

Regular Monthly Meeting
Royal Oak Public Library Board of Trustees
Minutes of May 24, 2005

Trustees present: Dickinson, Burden, Halstead, Hollyer, Koelsch, Palmer, Schell and Wallace.
Trustees absent: Makarewicz, Also present: Director Carol Windorf.

1. President Dickinson called the meeting to order at 7:00 p.m. at the Mahany-Meininger Senior Center.
2. Announcements – Dickinson, Koelsch and Halstead attended the Trustee Workshop on May 21, 2005.
3. Public Comment -- None
4. Agenda was approved.
5. Minutes of the regular meeting of April 26 were accepted as written.
6. Financial Reports
 - a. Revenues report for April 2005 was accepted.
 - b. Financial statement for April 2005 was accepted.
7. Library Director's Report – Director described generally the 23 part-time employees and what is anticipated during the time that the library will be closed for Phase I of renovations. Three (3) are expected to resign to take full-time jobs, about eight (8) may be assigned to neighboring libraries if the commission approves that plan, up to five (5) may work at Kimball, and others may be laid off because we will not have work for them when the library closes. Status of the Sirsi system is not good – iBistro catalog is slow and the connectivity problem persists on staff computers. Library has collected \$120 for items sold on the city's on-line surplus auction.
8. Committee Reports
 - a. Library Oversight Committee – Next meeting is tentatively set for 6 p.m. on June 8, 2005 in city hall.
 - b. Recognition Policy – No report.
 - c. Acorn Foundation – Committee is preparing an application for a \$10,000 grant for computer software.
 - d. Friends Report – April Book Sale grossed \$5700. Friends will financially support summer reading program(s) for Royal Oak children and will provide refreshments for packers.
 - e. Fundraising Committee – Committee will present the final report in June.
 - f. Budget Committee – Presentation to the City Commission is scheduled for June 6, 2005.
MOTION by Hollyer, supported by Schell to designate Rick Wallace to introduce the library's budget at the June 6, 2005 City Commission meeting. Carried unanimously.
9. Unfinished Business - None
10. New Business
 - a. Fine suspension
MOTION by Wallace, supported by Schell, to authorize the library director to develop a procedure for forgiving fines during and around the period when the library is closed. Carried.
 - b. Surplus equipment – Director added to the list a large extension ladder.
MOTION by Hollyer, supported by Palmer, to approve the surplus equipment list as presented. Carried.
 - c. Resolution on sending library employees to nearby public libraries.
MOTION by Wallace, supported by Hollyer, to adopt the following resolution:

WHEREAS, the Royal Oak Public Library will not have a facility from which to offer full library service to the public during approximately four months starting June 20, 2005, due to closure for approximately three months for renovations and approximately one month for move-out and move-in operations; and

WHEREAS, Royal Oak residents make frequent use of the Royal Oak Public Library, and during this closure period, many of those residents will seek library service from surrounding libraries; and

WHEREAS, if all patrons using the Royal Oak Public Library were to use the Berkley, Clawson, or Madison Heights libraries, those libraries' daily visits would increase by approximately 68%, and their children's summer reading program registrations would increase by approximately 173%; and

WHEREAS, such dramatic increases in service utilization for our neighboring communities would be difficult or impossible for those communities to sustain with existing resources, resulting in poor or severely limited service to Royal Oak residents; and

WHEREAS, by selectively placing several Royal Oak Public Library staff members in neighboring libraries, pursuant to agreements negotiated by the Royal Oak City Attorney, approved by the Library Director, and executed by the Mayor and City Clerk, Royal Oak residents would benefit from improved service in those libraries; and

WHEREAS, by providing service in neighboring libraries, and retaining more of our part-time staff, we avoid the difficulty and expense of replacing those employees who may find employment elsewhere, and also avoid the risk of not having sufficient staff to allow re-opening the library as soon as renovations are complete;

THEREFORE BE IT RESOLVED, that the Board of Trustees of the Royal Oak Public Library urges the Royal Oak City Commission to support the efforts of the City Attorney and the Library Director to obtain such agreements from neighboring communities, as outlined in the memorandum from the City Attorney's office dated May 16, 2005.

Motion carried unanimously.

MOTION by Wallace, supported by Hollyer, that the Library Board supports the Library Director's authority to allocate or not use part-time staff, subject to the approved budget, as circumstances warrant during the renovations (carried 7-1, Halstead)

11. Meeting adjourned at 9:03 p.m.