

Regular Monthly Meeting  
Royal Oak Public Library Board of Trustees  
Minutes of June 19, 2007

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

Trustees Absent with Notice: Art Makarewicz, Kenneth Rosen

Also present: Director Metta T. Lansdale, Jr.

Guests Noted: Mary Karshner, Lori Boden and Margaret Blount.

Guest Speaker: Anne Seuryneck of Foster, Swift, Collins and Smith

**I. Call to Order**

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

**II. Announcements/Communications**

There were no announcements or other communications.

**III. Public Comment**

There was no public comment.

**IV. Agenda Approval**

The Agenda was approved with the following changes:

Remove:

X. b. Strategic Planning

XI.c. Visitor Passes Procedures

Add:

IX.d. Budget Committee

Move:

Attorney proposal to X.a

Capital Outlay Proposal to follow Auditorium – new item X.b.

Postpone:

XI.e. Budget Adjustments

**V. New Business**

Guest Anne Seuryneck of Foster, Swift, Collins and Smith introduced herself to the board and explained the nature of her law specialty, referencing its formal proposal to the board. Foster, Swift, Collins and Smith has been specializing in library law for Michigan libraries, in addition to their municipal work, for the last six years. Locally they represent Ferndale and Highland Park libraries. Typically, the firm will provide advice on public internet services, library privacy, child pornography and library policy development such as meeting room and display policies. The service of this firm to the library would be these specialty issues, exclusive of generic issues on which the library would continue to utilize the services of the Royal Oak City Attorney.

**VI. Minutes Approval**

The minutes were accepted with the following correction:

**Resolution Authorizing InterLibrary Loan fee for Non-Resident Users (page 5)**

**The following paragraph should read:**

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.

**VII. Financial Statements**

The financial statements were discussed and accepted.

**VIII. Director's Report**

The Director thanked trustees for their involvement in opening date Summer Reading Program festivities and provided an update of the printed report. Discussion and questions included that Trustees would like to see board agendas posted on the library website.

**IX. Committee Reports**

- a. Acorn Foundation – no report. The group will meet again in September.
- b. Fundraising/Recognition Committee – there was no meeting. D. Palmer will assist in setting up a dedication event for the plaques.
- c. Friends –J. Koelsch reported on the Friends of the Library meeting, including the Friends commitment for program funding support in FY 2007-2008 of \$20,800.
- d. Budget Committee – Chair C. Ahn complimented R. Wallace on the excellent job presenting the details of the library budget to the City Commission on behalf of the board, which resulted in full support of the library department budget as submitted.

**X. New Business**

- a) Auditorium Renovation – Budget and Naming; Piano disposition

To establish budget and process for moving ahead to renovate the Library Auditorium the following resolution was

MOVED by R. Wallace and Seconded by A. Schell

WHEREAS, funds budgeted for capital outlay from the Library Millage Fund for fiscal year 2006-2007 exceed the amount that will be spent in that fiscal year, and

WHEREAS, the Library Board wishes to use those funds to complete the renovation of the library auditorium and the installation of signage and furniture in the 2007-2008 fiscal year,

THEREFORE BE IT RESOLVED that the Library Board requests that the Royal Oak City Commission authorize an increase in its capital outlay budget of \$140,000 for fiscal year 2007-2008, with funds to come from the Library Millage Fund balance.

MOTION Accepted Unanimously

To name the Auditorium in honor of significant contribution toward financing the renovation the following resolution was

MOVED by D. Palmer and Seconded by A. Schell

WHEREAS, the Friends of the Royal Oak Public Library have committed to provide from its fund balance \$20,000 toward renovation of the library auditorium,

THEREFORE BE IT RESOLVED that the Library Board names the renovated auditorium the *Friends Auditorium*, in honor of the dedication and work of the Friends and volunteers making possible their contribution to the project.

MOTION Accepted Unanimously

A MOTION by D. Palmer and Seconded by C. Ahn recommending that the City Commission declare the Library piano as surplus equipment was Accepted Unanimously.

b) Blanket approval for Library purchases up to the city limit

It was MOVED by C. Ahn and Seconded by A. Schell to accept the Resolution Requesting Approval for Purchases up to City-Wide limits. Motion Approved unanimously.

c) Attorney Engagement Proposal – Anne Seurnck, Foster Swift Collins and Smith: Questions asked answered by the library director:

- *What would be the relationship with the City Attorney?*

The city attorney will be kept informed on issues for background. He has conveyed his encouragement that the Library engage a library law specialist for areas that he would not necessarily have deep background in order to advise the Library. If the firm is selected the Director will arrange a meeting of the two attorneys. Mr. Gillam reports he knows and respects the Foster Swift firm.

- *How did the Director select this firm for proposal to the board?*

In her previous library director position, the library had used Cynthia Faulhaber who was with Miller Canfield Paddock and Stone. Ms Faulhaber was directly involved in writing the District Library Law and represented many libraries in Michigan who were moving to this organizational model for this and all of their legal issues, thereby building a significant library practice. When Ms Faulhaber retired, she did an intensive search for attorneys interested in taking on specialty representation for her library clients and selected Anne Seurnck and Steve Schultz of Foster Swift Collins and Smith, who she recommended to her library clients.

At her former position, the Director did use a Request for Proposals and a competitive bid process to affirm Ms Faulhaber's recommendation. The Directed worked with Ms Faulhaber for three years and then Ms Seurnck for six years on many thorny issues and the representation was excellent. If the board decides to use a competitive bid process, this would be easily accomplished. There is one other library law specialist on the western side of the state. The Library could interview three firms to confirm their selection.

- *What issues would the Director handle independently and what issues would come before the board?*

The Director would typically call the attorney on issues of immediate/emergency concern or on operational issues involving interpretation of policy or policy development. Issues coming to the board would typically be generated by the board and could involve organization or financial concerns. Any written opinions would be at the request of the board and would be directed to the board. These opinions could include written and researched advice on policy direction or interpretation of law that affects the library.

- *How would the library budget for this expense?*

The Library Director recommends a budget of \$2,000. She will come to the July meeting with a written recommendation including from what other line this amount would draw.

It was MOVED by D. Palmer and Seconded by R. Halstead to postpone action on this item for one month. Motion Accepted Unanimously.

It was MOVED by R. Wallace and Seconded by J. Koelsch to authorize the Director to consult Foster, Swift, Collins and Smith on pressing needs if needed during the month until the next Board meeting. Motion Accepted Unanimously.

**XI. Unfinished Business**

a. Designating budget for future capital purchases

MOTION by R. Wallace to accept a resolution designating \$137,965 in an account for capital equipment replacement in future years was Seconded by D. Palmer. MOTION Carried Unanimously.

b. Authorize Debits from Library Fund

MOTION by R. Wallace to postpone this item for one month was Seconded by A.Schell. MOTION Carried Unanimously.

**Special Meeting**

A special meeting of the library board for the purpose of reviewing budget and plan specifications for the library auditorium renovation was scheduled for Tuesday, July 10, 2007.

**Adjournment**

MOTION by D. Palmer to adjourn the meeting was Seconded by A. Schell. PASSED Unanimously at 9:20 P.M..

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David S. Palmer, Secretary