

Regular Monthly Meeting
Royal Oak Public Library Board of Trustees
Minutes of September 27, 2005

Trustees present: Dickinson, Halstead, Hollyer, Koelsch, Makarewicz, Palmer, Schell and Wallace. Also present: Director Carol Windorf and employees Lori Boden, Mary Ann DeKane, Rosemary Mirsky, Marie Newcomb and Jim Tackabury.
Absent and excused: Burden

1. President Dickinson called the meeting to order at 7:03 p.m. at the Senior Center.
2. Announcements – Berkley Public Library trustee praised the arrangement Royal Oak set up with that community's library.
3. Public Comment – None.
4. Agenda was approved.
5. Minutes of the regular meeting of August 23, 2005 were accepted as written.
6. Financial Reports
 - a. Revenues report for August 2005 was accepted.
 - b. Financial statements for June, July and August 2005 were reviewed and accepted. Director will ask about prior fiscal year's longevity and sick leave pay, and about current expense for water.
7. Library Director's Report – Director reported on renovations, noting that windows and window frames have been delivered and replacement will begin this week. About 20% of HVAC is done and electrical rough-in has begun. Workers are installing sprinklers on the main floor. The next Library Oversight Committee (LOC) meeting is tentatively scheduled for 6:00 p.m. Wednesday October 5, 2005 on the 3rd floor of city hall, to be followed by a walk-through of the library. Director will send email to confirm.
8. Committee Reports
 - a. Library Oversight Committee – No report.
 - b. Acorn Foundation – Committee met September 22, 2005 and is still working on the grant application.
 - c. Friends – One new member was elected to the Friends Board. Budget was adopted.

- d. Fundraising Committee – Makarewicz reported that David Koelsch will help the Friends obtain 501.c.3 designation. Trustee Koelsch shared notes from her background research. Committee needs additional members from the community.
- e. Recognition Committee – Chair Palmer will attend the Fundraising Committee meetings.

9. Unfinished Business

- a. Vacant librarian position.

MOTION by Wallace, supported by Hollyer that the Board adopt the request (below) and direct the library director to forward it to the City Commission with an appropriate cover letter on behalf of the Library Board and request that it be placed on the next available agenda. Carried unanimously.

**Request to the Royal Oak City Commission
from the Royal Oak Public Library Board of Trustees
Concerning Authorization to Replace Full-Time Librarians**

Summary. The Library has had a vacant full-time librarian position for the past 15 months. This position is fully funded in the current budget from the library millage proceeds, and has no impact on the city's general fund. The position must be filled for the Library to provide an acceptable level of service to the community. The Board requests authorization to begin the steps necessary to fill the position, and any other budgeted full-time librarian positions that may become vacant in the future. By approving this request in October, there will be sufficient time to hire a new librarian and have him or her in place when the Library re-opens to the public after renovations permit.

Resolution. The Library Board requests that the City Commission adopt the following resolution:

BE IT RESOLVED that the Royal Oak City Commission authorizes the Human Resources Department to work with the Library Director in filling vacancies in full-time librarian positions, when requested by the Royal Oak Public Library Board, subject to the budget approved by the Commission.

Justification. The Library Board makes this request of the City Commission for the following reasons:

1. The staffing levels authorized in the current library budget were carefully considered by the Library Board, in consultation with the Library Director. Full-time staff is utilized where necessary, and part-time staff is utilized where possible. The Library Board believes our full-time staffing levels represent what is necessary to provide an appropriate level of service to the public, and does not believe those required staffing levels should change in the foreseeable future.
2. Because the Library staffing levels should remain constant for the foreseeable future, and because sufficient funding is in place through the library millage to finance those staffing levels, reduction in staffing, through attrition, is not appropriate for the Library. This situation differs, of course, from that of the city's general fund, where staffing reductions have been deemed necessary, and are appropriately being made through attrition wherever possible.
3. Full-time librarians are professional staff persons whose qualifications (including a master's degree in library science) are not possessed by other city employees; therefore, it is not possible to fill a librarian vacancy with another city staff person, currently paid for through the general fund, whose position the city wishes to eliminate.
4. The library millage provides sufficient revenue to fund all of the budgeted full-time positions, without any impact on the city's general fund. This includes salary, benefit, and pension costs, all of which are budgeted for the current year, and all of which have been taken into consideration in the Library Board's long-term budget planning.
5. It is important that recruiting for the current full-time librarian vacancy be started in October 2005, so the person will be in place when the Library re-opens to the public. The demands on library staff will increase at that time, both because of an anticipated surge in usage when the Library re-opens, and because the Library will once again be operating on two floors.
6. The Library Board has carefully considered whether the current full-time vacancy could be filled using substitute or part-time staff. This is the approach we were asked

to try a year ago, when we previously asked for authorization to fill the position. We have tried it, and it has not been successful:

- a. The vacancy is in the Adult Services department. Each full-time librarian in this department is responsible for developing and maintaining a part of the Library's collection, and this key responsibility is not readily met by a part-time staff person. It requires full-time dedication and knowledge of the Library, and collaboration with other professional staff.
 - b. The Adult Services department operates most efficiently when an appropriate number of professional librarians can share responsibilities, collaborate where appropriate, and work closely and cohesively to provide appropriate public service levels.
 - c. The Royal Oak Library's collection, particularly in the local, area, and Michigan materials, is widely recognized as superior to that of many other local libraries. This superiority cannot be maintained without the necessary professional staff to select new materials and to ensure our book-purchase dollars are used efficiently.
 - d. Current and projected demographic trends for Royal Oak indicate a continuing increase in adult service requests, both for younger adults moving into the community, and for older adults, some of whom require special services and outreach.
 - e. Having the appropriate number of full-time professional staff in place fosters a culture of excellence we have strived to maintain for many years.
7. Some other local libraries have spent a good deal of money on renovations, only to find their operating funds are not sufficient to maintain their former level of service to the public, because they can no longer afford to maintain proper staffing levels. This has resulted in significant public dissatisfaction. In Royal Oak, we have planned carefully to avoid this problem, and have succeeded in allocating our limited funds appropriately. We only need the Commission's permission to spend those funds as planned, so we can continue to provide the excellent service our voters asked for when they approved the library millage.

b. War Memorial – Report enclosed.

10. New Business

a. Internet Access Policy XIV – Dickinson appointed Schell and Wallace to meet with Director Windorf and library staff to propose revisions.

b. Location of Recognition

MOTION by Dickinson, supported by Palmer, to designate the brick in the library entry for recognition plaques.

MOTION by Wallace, supported by Hollyer, to postpone action on the original motion to Unfinished Business on the October regular Library Board meeting agenda. Carried.

11. Meeting adjourned at 8:40 p.m.