

Regular Monthly Meeting
Royal Oak Public Library Board of Trustees
Minutes of February 26, 2008

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

Trustees Absent with Notice: None

Also present: Director Metta T. Lansdale, Jr.; Greg Rassel, Director of Recreation and Public Services

Guests Noted: Mary Karshner, Lori Boden, Anna Vidal and Ann Arendsen.

I. Call to Order

President David Palmer called the meeting to order at 7:00 p.m.

II. Announcements/Communications

- a) Roster for Review: The roster was reviewed, corrections made. The roster will be updated soon with vacancies to be filled in the near future.
- b) Congratulating the new Board President: The Director presented Mr. Palmer with his own presidential gavel and encouraged him to use it well and in good health.

III. Public Comment

Ann Arendsen was on hand to present her concerns about the *Film Movement* film series ongoing in the Library.

IV. Agenda Approval

The Agenda was approved with additions of Public Relations Policy as new Item IX d. and Library Director professional activities as new Item IX f.

V. Minutes Approval

The minutes for the November 27, 2007 Regular Meeting were accepted as distributed.

VI. Financial Statements - November and December

K. Rosen noted corrections requested at the November meeting and the January 2008 meeting (as follow here) had not been made and asked the Director to urge the Finance Department to make this correction at the earliest opportunity; the Library Board is charged with oversight and budgeting responsibility on the Library Fund and needs accurate reports to meet these obligations.

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.

VII. Director Report

The director updated the board in addition to the printed report:

- court proceedings for suspected illegal acts in the adult computer lab
- implementation of the permanent visitor pass program
- possible implementation of a Reading Assistance Dog program for the Library

- Introduced the Head of Youth Services to explain the success of the youth Summer Reading Programs that will move the board meeting into Study Room C-D for the June and July meetings; the board allowed that the importance of these programs outweighed the importance of the location of the board meetings and the move is acceptable.
- Library employee Eric Hayes has contributed to a published book on Joomla' (web development software) which came out this month.
- Tornado season is beginning and patrons in the library facility will be asked to move to a safe location if a tornado is sighted. If they refuse they will be asked to seek shelter in another location. Policy will be posted in the library, on the web and via press release.

VIII. Committee Reports

- a) Acorn Foundation – N. Hollyer reported that the library fund now totals \$32,221
- b) Fundraising/Recognition – D. Palmer reported the plaque to recognize the Friends Auditorium is complete and waiting to be installed for the Dedication event tomorrow evening.
- c) Friends – J. Koelsch reported news from the Friends including membership numbers and Shop sales. She encouraged board members to volunteer for the book sale this weekend and the Dedication of the Friends Auditorium tomorrow recognizing the \$20,000 contributed by the Friends toward the renovation costs.

IX. Action Items

- a) Parking Validation Question from the City Commission

– Greg Rassel, Director of Recreation and Public Services

Mr. Rassel presented the request for a position of the Library Board on the question of Library validation of city parking fees for users of the Farmers Market lot. The question of what is meant by *validation* was discussed; the perception that users of metered spaces would be disenfranchised ; the difficulty of parsing users of library services from parkers who show themselves at the Library for purposes of getting free parking; the Library observation that most patrons appear to be using metered parking,

In response to questions about parking availability for employees, Mr. Rassel assured the board that Part Time employees as well as Full Time employees would be allowed free parking in the Farmers Market lot.

A MOTION by K. Rosen that the Library Board send its position to the City Commission that it is not interested in participating in a parking validation system was Seconded by C. Ahn. The Motion was PASSED Unanimously.

- b) Filtering for Adult Computers

Noting that the Library Board Internet Access Policy was adopted in year 2000 and has been reviewed annually since year 2004 and after thorough discussion in which all members participated, and which centered on the responsibilities of adults in the library, the technicalities of internet filtering products, Library procedures and the MI Library Privacy Act,

A MOTION by K. Rosen and Seconded by A. Schell to forward the 2/26/2008 drafted letter to the City Commission in its present form and with the inserted words “The Library Board revisits all Library Policies annually as a matter of routine Board business. The Internet Access policy is scheduled for its annual review at the October 2008 meeting of the Library Board.” was PASSED Unanimously.

c) Capital Purchases

A MOTION by J. Koelsch that the Library purchase café tables and chairs and single faced shelving was Seconded by N. Hollyer. Motion PASSED Unanimously.

d) Public Relations Policy

The Library Director introduced the need for the proposed Public Relations Policy, notably the requirement for Library Director permission for any kind of photography in the library and further the requirement for permission to photograph individuals using the library facility. Trustees asked the Director to bring the policy to the March meeting but advised the Director to follow attorney advice regarding said permission requirements and to follow-up with media disregarding the Director on these matters.

e) Director Professional Activities

A MOTION by C. Ahn and Seconded by R. Halstead that the Library Board support the Director's endeavor to serve on the Michigan Library Association Board of Directors was PASSED Unanimously.

f) Policies

A MOTION by K. Rosen that the Library Board direct the Library Director to advise any department within the City that the library is not scheduling use of study rooms in advance was Seconded by A. Schell. Motion PASSED Unanimously.

A MOTION by K. Rosen to reaffirm Policy 3.20 was Seconded by A. Schell. Motion PASSED Unanimously.

Policies 3.10, 3.21, 3.30 and 3.40 will be taken up at the Regular March Library Board Meeting.

X. Discussion

There were no Discussion Items on the agenda this evening.

Adjournment

Upon a MOTION by A. Schell, Seconded by K. Rosen, the meeting adjourned at 9:20 PM

Nancy Hollyer, Secretary