

Regular Monthly Meeting  
Royal Oak Public Library Board of Trustees  
Minutes of August 28, 2007

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

Trustees Absent with Notice: Nancy Hollyer, President and Art Makarewicz

Also present: Director Metta T. Lansdale, Jr.

Guests Noted: Lori Boden

**I. Call to Order**

Vice President Amy Schell called the meeting to order at 7:01 p.m.

**II. Announcements/Communications**

The Renovation Committee was appointed to include R. Halstead, J. Koelsch, D. Palmer, K. Rosen; J. Koelsch has agreed to serve as Chair.

**III. Public Comment**

There was no public comment.

**IV. Agenda Approval**

The Agenda was approved with the following change:

Add:

IX.a.2 Director Evaluation

**V. Minutes Approval**

The minutes for the July 24 Regular Meeting were accepted with editorial corrections.

**VI. Financial Statements**

The financial statements were discussed with the following points:

- The check figure should be zero and is not – report was provided to the library board incomplete.
- Expense Budget amounts are incorrect and should show in the following lines:

70203	\$ 647,068	FT wage
70204	\$ 200,730	PT wage
79002	\$ 50,000	AV Media Collection
97000	\$ 5,000	Capital Outlay (original approved budget)
- Equity line amounts are incorrect. \$20,278.94 should be transferred from Account 39301 (reserve for capital equipment replacement) to Account 39000 (fund balance), so that the balance in 39301 is \$137,965.00.
- Revenue Budget amounts are incorrect should read:

69700	\$5,000	Use of Fund Balance
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- Increase to budget approved by the Commission does not appear on the financial report; \$140,000 should be added to \$5,000 originally approved.

## VII. Director's Report

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

- Vending Machine and Eleven Mile Road entrance: Although there is a desire to re-open the North entrance onto Eleven Mile Road, the board mentioned that in response to the user survey on building design there had been a desire to create an informal 'café' in this area. Lansdale reported that most users of the vending machines are employees and some see the vending machines as a noisy nuisance.
- Videocassettes being removed from the collection to storage are retrieved for customers on request, as are back issues of magazines held in storage. There are noted concerns about the inability to browse this collection. The Library is in the process of developing a printed list of VHS titles in storage for "browsing" and customer selection purposes. The Director noted that most users are looking for DVD format while most of the DVD/video library space is taken up by VHS format; the Library will be maximizing the use of the media area by displaying DVD and other materials in a more accessible and inviting way and improving the shelving of the media.
- Policies: it is time to reproduce a complete updated copy of all policies for distribution with the next packet. With the upgraded web pages, the policies will be placed in the "About" segment of *ROPL.ORG*.

## VIII. Committee Reports

- a. Acorn Foundation – no report.
- b. Fundraising/Recognition Committee – no report.
- c. Friends –J. Koelsch reported that the Friends will hold its annual meeting on September 17<sup>th</sup> and she encouraged the trustees to attend. She and Lansdale reported on the need to separate the functions of the Friends and Library operations, especially as the Friends will shortly be recognized as a 501 c (3) non-profit organization.
- d. Renovation Committee – J. Koelsch reported on the August 21<sup>st</sup> meeting (minutes were included in the packet) and that a follow-up meeting on September 18<sup>th</sup> is planned. The Auditorium budget is forwarded to the Board for its acceptance; the restroom renovation preliminary plans and palette were approved so that specifications could be sent to Rewold for bids.

## IX. Action Items, Continued

- a) Construction Management Contract – Exhibit A Auditorium Budget  
The MOTION by D. Palmer to support the Resolution to recommend to the City Commission acceptance of the Rewold Contract for Construction Management Service (as modified) was Seconded by K. Rosen. Motion PASSED with R Wallace dissenting.
- b) Director Evaluation  
The MOTION by R. Wallace and Seconded by D. Palmer asking the Director to forward the March 2007 resolution regarding Director compensation to the Human Resources Director with minutes and inform her that the Board completed the evaluation. PASSED Unanimously.

c) Attorney Engagement

The MOTION by K. Rosen to support the resolution authorizing Attorney services from Foster Swift Collins and Smith was Seconded by R. Wallace. Motion PASSED Unanimously.

d) Budget Line Item Adjustments

The Director was advised that the changes to the distributed sheet were generally acceptable in concept but the Board would take action next month with changes showing on the distributed sheets.

**X. Discussion**

a. Strategic Planning

K. Rosen opened a conversation about developing a new five-year Library Strategic Plan. Discussion centered on potential cost of the project, the time it would take, timing now that the building renovation is virtually complete. K. Rosen suggested he and the Director could have a proposal for a planning process to the Board by the end of the year.

b. Finance Policy

The discussion was put off to the next meeting.

c. Bylaws and Agenda Format

The consensus was that the new agenda format did not require a change in the Bylaws.

d. MOTION to authorize \$43,487 to be moved from Account 70203 to Account 70204 and to authorize an increase in Account 82500 of \$17,500, with the offsetting amount to be determined at the next meeting. PASSED Unanimously.

**Adjournment**

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

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David S. Palmer, Secretary