

Regular Monthly Meeting
Royal Oak Public Library Board of Trustees
Minutes of July 25, 2006

Trustees present: Dickinson, Burden, Halstead, Hollyer, Koelsch, Schell and Wallace. Absent and excused: Palmer. Absent and unexcused: Makarewicz. Also present: Director Carol Windorf, and public Rosemary Mirsky and Metta Lansdale.

1. President Dickinson called the meeting to order at 7:06 p.m.
2. Announcements – Windorf announced a workshop entitled “Basic Training for Trustees” on October 9, 2006 at Detroit Public Library. She will send details to trustees.
3. Public Comment – Trustees introduced themselves to Ms. Lansdale.
4. Agenda was accepted with the addition of 10.b. Renovation Project Cost.
5. Minutes of the regular meeting of June 27, 2006 were accepted with two corrections. 1) Removed Koelsch from the list of trustees present. 2.) Changed second sentence of #7. Director’s Report to read: There was discussion about the *City Manager’s* elimination of holiday pay for part-time employees effective July 1, 2006.
6. Financial Reports
 - a. Revenue report for June 2006 was accepted.
 - b. Financial statement for April was accepted. Trustees requested June statement.
7. Interim Director’s Report – Interim Director Windorf Director reported that Finance will reverse the \$300,000 expenditure from account 271.790.93498. She distributed a draft of “Electrical Service Cost Allocation Agreement.”

MOTION by Wallace, supported by Hollyer, to approve the Electrical Service Cost Allocation Agreement with one change near the end of the effective date from May to July. Motion carried. Interim Director noted that renovation of toilet rooms will be rescheduled to Monday August 7, 2006, instead of July 31st when the new director begins. Finally, volunteer hours for May were 385; for June they were 415.5.
8. Committee Reports
 - a. Acorn Foundation – nothing to report
 - b. Fundraising/Recognition Committee –

MOTION by Hollyer, supported by Burden, to name the fundraising program “Great Oak Societies.” Motion carried.

Trustees accepted the proposed version of a thank you note and receipt to donors signed by the president, effective immediately, instead of a letter from the Board.
 - c. Friends – Burden reported that Friends will meet in August if necessary.
 - d. Budget Committee – Copies of the library’s 2006-2007 summary budget were distributed. Wallace noted that there are some outstanding issues with the library’s 2005-2006 budget, including the discrepancy on charges for Information Services and the potential for electrical charge backs. Also, the Finance Director’s cost allocation report is not yet final, and the Board may disagree with it.

9. Unfinished Business

a. Interim Director's Compensation – Dickinson related her conversation with Mary Jo DiPaolo in Human Resources (HR) and the city charter language about the Library Board setting the compensation for library employees within the library's approved budget. DiPaolo contacted the city attorney and called back with a request for the approved minutes of the June 2006 Library Board meeting stating what the Board agreed to pay. HR will make the appropriate adjustment.

b. Vacant librarian position – AFSCME negotiating team is meeting. AFSCME and city are in mediation, which is not binding. Trustees are concerned that there will soon be two vacant librarian positions and we will be down 25% of our professional staff.

c. Policies

V. Circulation –

MOTION by Wallace, supported by Schell, to accept Attachment A as recommended by the staff, and:

--delete the sentence in 2.C stating "There are no reserves on rental materials;" and

--change the heading of 6. to "Other Fees" and delete paragraphs A and B, and re-label the last paragraph (Interlibrary Loan) as "A."

Wallace and Schell agreed to **AMEND THE MOTION** to include:

At 2.B., revise the first sentence to read "To provide as wide an access as possible to the Library's collection, it *may be* necessary to place limits on some materials." (Strike ~~on a per library card basis at the time of circulation.~~)

Also at 2.B., delete the last sentence in the first paragraph, and the entire second paragraph.

Finally, at 2.C., rename the section to "Holds/Reserve of Materials."

Amendment to the motion passed; main motion carried unanimously.

Policy IX. Materials Selection was reviewed, but no changes proposed.

Dickinson assigned policies X. Code of Conduct and XI. Association with Other Libraries for review in August 2006.

10. New Business

a. Policy on Permanent Art in the Library – Dickinson appointed Koelsch as chair and asked that the committee meet soon.

b. Renovation project cost.

MOTION by Wallace, supported by Halstead, to request that the Interim Director send a message to the City Manager and the Finance Director conveying the Library Board's insistence on a detailed, written breakdown of the \$88,820.55 cost of city employees' wages and fringe benefits that were charged to the library renovation project, including a listing of the date, employee, hours, amount, and the task performed and how it benefited the library. The Library Board also requests a written explanation as to what authority city staff relied upon to authorize greater expenditures on the renovations than the Library Board and the City Commission had approved for the project. Motion carried unanimously.

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

David Palmer, Secretary