

Regular Monthly Meeting  
Royal Oak Public Library Board of Trustees  
Minutes of May 23, 2006

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

1. President Dickinson called the meeting to order at 7:04 p.m.
2. Announcements – Dickinson reminded trustees about PLTA-OC dinner on June 22, 2006. Director announced that TLN is looking for people to run for the TLN board.
3. Public Comment -- None
4. Agenda was accepted as written.
5. Minutes of the regular meeting of April 25, 2006 were amended at 8.b.to correct the cost for a foursome at the golf outing from \$320 to \$300; minutes were accepted as corrected.

Minutes of the special meeting of May 18, 2006 were amended in two areas as follows:

Add this paragraph after public comment and before budget committee presentation:

Search Committee recommendations –  
MOTION by Wallace that the Library Board accept the Library Director Search Committee recommendations to (a) interview four candidates starting at 9:00 a.m. on Saturday, June 10, as well as such other date or dates as may be necessary to accommodate schedules as arranged by staff; (b) authorize the city's Human Resource Director to arrange for administration of the management in-basket test (supplemented by an additional question from the search committee) at a cost of approximately \$1,200; and (c) authorize the city's Human Resource Director to contact the selected candidates and schedule times for interviews and testing. Carried unanimously.

Extend the motion adopting the budget by adding this language at the end: ", and that she invite the City Manager and the Finance Director to submit any comments they may have on the proposed budget to the Library Board at or before its May 23 meeting."

Minutes of May 18, 2006 were accepted as amended.

6. Financial Reports
  - a. Revenue report for April 2006 was accepted.
  - b. Financial statements for February and March 2006 were accepted.
7. Director's Report – Children's room lighting improvements continue; 10 new instruments have been added, some fluorescents will be moved, installer will change type of lenses, non-fiction book shelves may be moved. DPS repaired edges of steps on the south side of library. It seems that DDA has paid Worry Free to trim shrubbery around the library, but director's inquiries have not been answered. Trustees found acceptable the *Internet Service Cost Allocation* Agreement between the library and Information Systems. Director noted that we are following up on less than 100 long overdue accounts to retrieve "lost" books. Our morning monitor has resigned; posting and advertisement were released this week. Head of Youth Services Donna Blotkamp gave notice of her retirement, effective August 4, 2006. There were questions about responses to Dear User..." comments on opening the Eleven Mile door and staffing needs. One trustee requested a press release about donations accepted at the yellow wagon at the staff door.

## 8. Committee Reports

a. Acorn Foundation – Next meeting is May 25, 2006. Library balance: \$108,765 plus \$2871.75 from the Preview Party.

b. Fundraising/Recognition Committee – Makarewicz asked whether trustees received the e-vite and asked them to reserve soon. Koelsch offered to send out a press release. Palmer is still working on the flyer and getting the Library Society boards installed. The book was displayed.

c. Friends – Membership is 378. Treasurer has begun depositing Friends revenue directly to the Friends bank account instead of library staff ringing cash into the cash register, sending to city's treasurer and requesting a monthly check to the Friends. Friends have ordered more blue plastic book bags for Circulation. Budget committee will meet June 13<sup>th</sup>.

d. Budget Committee – Approved budget was sent to city manager on May 19, 2006 to transmit to the City Commission. Committee proposed changes in five accounts because the Finance Director lowered his proposed tax revenue estimate.

**MOTION** by Hollyer, supported by Koelsch to change accounts as indicated:

Decrease revenue account 271.000.40200 (Property tax revenues) to \$2,126,500

Increase expense account 271.790.70202 (Wages – appointed) to \$68,600

Decrease expense account 271.790.79004 (Library subscriptions) to \$12,000

Decrease expense account 271.790.85101 (Electric) to \$31,700

Increase expense account 271.790.80100 (Contracted worker services) to \$1000

Motion carried unanimously.

Chairman Wallace noted that the budget presentation to the City Commission on June 5, 2006 will emphasize fairness in cost allocation for electricity, Information Systems, and retiree medical insurance, and address as well the assumptions and gaps in the cost allocation model in relation to the library. He encouraged all trustees to attend (6:15 p.m.) and invite other library supporters, too.

e. Director Search Committee – All trustees and all four candidates are available for interviews on Saturday June 10, 2006. Committee is drafting questions and will meet on Tuesday May 30<sup>th</sup> at 7:00 p.m. to review them.

**MOTION** by Wallace, supported by Hollyer that the Director Search Committee be reclassified as an advisory committee. Motion carried unanimously.

## 9. Unfinished Business

a. Vacant librarian position – Nothing new.

b. Policy V. Circulation was amended in paragraph A to replace the last word, "identification," with the word "residence." Final adoption of this policy was tabled until the regular meeting in June, after the budget has been approved by the City Commission.

**MOTION** by Palmer, supported by Hollyer, to accept the following new language in Policy VI. Reference Service:  
D. *In-library questions will be answered as soon as practical. All other questions shall be answered within two (2) working days unless specific arrangements are made with the patron.*

H. Library staff will hold patron's identification when patron is using materials from the service desk, shelves behind the service desk, or any historical material *from locked cabinets in the Local History Room.*

Motion carried unanimously.

Dickinson assigned policies VII, VIII, XVI and XVII for review at the June meeting; Director will send copies of them with the regular agenda mailing in June.

## 10. New Business

a. Policy on Permanent Art in the Library – Palmer, Hollyer and Koelsch volunteered to serve.

b. Surplus Equipment

**MOTION** by Wallace, supported by Koelsch, the library's two unrepairable old cash registers be declared surplus. Motion carried unanimously.

11. Meeting adjourned at 8:45 p.m.