

Regular Monthly Meeting
Royal Oak Public Library Board of Trustees
Minutes of January 22, 2008

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

Trustees Absent with Notice: Nancy Hollyer, President,

Also present: Director Metta T. Lansdale, Jr.

Guests Noted: Mary Karshner, Lori Boden, Julie Chudy, Anna Vidal, Rosemary Mirsky, Mary Ann DeKane, Marie Newcomb.

I. Call to Order

In the absence of the President, Amy Schell, Vice President, called the meeting to order at 7:00 p.m.

II. Annual Meeting

a) Election of Board Officers

MOTION by K. Rosen to select Dave Palmer as President of the Library Board was Seconded by C. Ahn. PASSED.

MOTION by K. Rosen to select Chris Ahn as Vice President of the Library Board was Seconded by D Palmer. PASSED.

MOTION by K. Rosen to select Nancy Hollyer as Secretary of the Library Board was Seconded by C. Ahn. PASSED.

b) Appoint Budget Committee

Dave Palmer, now presiding as the new President, appointed C. Ahn, K. Rosen and R. Halstead to serve as the Budget Committee. He directed the Committee to select its own Chairperson.

III. Announcements/Communications

a) Roster for Review: The roster was reviewed, corrections made. The director will consult with the city clerk about some terms indicated.

b) Planning Calendar for Review: The Director was asked to include forthcoming strategic planning milestones on the calendar.

IV. Public Comment

Library employees and the AFSME Union President were on hand to present a statement about ongoing negotiations with the city, related to opening on Sundays, holiday weekends and differential pay. The statement was noted and there was some dialog between trustees and those present. The board expressed its appreciation of the employees work.

V. Agenda Approval

The Agenda was approved as distributed.

VI. Minutes Approval

The minutes for the November 27, 2007 Regular Meeting and for the Closed Meeting on the same evening were accepted as distributed.

VII. Financial Statements - November and December

K. Rosen noted corrections requested at the November meeting (as follow here) had not been made.

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

The Director will follow up with Finance.

VIII. Director Report

To highlight features of the improved auditorium, the Director gave her report via PowerPoint presentation which included:

- Financial performance is within budget at 50% of the year
- The recent renovation project is virtually complete with at least \$8,000 remaining in the project budget. This could be spent on furnishings, room adjustments or not spent.
- Demonstration of new features of the Library website, especially new display for residents of databases available through the Library.
- Ten (10) laptops to be purchased with Gates Grant will be set up for routine use in Study Rooms C-D, as an extender of the Computer Lab. The laptops may be moved if needed for workshops in the Auditorium or for other purposes.
- Renovation is successful with just a few corrections. Rotating art displays are planned in cooperation with the R.O. Arts Council. Auditorium has been in full use for one week and has been quite successful.
- A Review of partnerships with area organizations and grant funding efforts.

Trustees recommended use of the Chamber of Commerce sign on Woodward for publicizing programs. The Director reported, in response to a question, that the budget for this year was constructed with Sunday hours in mind.

IX. Committee Reports

- a) Acorn Foundation – M. Lansdale reported for N. Hollyer that the library fund is very near \$30,000.
- b) Fundraising/Recognition – D. Palmer reported on design of plaque to recognize the Friends Auditorium. There are new recognition plaques in the hallway, bringing us up to date.
- c) Friends – J. Koelsch reported news from the Friends including soliciting volunteers for the Used Book Sale scheduled for Feb 29-Mar 1st.
- d) Renovation Committee – the committee has not met. The President would like the Committee to have a final wrap-up meeting when the final expense-to-budge report is available.

X. Action Items

- a) Strategic Planning
The Director provided an overview of the objectives for the planning effort and the special question of whether or not a telephone survey should be employed. K. Rosen and the Director will meet to plan a special meeting of the Board on February 13th for a thorough discussion and action on the plan to plan.
- b) Policy Review – the Finance group
MOTION by J. Koelsch and Seconded by A. Schell to revoke Policy # 2.30 – Investment Policy. PASSED.

MOTION by K. Rosen and Seconded by A. Schell to reaffirm Policy # 2.20 – Disposition of Furniture and Equipment. PASSED.

MOTION by K. Rosen and Seconded by J. Koelsch to reaffirm, with a single change to remove the phrase “...of all kinds” from the first sentence, Policy # 2.10. – Monetary and other Non-Book Gifts. PASSED.

XI. Discussion

There were no Discussion Items on the agenda this evening.

Adjournment

MOTION by C. Ahn to adjourn the meeting was Seconded by K. Rosen. PASSED Unanimously at 8:40 P.M.

David S. Palmer, President (for N. Hollyer, Secretary)