

Regular Monthly Meeting
Royal Oak Public Library Board of Trustees
Minutes of July 24, 2007

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

Trustees Absent with Notice: Christopher Ahn and Art Makarewicz

Also present: Director Metta T. Lansdale, Jr.

Guests Noted: Andrea Lighthall and Lori Boden

Guest Speakers: Angela Marsh, Night Cry Graphics; Drew Pennington, TMP Architects; Paul Weisenbach, Rewold & Co.

I. Call to Order

President Nancy Hollyer called the meeting to order at 7:05 p.m.

II. Announcements/Communications

There were no announcements or other communications.

III. Public Comment

Andrea Lighthall spoke in favor of Royal Oak Public Library participation in MelCat for State-wide delivery and resident ability to request interlibrary loan online.

IV. Agenda Approval

The Agenda was approved with the following changes:

Add:

IX.e. Capital Purchase

V. Presentation and Action

a) Logo Design

Angela Marsh, of Night Cry Graphics updated the Library Board on the process for developing a logo for the Royal Oak Public Library, which began with a questionnaire that key stakeholders completed and returned to her. Responders included Library Trustees, Library employees, Friends of the Library and unaffiliated members of the community who use library services. She reported that respondents wished the logo to distinguish the Royal Oak Public Library from other libraries and from other city departments and they wanted a logo that would portray the Library as a community resource. She presented two options; one (#1) more traditional and one (#2) that captured a sense of the digital environment. Discussion reflected a desire to keep a book image in the design and a desire for a forward thinking, modern design.

It was MOVED by R. Wallace and Seconded by A. Schell to adopt option #2. Motion PASSED with a vote of 4 to 3.

b) Auditorium and Budget Design

Drew Pennington of TMP Architects walked the board through the colors and finish selections. As there were no objections, the director was invited to make the final selections, within budget. Paul Weisenbach of Rewold and Co. walked the board through the budget and explained how the project budget currently exceeds limitations.

As it is clear some of the furnishings and finishes may not be available for completion of the room by the end of August and possibly not by mid-September and the budget needs to be brought back into line, the Director asked the board if they would be comfortable moving the renovation to the month of December. Although no vote was taken, consensus was reached that this would be acceptable. The Director was asked to resolve finishes and budget questions and bring a final budget to the board for approval at the August meeting.

It was MOVED by R. Wallace and Seconded by A. Schell that the Board recommend the Rewold Construction Management project for approval by the City Commission with two conditions: 1) that the attorney provides written affirmation that he has seen and does recommend approval of the contract language and 2) that the contract may be forwarded to the city commission with *Exhibit A* removed and an explanation the board is still discussing elements of the budget. The Motion PASSED Unanimously.

VI. Minutes Approval

The minutes for the June 19 Regular Meeting were accepted

The minutes for the July 10 Special Meeting were accepted with an editorial correction.

VII. Financial Statements

The financial statements were discussed and accepted with a question to the Director about the timing expected for making the fund transfer requested last month.

VIII. Director's Report

After an overview of the printed report, the Director responded to questions from the Trustees:

- In response to concerns about trustees not receiving mailed packets in time for adequate review, the Director was asked to investigate placing the packet on the web with password access by trustees. The Agenda and Minutes are on the open web site.
- Videocassettes being removed from the collection to storage will be retrieved for customers on request, as are back issues of magazines held in storage.
- Changes to budgeted Library line items – the consensus was that the director should seek board approval for changes to budgeted lines within the library budget approved by the City Commission.
- As the Levy Fund has been determined to be available for use with the only restriction being that it be used for books, there was a consensus that the Library Director ask the Finance Director to make that money available for use during the current fiscal year.
- Internet Policy changes addressing behavior issues are delayed
- Use of MeLCat for interlibrary loan and delivery will be re-visited when the Full Time Librarian positions are approved by the City Commission in January.

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 that the Friends of the Library will meet again in September.

X. Action Items, Continued

a) Attorney Selection and Budget

By consensus the Library Board asked the Director to return to the Board in September with an Engagement Letter revised to include the costs that would be passed along to the Library for use of personnel who are not attorneys, paralegals for instance.

b) Construction Management Contract

This item was addressed previously in the meeting.

c) Authorization of Debits from the Library Fund

The MOTION by K. Rosen, Seconded by J. Koelsch to adopt the Resolution Authorizing Debits from the library Fund PASSED Unanimously.

d) Materials Selection Policy

The MOTION by R. Wallace to adopt the revised Materials Selection Policy as distributed, with edits (in italics) as follows in the final paragraph

If a patron objects to the presence of material on the library's shelves *or in a library program*, he or she may request reconsideration of *an item* by filling out a form available at the reference desk. The director will make the initial decision on the patron's request. If the patron is not satisfied with the director's decision, he/she has the right to appeal to the Library Board. The Library Board will announce the final decision at a public meeting to which the patron will be invited. Fair consideration will be given to every patron's request. The form entitled *Request for Reconsideration of Library Materials* is attached to this policy.

was Seconded by K. Rosen and PASSED Unanimously.

Director Lansdale outlined revisions to management procedures for programs showing movies, with which the trustees concurred.

It was MOVED by R. Wallace and Seconded by K. Rosen to authorize the Director to communicate to the Mayor and the Commission that a response to a shown movie challenge is in process although there is not yet a final resolution, which does include an appeal process ending with the Library Board. The Director was asked to also convey that a minor revision has been made to the Materials Selection Policy that includes selection of movies for library programs, including a challenge process for these selections. Motion PASSED Unanimously.

e) Capital Purchase

Director Lansdale was authorized by consensus to purchase the proposed display furniture within budget, without specific authorization by the Library Board.

XI. Discussion

a. Strategic Planning

Upon a motion to adjourn, K. Rosen offered to bring this topic to the August meeting.

Adjournment

MOTION by R. Halstead to adjourn the meeting was Seconded by A. Schell. PASSED Unanimously at 10:20 P.M..

David S. Palmer, Secretary