and Mark Liss, attorney.

1. President Dickinson called meeting to order at 7:04 p.m.
2. There were no announcements.
3. There were no comments from the public.
4. Agenda was approved, and items 9.c. and 9.d. were moved to follow acceptance of the minutes.
5. Minutes of the regular meeting of February 22 and special meetings of March 2 and 15, 2005 were accepted.
9. c. PUBLIC HEARING on the temporary library facility at Kimball High School -- Assistant Deputy City Attorney Mark Liss reviewed the agreement that has been drafted between the Royal Oak Schools and the City of Royal Oak for use of Kimball High School's Media Center. There was general discussion about the format, eliminating the cancellation section, protecting the library's interests, and inclusion of terms on access for the public, extension of term, parking, shared space, exemptions from school procedures.

MOTION by Wallace, supported by Hollyer, to Move to approve the Building Use Application, with Supplemental Terms 1 through 7, and with additional terms providing public access to parking, primacy of Library Board policies with respect to materials and Internet access, and deleting the cancellation sentence ("Royal Oak Schools reserves the right to cancel and/or relocate your approved activity."), and filling in the start date with "May 2, 2005", and the end date with "January 31, 2006." Carried 6-1 (Makarawicz)

9. d. Recommendation to City Commission – Wallace introduced a resolution, supported by Burden:
BE IT RESOLVED that the Royal Oak Public Library Board of Trustees directs the Library Director to transmit the following Commission Letter to the Royal Oak City Commission, with a copy of the Building Use Application attached, upon completion of the modifications to that application, as approved by the Library Board at its meeting held March 22, 2005:

COMMISSION LETTER:
COMMISSION MEETING: April 4, 2005
SUBJECT: Temporary Library Facility
March ____, 2005

THE HONORABLE MAYOR AND
MEMBERS OF THE CITY COMMISSION

The Library Board has determined that the best approach for providing temporary library facilities during library renovations is to operate a library facility in Kimball High School.

The City Attorney's office has reviewed a proposed Building Use Application agreement between the City and the School District of the City of Royal Oak for leasing part of the school building. The Library Board recommends the Commission approve the proposed Use Application:

BE IT RESOLVED that the Royal Oak City Commission instructs the Mayor and the City Clerk to execute a Building Use Application with the School District of the City of Royal Oak for provision of a temporary library facility.

Submitted by direction of the Library Board:

Carol Windorf, Library Director

6. Financial Reports

- a. Revenues report for February 2005 was accepted.
- b. Financial statement for February 2005 will be mailed to trustees.

7. Library Director's Report – Concerning renovations, the Skanska change order was not on the March 21st City Commission agenda; it will be on the April 4, 2005 agenda. As for moving and storage, the Director of Redford District library responded that the RDL Board will not allow us to store books and equipment in their library. Koelsch suggested asking Royal Oak Schools if we could use the Emerson school gymnasium. RE: temporary library – A steering committee of school and city/library personnel met March 21 and will meet again April 4, 2005 to work out details of moving the public library into the high school media center. Director and staff proposed a 40-hour per week schedule, open two evenings and closed on Saturdays in summer/Fridays in autumn. Board would like to consider hours of service at the temporary facility in the budget committee and again at the April 26 Library Board meeting. On other topics, Director reported that Berkley Public Library will limit non-residents to 10 books per day. Also, on March 31, several staff will attend a demonstration of the Smart Access Management (SAM) software that manages patrons' access to computers (taking turns) and sends print jobs to a pick-up station where patrons pay for them. We would like to participate in a group purchase of this software through TLN.

8. Committee Reports

- a. Library Oversight Committee -- No report
- b. Recognition Policy – No report.
- c. Acorn Foundation – Hollyer distributed materials, including a donation envelope, and encouraged trustees to make a donation to support the foundation. .
- d. Friends Report – Net worth is \$32,396. Membership is at 362. EBay sales were \$2130, mostly from some WWI government posters. Book sale is April 21-22-23, 2005.
- e. Fundraising Committee – No report.
- f. Budget Committee – Dickinson appointed Koeslch to the committee and released Hollyer from it. Committee will meet soon and foresees a special board meeting in April.

MOTION by Wallace, supported by Hollyer, to schedule a special meeting of the Library Board, to be noticed as a public hearing on the library budget, for Monday, April 11, 2005, at 7:00 p.m., and to direct the Library Director to inform the City Manager that the Library Board's Budget Committee will be transmitting a draft budget recommendation to the Library Board for its review on April 6, 2005, a copy of which will be furnished to him so he can provide his comments, if he so desires, to the Library Board, and that the Board anticipates approving the budget recommendation on April 11, so it can be forwarded to the Finance Department on April 12 for forwarding to the City Commission. Carried unanimously.

9. Unfinished Business

- a. Library Ordinance – Nothing new to report
- b. Property and liability insurance during moving /storage – Director will confirm with Liss.

10. New Business – None

11. Meeting adjourned at 8:55 p.m. on a motion by Hollyer, supported by Burden.