Regular Monthly Meeting
Royal Oak Public Library Board of Trustees
Minutes of March 28, 2006

Trustees present: Dickinson, Halstead, Hollyer, Makarewicz, Palmer, and Wallace. Also present: Director Carol Windorf, employee Mary Karshner and Don Kirby.
Absent and excused: Burden, Koelsch, and Schell.

1. President Dickinson called the meeting to order at 7:05 p.m.

2. Announcements –None.

3. Public Comment – Don Kirby of Royal Oak had several positive comments about the renovations. He asked whether an interim director would be hired this summer.

4. Agenda was accepted as written.

5. Minutes of the regular meeting of February 28, 2006 were accepted as written.

6. Financial Reports
   a. Revenue report for February was accepted.
   b. Financial statement for January 2006 was accepted.

7. Director's Report –
MOTION by Hollyer, supported by Palmer, to circulate Book Group Kits for 63 days, with no renewals, and with an overdue fine of $.10 per day to a maximum of $5.00. Carried.

Director will follow up with TLN on retrieving long overdue materials (not fines) from 2004-2005 using Unique Management System (UMS) collection services. Director will contact Human Resources about status of the grievance concerning Mary Karshner's reclassification. When we have sufficient data, trustees would like a press release about the increase in circulation and registrations since we re-opened.

8. Committee Reports
a. Acorn Foundation – Hollyer has a current list of donations. All donors to library fund have been thanked by letter from President Dickinson.
b. Fundraising/Recognition Committee – Makarewicz presented information about a golf tournament at Rackham and explained that sponsors are the big contributors. The goal is to have 100 golfers. Deposit is not required and no alcohol would be served.
MOTION by Makarewicz on behalf of the committee to consider a golf outing as a fundraiser. Carried. Makarewicz will look for a summer Saturday that is available.
Palmer showed the recognition boards for the Society fundraising program. Trustees decided on name plate sizes.
MOTION by Palmer on behalf of the committee to go ahead with sign name plates as noted in February 2006. Carried.
c. Friends – Membership is 387 and net worth is $32,000.
d. Budget Committee – Committee will meet the week of April 3, 2006.
e. Director Search Committee – Committee will meet immediately after adjourning March 28th regular meeting to determine advertising outlets and the process that will be followed.

MOTION by Halstead to amend the Library Director Vacancy Announcement. Failed for lack of support.
MOTION by Wallace on behalf of the committee to accept the posting with all the changes submitted by the HR Director except delete “a cover letter” and the comma after “resume.” Carried.
MOTION by Wallace on behalf of the committee to accept the job description as circulated. Motion carried 5-1 (Halstead)
MOTION by Wallace on behalf of the committee to authorize the Library Director Search Committee to take the following actions on behalf of the Library Board:

1. Determine appropriate placement and content for advertisements soliciting candidates for the Library Director position, and authorize the placement of such advertisements and payment therefor;
2. Screen resumes, applications, and related materials received for the Library Director position, and schedule the top several candidates for interview with the Library Board;
3. Authorize travel arrangements and payment of reasonable costs for travel, lodging, and meals for candidates who live outside the general area and who are asked to interview with the Library Board.

Carried.

9. Unfinished Business
a. Vacant librarian position – Nothing new.
b. Meeting Room Policy VII and Internet Access Policy were distributed as revised in February.
c. Bylaws – Trustees reviewed and saw no need for changes.

10. New Business
a. Policies I, II, III and IV will be reviewed in April 2006.

11. Meeting adjourned at 8:40 p.m. on a motion by Wallace, supported by Hollyer.