

Regular Monthly Meeting
Royal Oak Public Library Board of Trustees
Minutes of February 27, 2007

Trustees present: Nancy Hollyer, President; Amy Schell, Vice President; Dave Palmer, Secretary; and Trustees Christopher Ahn, Ronald Halstead, Kenneth Rosen and Rick Wallace.

Trustees Absent with Notice: Joan Koelsch and Art Makarewicz.

Also present: Director Metta T. Lansdale, Jr.

Guests Noted: Mary Karshner, Lori Boden, Melissa Straub, Eric Hayes

Call to Order

Nancy Hollyer, President, called the meeting to order at 7:00 p.m.

I. Announcements/Communications

In addition to those in the packet, N. Hollyer read a thank you note from Karen Burden.

II. Public Comment

There was no public comment.

III. Agenda Approval

The Agenda was accepted as distributed with the addition of an item of Unfinished Business: Fiber Optic Cable Installation.

IV. Minutes Approval

The minutes were accepted with a correction: Finance Section, third dot-point: change “to” to “do” in “The reports provided **do** not outline this clearly.”

V. Finance

There was no action or question at this point in the meeting.

VI. Director’s Report - Supplementing her distributed report, the Director asked the trustees for background on the Levy Trust. She was referred to Carol Windorf.

MOTION by Wallace to request from the City Attorney an opinion on how the Library Board is to use the Levy Fund and the Parker Fund. Seconded by Halstead. PASSED Unanimously.

Questions for the Finance Director and the Library Director for follow-up at next meeting:

- ✚ Account 80302 Telecommunications. Wallace remains concerned about this amount at this point in the year (\$7277.77 expended; \$8,000 budgeted). The director was asked to provide detail on these expenses and projections for further expenses related to this and other technology and library cooperative accounts.
- ✚ Account 85103 Gas. Wallace would like to know if the city workers actually had a meter reading on gas utilization during the renovation construction; the entire heating system had been removed to be replaced. There is a lack of basis to a charge from the city for use of gas heat during the renovation construction phase in Fiscal Year 2006.
- ✚ The Library Board wishes to rename account # 39301 as “Reserve for Capital Equipment Replacement”.

VII. Committee Reports

- a. Acorn Foundation – no report.
- b. Fundraising/Recognition Committee – no report but discussion of plaques for donors yet to be recognized.
MOTION by Palmer that Palmer should be instructed to create a plaque in recognition of contributions by Margaret Hillert over the years and that the plaque should include her name and the quote from her poetry “A multi-colored spectrum is my life.” Seconded by Schell. PASSED Unanimously.
- c. Friends – Lansdale reported on the last Friends Board meeting – discussion centered on the Used Book Sale. The Library will be taking over the Sale.
- d. Budget Committee – no report.
- e. Director Goals, Evaluation and Compensation – Schell reported that the committee has met and is consulting with MJ DiPaolo on best method for evaluation of the Director.

Unfinished Business

- a. Recognition of the Memorial Book Fund. Lansdale clarified that all money from the Year-End Fundraiser was deposited to the Acorn Fund. Memorial Book Fund contributions are received and spent from the operations budget; donors are recognized by means of a book plate, publication in the newsletter and the annual report and display of the books in the display case. The Director will have the donor book replaced and stored in a display case.
- b. Annual Report Acceptance. The report was accepted as to content, reporting operations and finance and donors. The Director was asked to distribute it to the City Commission and within the Library facility.
- c. Code of Conduct.
MOTION by Palmer to adopt the revised Code of Conduct as distributed but editing “To reinforce respectful behavior...” to read “To ensure proper use of Library facilities...”. Seconded by Ahn. PASSED Unanimously.
- d. Purchase of new book return bin.
MOTION by Schell to purchase a new book return bin was Seconded by Rosen. PASSED Unanimously.
- e. Approve Staff In-Service Cost. MOTION by Rosen to adopt the resolution (as amended by striking the 4th paragraph) in favor of approving staff in-service costs was Seconded by Palmer. PASSED Unanimously.
- f. Fiber Optic Cable. MOTION by Palmer to move ahead with installation of fiber optic cable for improved internet accessibility, but not if a new conduit needs to be constructed, was Seconded by Schell. PASSED Unanimously.

VIII. New Business

- a) Health Information Grant. MOTION by Rosen in favor of the resolution to support the *Royal Oak Health Information Portal* was Seconded by Schell. PASSED Unanimously.
- b) Budget Adjustment for use of Project Fund Balance. No action on this item.

- c) “Hot Picks” Collection Boost. MOTION by Rosen in favor of the resolution to use the Acorn Fund Library Account for a special high-turnover collection was Seconded by Schell. PASSED Unanimously.
- d) Circulation Parameters. MOTION by Wallace to adopt changed Circulation Parameters with the amendment that the overdue fine for “Hot Picks” will be \$1.00 per day (rather than \$.50 per day) was Seconded by Rosen. PASSED with Hollyer opposed.
- e) Director Goals. The trustees thanked the Director for recommending Director Goals for their review.
- f) Registration Policy. MOTION by Palmer to adopt changed policy 5.11 Registration was Seconded by Schell. The following amendment was accepted:
“Teachers working in K-12 schools located in the City of Royal Oak will be issued cards allowing 9-week borrowing privileges for print materials that are to be used for their curriculum needs . Non-resident teachers register as above.
‘Hot Picks’ restricted loan materials are not available under this policy.”
The Motion PASSED Unanimously.
- g) City Parking. No action on this item.
- h) Guest Access to the Internet. The director was advised to reconsider this recommendation and revisit the item next month. MOTION by Wallace to authorize the director to institute shorter limits and limits on the number of uses per day for visitor passes until the board adopts a revised policy was Seconded by Halstead. Passed Unanimously.
- i) Cost Allocation Formulas. The Trustees discussed the outline presented by the director and requested revisions to be returned at the March meeting in Resolution format.

MOTION by Palmer to adjourn the meeting was Seconded by Schell. PASSED Unanimously.

David S. Palmer, Secretary