

Regular Monthly Meeting
Royal Oak Public Library Board of Trustees
Minutes of January 23, 2007

Trustees present: Nancy Hollyer, Vice President, Dave Palmer, Secretary; and Trustees Christopher Ahn, Joan Koelsch, Amy Schell and Rick Wallace.

Trustees Absent with Notice: Ronald Halstead, Art Makarewicz, Kenneth Rosen.

Also present: Director Metta T. Lansdale, Jr.

Guests Noted: Mary Karshner

Call to Order

Nancy Hollyer, Vice President, called the meeting to order at 7:06p.m.

I. Announcements/Communications

No Communications in addition to those in the packet were brought to the board.

II. Public Comment

Mary Karshner, Head of Youth Services for Royal Oak Public Library, mentioned that a very well attended Pre-School Information Night is being conducted this evening.

III. Nominating Committee Report (Presented by Committee Chair Schell) and Annual Election

MOTION by Schell and Seconded by Wallace to appoint Hollyer as President of the Library Board was PASSED Unanimously.

MOTION by Schell and Seconded by Palmer to appoint Schell as Vice President of the Library Board was PASSED Unanimously.

MOTION by Wallace and Seconded by Ahn to appoint Palmer as Secretary of the Library Board was PASSED Unanimously.

IV. Agenda Approval

The Agenda was accepted as distributed with slight re-ordering of business.

V. Minutes Approval

The minutes were approved with corrections: spelling correction; Makarewicz was present.

VI. Finance

FY 2006 year-end report – Trustees asked for the following reports and clarifications:

- ✚ 92600 Administration: 1) the last minute report of more than double the budgeted “Administrative Charges” needs explanation. 2) Where is the authority to activate higher than commission-budgeted amount?
- ✚ 85103 Gas: 1) why is this amount so excessively high – more than twice the amount budgeted? 2) The Library was closed eight months of the year and this should have been much lower. 3) The board requests detailed gas bills for the year July 2005 to June 2006.
- ✚ The Board would like to have a report on the Library Fund Balance. The reports provided do not outline this clearly.

December 2006 report – Trustees asked for the following reports and clarifications:

- ✚ 92800 Information Systems is excessive in light of budget and in light of actual use. The Library board wishes Finance to correct this line.

- ✚ 85101 Electric Charges: What does this amount represent? Showing over budget at 50% of the year cannot be correct.
- ✚ 80302 Telecommunications: year-to-date expense of \$7,277.77 cannot be correct at this point of the year. The Library Board would like from the Finance Director a written explanation of the report of this line and, most importantly, the actual expense year to date.

Allocations for use of city services:

MOTION by Wallace and Seconded by Palmer to place on the February agenda a discussion of the cost allocation formulas established by the city and to instruct the Library Director to provide to Trustees prior to the next meeting a report outlining the allocations. PASSED Unanimously

Acorn Fund: Several Trustees disagreed with the Finance Director’s assessment that the Library did not need to use the fund and explained the history behind the use of this resource. Informally, the Library Director was asked to move income from the Year End fundraiser from the Library Fund to the Acorn Fund.

VII. Director’s Report - Supplementing her distributed report, the Director reported:

Her assessment for use of the capital outlay budget for the current fiscal year and asked for board feedback and discussion.

MOTION by Wallace to authorize an expenditure of up to \$4,000 for privacy screens and receipt printers and to reiterate approval of \$5,000 for projectors and sound system improvements was Seconded by Koelsch. PASSED Unanimously

Wireless equipment is installed but activation is delayed due to a wait for the firewall vendor to make adjustments to protect the staff side of the computer network. Look for implementation in February.

\$39,417.31 “positive liability” reported is available for use and will be moved to the Library cash accounts.

Interior signage is slow-going due to communication bottlenecks with the architecture firm.

The Director’s desire to use library cards, rather than paper visitor passes printed daily for visitor use of the public computers was informally authorized, but trustees wished to see more detail for a plan to register non-resident computer users by means of these cards.

VIII. Committee Reports

- a. Acorn Foundation – no report.
- b. Fundraising/Recognition Committee – no report but discussion of plaques for donors yet to be recognized.
- c. Friends – The appointment of Joan Koelsch as Friends Liaison was affirmed by the board.

IX. Annual Business

- a) Budget Committee – The board affirmed the appointment of a budget committee as follows: Art Makarewicz (Chair), Chris Ahn and Rick Wallace.
- b) MOTION by Wallace to accept the Meeting Schedule as distributed was Seconded by Palmer. PASSED Unanimously

X.Unfinished Business

- a. MOTION by Koelsch to adopt the Art Policy as distributed was Seconded by Schell. PASSED Unanimously.

XI. New Business

- a) MOTION by Schell to adopt the revision to the Registration Policy as distributed was Seconded by Wallace. PASSED Unanimously.
- b) A draft revision of the Code of Conduct was reviewed. Trustees asked the Director to refer the draft to the City Attorney for his review and to ask for advice about weapons and abandoned belongings.
- c) MOTION by Palmer to instruct the Director to join the Michigan Center for the Book on the Library's behalf was Seconded by Schell. PASSED Unanimously.
- d) MOTION by Wallace to instruct the Director to join the National Network of Libraries of Medicine as an Affiliate Member on the Library's behalf was Seconded by Palmer. PASSED Unanimously.
- e) The board affirmed the appointment of Schell, Palmer and Wallace to a committee to review director goals, evaluation and compensation considerations for the Library Director.
- f) The trustees instructed the Director to bring to the February meeting a plan to begin a new strategic planning effort, to update the effort completed in 2002.
- g) The trustees instructed the Director to bring to the February meeting an outline of the impact on the Library by the new City Commission parking decisions.

MOTION by Ahn to adjourn the meeting at 9:00 was Seconded by Koelsch. PASSED Unanimously.

David S. Palmer, Secretary