

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

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

Trustees Absent with Notice: Art Makarewicz, Joan Koelsch, Christopher Ahn

Also present: Director Metta T. Lansdale, Jr.; Anne Seuryneck, FSCS

Guests Noted: Mary Karshner, Lori Boden, Mr. Kirby

I. Call to Order

President Nancy Hollyer called the meeting to order at 6:45 p.m.

MOTION by D. Palmer to go into Closed Session to discuss confidential written legal opinion was Seconded by K. Rosen.

Upon the following Roll Call:

N. Hollyer	Aye	R. Halstead	Aye
A. Schell	Aye	K. Rosen	Aye
D. Palmer	Aye	R. Wallace	Aye

The Motion was PASSED.

MOTION by R. Wallace to resume open session at 7:50 p.m.was Seconded by K. Rosen.
PASSED.

II. Announcements/Communications

N. Hollyer distributed a thank you note from Chris Girard to the Trustees.

M. Lansdale informed the Board of the new capability subscribe to automatic updates from the City and mentioned she had sent this e-notice to each of them.

III. Public Comment

Mr. Kirby asked the Board to consider putting felt bottoms on the feet of chairs in the Media Area to reduce the sound made when chairs are pushed across the floor there. Ms Lansdale promised to look into the problem.

IV. Agenda Approval

The Agenda was approved as distributed.

V. Minutes Approval

The minutes for the September 25, 2007 Regular Meeting were accepted as distributed.

VI. Financial Statements

R. Wallace repeated the need for corrections:

Acct. 69700 (use of fund balance) is \$5,000.00; should be \$219,000.00

Acct. 97000 (capital outlay) is \$145,000.00; should be \$219,000.00

VII. Director Report

From the printed report, the Director highlighted:

- Gates grant approval to purchase 10 laptops for public use in the Library. Results in request on the agenda for the purchase of a secure storage and recharging cabinet.
- She will be applying for Block Grant funding for literacy related materials for the lending collection.

Trustees commented on impact of Thanksgiving holiday hours on staffing needs, using the term “emergency exit” for the 11-Mile road side, cleaning service contract, RIF Reading is Fundamental program funding sources, laptop lending program cautions, consideration of library programs lending unusual items, inclusion of staff changes in the directors report, recommended use of the Acorn Library Account

VIII. Committee Reports

- a) Acorn Foundation – N. Hollyer distributed an updated funds report.
- b) Fundraising/Recognition – D. Palmer will have a recognition sign made to dedicate the Auditorium.
- c) Friends – No Report.
- d) Renovation Committee – the committee has not met. The Director will request a meeting because there are cost savings due to value engineering; the committee will be asked to determine how to use these savings. She will call a meeting when actual savings is identified.
- e) Nominations Committee – the following report was submitted for action in January:
 - President – Dave Palmer
 - Vice Pres – Chris Ahn
 - Secretary – Nancy Hollyer

IX. Action Items

- a) 2008 Library Hours and Holidays
The MOTION by R. Wallace to accept the 2008 Meeting Schedule as printed in the packet was supported by A. Schell. The director alerted the board to a typo. The last holiday should read January 1, 2009. Motion PASSED with recognition of the correction.
- b) Capital Purchases
MOTION by R. Wallace and Seconded by K. Rosen to adopt a policy permitting the Director to spend budgeted funds including Capital Outlay funds without additional approval of the Library Board; the Director is encouraged however, when practical, to advise Board members in advance when purchasing a capital item costing \$5,000 or more. Motion PASSED.

X. Discussion

- a) Board Planning Calendar
A. Schell reviewed the recommended changes to the schedule aligning the Director evaluation process with the budget calendar.
- b) Strategic Planning
K. Rosen reported that he and the Director would have an investigatory meeting with a consultant and bring process and options to the January meeting to request direction.

Adjournment

Rick Wallace alerted the Board that his term was expiring in December and that he had decided not to request another term. The Board applauded and thanked him for his service.

MOTION by R. Wallace to adjourn the meeting was Seconded by J. Koelsch. PASSED Unanimously at 9:25 P.M.

David S. Palmer, Secretary