Regular Monthly Meeting

Royal Oak Public Library Board of Trustees

Minutes of May 22, 2007

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

Trustees Absent with Notice: Art Makarewicz, Joan Koelsch

Also present: Director Metta T. Lansdale, Jr. and Eric Hayes, Library Technology Specialist

Guests Noted: Mary Karshner, and Lori Boden.

Call to Order

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

I. Announcements/Communications

There were no announcements or other communications.

II. Public Comment

There was no public comment.

III. Agenda Approval

The Agenda was approved with the following additions:
IX.a.3. City Manager Budget Proposal
X. b. Child Pornography

IV. Minutes Approval

The minutes were accepted as distributed.

V. Financial Statements

The financial statements were discussed and accepted.

VI. **Director's Report**

The Director gave a brief overview of the printed report, congratulating librarians for an outstanding Summer Reading Program plan, and added:

- Adult programming will be embellished with income from the Used Book Sale. The Library is anticipating especially author visits local and national, a new Writer-In-Residence program and launching the Health Information Portal.
- Logo design process is underway – key stakeholders have been asked to respond to the designer's questionnaire, choices will be presented in June.
- Auditorium renovation plans are proceeding. The Friends of the Royal Oak Public Library have agreed to contribute an additional $20,000 to complement the $30,000 projected by the board to make the auditorium very special for projected library programming. The auditorium will be named "*Friends Auditorium*".
- Shelving will be moved to provide additional capacity in the Fiction section and take advantage of slight surplus capacity in Media and nonfiction sections. Work is scheduled to begin Tuesday, May 29th. The entire fiction collection, a small part of non-fiction and the new book area will be unavailable to customers during the move.
- Web Page is moving to a different host server for improved response time. The Library website will be unavailable over the Memorial Day weekend for this change.

VII. Committee Reports

a. Acorn Foundation – no report.
b. Fundraising/Recognition Committee – there was no meeting. The plaque recognizing contributions by Margaret Hillert has been installed. Other recognition plaques will be installed when they arrive within 30 or so. The Board authorized the Director to organize a dedication event.
c. Friends – Director Lansdale reported for J. Koelsch on the Friends of the Library meeting.
d. Budget Committee – deferred its comments for items it placed on the agenda.

VIII. Unfinished Business

A. Budget 2008 Library/Manager Request

1. Ratification of Changes

A MOTION by R. Wallace and Seconded by C. Ahn to adopt the "Department Request" as submitted to the City Commission as follows:

271 LIBRARY MILLAGE FUND
790 LIBRARY

Account Classifications		Submitted to Commission 2007-2008
40200	PROPERTY TAX REVENUES	2,239,106
57403	STATE - AID TO LIBRARY	24,025
57405	STATE - LIBRARY PENAL FINES	90,000
58802	CONTRIBUTIONS - LOCAL MUNICIPALITIES	0
60800	VIDEO/AUDIO RENTAL REVENUE	0
64201	LIBRARY COPIER/PRINTER CHARGES	7,000
64220	USED BOOK SALE REVENUE	12,000
65701	LIBRARY SERVICE CHARGES & FINES	32,000
65702	LIBRARY REPL MATERIALS FEES	2,500
66500	INTEREST	40,000
67100	MISCELLANEOUS REVENUES	4,500
67503	MEMORIAL BOOK FUND	7,500
69400	CASH OVER AND SHORT	
69700	USE OF FUND BALANCE	5,000
69943	TRANSFER FROM CAPITAL PROJECTS	0
	TOTAL REVENUE	2,463,631
EXPENDITURES:		
70202	WAGES - APPOINTED	0
70203	WAGES - PERMANENT	647,068
70204	WAGES - TEMPORARY	200,730
70300	WAGES - OVERTIME	0
70401	LONGEVITY PAY	13,505
70402	SICK LEAVE PAY	6,783
70407	DUPLICATE HEALTH CARE BENEFITS PAY	0
70500	DEFERRED COMP - EMPLOYER CONTRIBUTION	1,776
70601	RETIREMENT CONTRIBUTIONS - GENERAL	120,555
70603	OPEB (post-employment benefits)	185,291
71101	FICA	66,545
71102	UNEMPLOYMENT COMPENSATION TAX	1,862
71201	GROUP MEDICAL INSURANCE	148,481

