

Regular Monthly Meeting
Royal Oak Public Library Board of Trustees
Minutes of September 26, 2006

Trustees present: Victoria Dickinson, President; Nancy Hollyer, Vice President; David Palmer, Secretary; and Trustees Karen Burden, Ronald Halstead, Joan Koelsch, Amy Schell and Rick Wallace.

Trustees Absent with Notice: Art Makarewicz.

Also present: Director Metta T. Lansdale, Jr.

Guests Recorded: Mary Karshner (Library Head of Youth Services), Eric Hayes (Library Technology Specialist), Margaret Blount (Friends Board President)

1. President Dickinson called the meeting to order at 7:04p.m.
2. **Announcements**
J. Koelsch brought notice of an interesting public relations program from a library system in Minnesota.
3. **Public Comment**
A. Representative of local politician running for office introduced himself.
4. **Agenda Approval**
The Agenda was accepted as distributed.
5. **Minutes Approval**
A MOTION by Palmer to accept the minutes of the regular meeting of August 22, 2006 as corrected was Seconded by Schell. Motion CARRIED, unanimously.
A MOTION by Palmer to accept the minutes of the Special Meeting of September 6, 2006 was Seconded by Schell. Motion CARRIED, unanimously.
6. **Financial Reports**
Revenue and expense performance statements for August were reviewed. Trustees had a few questions:
 - a) The new report format is easier to read but doesn't completely print the final column "Available Budget".
 - b) Expenditures Account 80302: Telecommunications Bill \$7,277.77 seem inordinately high; the annual budget is \$8,000.
 - c) Expenditures Account 69929: Transfer from Acorn [\$00.00 activity recognized] Trustees wonder what is the significance of this line. Trustees wonder why there is no comparable line in the Revenues section to reflect income to the Library Acorn Fund. Neither is included in the original Library Budget.
 - d) June 2006 revised finance report Expense Account #93498 correctly shows \$300,000 correction; the Trustees wonder why the fund balance for the year was not increased as a result.

- e) July 2006 revised finance report Interest Income Account # 66500, Trustees wonder why \$14,168.22 is debited from the income account, thus increasing ultimate income expectation to higher than realistically anticipated amount.

7. Director's Report

Director Metta Lansdale reviewed her distributed report. Trustees said they were happy with the new bound format of the packet and asked about the added cost and time for this work. The plastic comb binding is quite inexpensive and the work was done quickly in the city print shop. The trustees had some questions and clarified some information in the report:

- Contiguous parking is essential to library operations and it is recognized as an appropriately shared resource wherein residents use the nearby municipal lots for coordinated trips to the library and city hall, the farmers market and the courthouse as well as for trips to downtown retailers. Many communities, including Royal Oak, recognize the value to business and civic segments of the community through shared use parking lots.
- The Information Services allocation assigned by the City to the Library includes the costs related to Library telephone system.
- Trustees asked about the extent of independence the Golf Course has from the City.

The Director provided a verbal update of current activities.

- The Library has compiled a list of remainders and corrections required to wrap up the renovation project and reviewed these concerns with the Board. Trustees reported their dissatisfaction with the condition of the newly renovated 1st floor restrooms. Director Lansdale reported she had heard similar complaints from Library customers. Tiles are broken, a hole in the wall high above the handicapped stall in the women's room, flaw in wall over the sinks, scheduled to be covered by a mirror is not covered by the mirror, and marks on the tile and on the door in the men's room. Lansdale will report these concerns to the DPW personnel finalizing the contract for renovations.
- Having carefully analyzed this budget, the Director outlined how she planned to use the upgraded "Wages Temporary" (Part Time Personnel) line. Taking into account current year efficiencies and changes, the Library will be able to add the Librarian personnel needed, provide staff in the computer room to provide service to users there and provide some few additional hours for book processing to resolve the considerable backlog the Library has experienced since the move back into the renovated facility. All this will occur within the amended budget.
- The current year Capital Outlay budget provides for adding Wireless access capability in the Library and the purchase of four replacement computers for young children in the Youth Services department on the lower level. The Library is ready to proceed on these purchases, having received competing bids and with low bids within budget.
- Director Lansdale alerted trustees that there was a concern expressed about the presence of computers in the Youth Services area. The shortcoming is, in the

Library Director opinion, not an excess of computers, but a deficiency of overall floor space for this department relative to the space devoted to computers and shelving.

- Trustees stated there was a problem with noise in the youth computer area. Eric Hayes (Library Technology Specialist) reported that proper headphones are included in the purchase for the replacement computers.
- Trustees expressed concern that the Library exercise precautions to preserve user privacy when implementing the wireless capability in accordance with Library policy.
- The Director has provided interior signage requirements to the architect firm and will be meeting with them this week to finalize the order.

8. Committee Reports

- a. Acorn Foundation – no report. The Committee will meet this week.
- b. Fundraising/Recognition Committee
The Committee is making modifications to the plaques.
- c. Friends
Burden (with support from Margaret Blount, Friends President) reported on the Friends Annual Business Meeting in September meeting and the Fall book sale.
- d. Art Policy Committee – the committee has met and prepared an initial draft of a document. They meet again October 12th. Trustees considered membership provisions to be consistent with the Library Bylaws.

9. Unfinished Business

Policy XII Posting

A MOTION by Palmer to accept the policy as revised was Seconded by Schell. Motion CARRIED, unanimously.

Policy XIII Disposition of Equipment

A MOTION by Palmer to accept the policy as printed was Seconded by Schell. Motion CARRIED, unanimously.

Policy IX Materials Selection

A MOTION by Palmer to accept the policy as revised, with an editorial change made in the meeting, was Seconded by Schell. Motion CARRIED, unanimously.

10. New Business

Unattended Children

Trustees discussed the proposed new policy *Unattended Children* will replace # 9 of the *Code of Conduct*.

Upon a MOTION by Wallace, Seconded by Burden, the President adjourned Meeting at 8:40p.m.

David S. Palmer, Secretary