

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

Trustees present: President Dave Palmer; Trustees Ronald Halstead, Frank Houston, Joan Koelsch and Amy Schell.

Trustees Absent with Notice: Christopher Ahn, Vice President; Nancy Hollyer, Secretary; Kenneth Rosen and Lauren Wolfe.

Also present: Director Metta T. Lansdale, Jr.

Guests Present: Lori Boden.

I. Call to Order

President David Palmer called the meeting to order at 7:05 p.m.

II. Announcements/Communications

President David Palmer announced that the AFSME contract has been approved by all parties but that issues specific to Library employees had been set aside for separate negotiations.

Trustees are reminded not to discuss with trustees, individually or in board meetings, items that might be included in those negotiations.

III. Public Comment

There was none.

IV. Agenda Approval

By consensus, the agenda was approved as distributed.

V. Minutes Approval

It was MOVED by F. Houston, Seconded by A. Schell, to approve the minutes of the July 22nd Special Meeting and the July 22nd Regular Meeting with the following changes to the Regular Meeting Minutes:

- Indicate discussion in Director's report to reflect: Director informed the Trustees that Sen. Pappageorge asked to reserve a study room for the purpose of holding local office hours monthly in the Library. Trustees instructed the Director to apply the existing policy wherein no one is allowed to schedule study rooms in advance.
- Revise the first sentence of "Appeal Review Committee" to read: President Palmer appointed this new committee.

The Motion PASSED.

VI. Financial Statements

Trustees examined financial reports for June and July 2008 at the table. The Director was asked to inquire about the Capital Outlay Encumbrance indicated in the July Report.

VII. Director Report

The director supplemented the printed report by reviewing with the trustees the following:

- There is a need to re-open the 11-Mile entrance; residents continue to complain.
- Activity is strong; the Summer Reading Program was highly successful.
- The Library will be making a special effort to promote business information resources to local entrepreneurs, especially via the Chamber of Commerce.

Committee Reports

- a) Appeal Review Committee: the committee met three times and minutes are in the packet.
- b) Strategic Planning – four focus groups met in July; a 2nd meeting of the Steering Committee is scheduled in September. The Library is preparing a patron satisfaction survey and will be contacting “leading practice” libraries for consultation on best practices.
- c) Internet Access Committee – will meet beginning in September to review policy changes.
- d) Acorn Foundation – the committee does not meet in the summer; summary is in the packet.
- e) Fundraising/Recognition – has not met
- f) Friends – J. Koelsch reported the Friends board is planning its annual meeting in September. The Library will hold volunteer recognition that evening with special recognition to Joyce Maierle, a long time volunteer. The Friends Board adjusted its fiscal year to capture all expenses related to the Summer Reading Program, which ends in August, in one fiscal year.

VIII. Action Items – Policy Review

Circulation Policies 5.10, 5.101 and 5.11: It was MOVED by J. Koelsch and Seconded by A. Schell to adopt the Circulation Policies, revised as outlined on the Resolution, including raising the .10/day overdue fine to .15/day. The motion PASSED Unanimously.

IX. Discussion Items

Custom Display Unit for Library Entry

The Director proposed a kiosk to be custom designed and constructed that would replace the sometimes up to 5 or 6 easels in the front entrance to the Library that announce upcoming programs. Although the easel-mounted posters are compelling and effective, they present a barrier to residents entering the library and occasionally block the display units. The project could cost a little less than \$4,000. There was consensus that the kiosk display idea was favorable with investigation of sources and competitive quotes.

Appoint Director Goals and Evaluation Committee

President Palmer appointed A. Schell as chair with membership to include K. Rosen, L. Wolfe and F. Houston (backup). The Director was asked to prepare a statement of goals for the coming year to present at the September Board Meeting.

Policy Review

3.30 Code of Conduct revised to add Appeals Process

The Board reviewed the first draft of this revision and recommendations from the library attorney. The Committee will meet again to discuss attorney comments and return in September with a 2nd revision for possible action.

4.10 Materials Selection, 4.13 Art Acquisition and 4.20 Binding and Replacement

These policies were discussed briefly. Although the Director had no recommendations for revision at this time, she asked about the need for the Binding/Replacement policy, suggesting it appears an operational issue not requiring policy support beyond the Materials Selection Policy.

X. Adjournment

There being no further action and upon a MOTION by A. Schell and Seconded by J. Koelsch which PASSED, the meeting adjourned at 9:00 PM.

Nancy Hollyer, Secretary