71203	GROUP DENTAL INSURANCE	11,513
71204	GROUP LIFE INSURANCE	2,910
71205	DISABILITY INSURANCE	0
71206	WORKERS COMPENSATION INSURANCE	3,730
72701	OFFICE SUPPLIES	3,500
72702	OFFICE EQUIP/FURNITURE (NON-CAPITALIZED)	500
72800	COMPUTER SUPPLIES & PARTS	4,500
73200	CLEANING & JANITORIAL SUPPLIES	2,500
73300	BUILDING REPAIR & MAINTENANCE SUPPLIES	500
73800	ELECTRICAL & LIGHTING SUPPLIES	500
79001	LIBRARY BOOKS	168,210
79002	LIBRARY VIDEO & AUDIO RESOURCES	50,000
79003	LIBRARY ELECTRONIC RESOURCES	63,702
79004	LIBRARY SUBSCRIPTIONS	13,000
79011	MEMORIAL BOOKS & RESOURCES	7,500
79012	REPLACEMENT BOOKS & RESOURCES	0
79102	RENTAL VIDEO AND AUDIO RESOURCES	0
79900	MISCELLANEOUS OPERATING SUPPLIES	9,000
80301	DATA PROCESSING SERVICES	29,800
80302	TELECOMMUNICATIONS SERVICES	9,500
80800	AUDIT SERVICES	1,671
80999	MISC FINANCIAL SERVICES	2,000
81201	PROPERTY & CASUALTY INSURANCE SERVICE	47,800
82500	MISCELLANEOUS CONTRACTED SERVICES	500
82701	COPIER REPAIR & MAINTENANCE SERVICES	2,520
82799	OFFICE EQUIP/FURN REPAIR & MAINT SERVICE	500
83200	CLEANING & JANITORIAL SERVICES	40,000
83301	HEATING/COOLING REPAIR & MAINT SERVICES	4,060
83302	PLUMBING REPAIR & MAINTENANCE SERVICES	1,000
83303	ELEVATOR REPAIR & MAINTENANCE SERVICES	6,000
83399	MISC BUILDING REPAIR & MAINT SERVICES	3,600
85101	ELECTRIC	65,000
85103	GAS	22,000
85105	WATER	2,000
85107	TELEPHONE SERVICE	3,890
85200	TAXES	720
85300	BUILDING SECURITY SERVICES	2,500
85600	PRINTING & DOCUMENT DUPLICATING	12,000
85800	POSTAGE & MAILING SERVICE	1,500
86101	TRAINING & EDUCATION	7,000
86200	MEETING & CONFERENCE CHARGES	5,420
86300	TRAVEL COSTS	6,300
86500	DUES & MEMBERSHIPS	1,900
87501	ADVERTISING & LEGAL NOTICES	3,000
89271	LIBRARY FACILITY LEASE	284,113
89700	OFFICE EQUIP/FURNITURE LEASES &	0

	RENTALS	
90200	RETIREE INSURANCE COST DISTRIBUTION	0
92600	ADMINISTRATIVE CHARGES	102,527
92800	INFORMATION SYSTEMS SERVICE CHARGES	10,300
96800	MISCELLANEOUS EXPENDITURES	3,500
97000	CAPITAL OUTLAY	5,000
	TOTAL EXPENSES	2,421,781
	Excess of Revenue over Expenses	41,850

Motion Carried Unanimously.

2. Presentation to City Commission
   MOTION by D. Palmer that R. Wallace represent the Library Board when presenting the library budget to the City Commission was Seconded by R. Halstead. MOTION Carried Unanimously

3. City Manager's (Budget) Proposal
   MOTION by K. Rosen that the Library Board will advocate the Library Budget submitted (as above) rather than the City Manager Budget Recommended was Seconded by A. Schell. MOTION Carried Unanimously.

b. Cost Allocation Model and Resolution

After discussion the Board accepted by consensus an R. Wallace recommendation to delay action on this item for a few months.

c. Authorize Debits from Library Fund

MOTION by R. Wallace to postpone this item for one month was Seconded by D. Palmer.

d. Internet Access Policy and Guest Access to the Internet

MOTION by R. Wallace to modify the Internet Access Policy at *Section III*, **Time Limit** paragraph to read:

> **Time Limit** For most library-owned computers if others are waiting and for Express Email computers regardless of whether others are waiting, time limits may be imposed.

was Seconded by A. Schell. MOTION Carried Unanimously

MOTION by K. Rosen to require library card or permanent visitor pass for use of public computers, with pass issued based on presentation of acceptable identification as determined by the Library Director, was Seconded by D. Palmer.

MOTION by R. Wallace to amend main motion by substituting for entire motion that there should be a policy on requirement of identification for access to permanent visitor passes drafted by the Library Director to be presented for consideration at the June board meeting, was Seconded by A. Schell.

MOTION by K. Rosen to amend proposed amendment by substituting for entire amendment that the Director is authorized to implement a procedure for 30 days

and bring a draft of a formalized policy governing permanent visitor passes for action in June, was Seconded by D. Palmer.

MOTION (amendment to amendment) Carried 5-2; R. Wallace and R. Halstead voting Nay.

MOTION (amendment, as amended) Carried 5-2; R. Wallace and R. Halstead voting Nay.

MOTION (main, as amended) Carried 5-2; R. Wallace and R. Halstead voting Nay.

New Business

Non-Resident Interlibrary Loan Fee

A MOTION by D. Palmer to adopt the following resolution was Seconded by A. Schell

Resolution Authorizing InterLibrary Loan fee for Non-Resident Users

Whereas Interlibrary Loan requires intervention by library staff, and

Whereas delivery service between participating TLN Libraries in support of the shared online catalog is freely available from Royal Oak Public Library to residents in those participating libraries as well as to residents of Royal Oak, and

Whereas many area libraries do charge for this service, some to their own patrons, and

Whereas the people most affected would typically be residents of Pleasant Ridge, Ferndale and Huntington Woods, all with nearby home libraries which they may easily use and

Whereas these requests are typically for older highly technical publications that would normally be out of scope for the Royal Oak Public Library collection,

THEREFORE BE IT RESOLVED that the Library Director is authorized to charge a fee to non Cardholding users of Royal Oak Public Library for Interlibrary Loan service. The Fee shall be $15.00 per item.

The MOTION Carried Unanimously.

Child Pornography and Related Issues

The Library Director reviewed with trustees the challenges of pornographic protected speech and library approaches to protecting 1st Amendment rights in a safe and welcoming environment.

MOTION by Palmer to adjourn the meeting was Seconded by Rosen. PASSED Unanimously at 9:35 P.M..

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David S. Palmer, Secretary