

Regular Monthly Meeting  
Royal Oak Public Library Board of Trustees  
Minutes of October 28, 2008

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

Trustee Absent with Notice: Frank Houston and Lauren Wolfe, Trustees.

Also present: Director Metta T. Lansdale, Jr.

Guests Present: Lori Boden.

**I. Call to Order**

President David Palmer called the meeting to order at 7:01 p.m.

It was MOVED by K. Rosen and Seconded by J. Koelsch to move into Closed Session for purposes of approving the minutes of the September Closed Session. A roll call vote was taken:

R. Halstead	Yea	J. Koelsch	Yea
K. Rosen	Yea	N. Hollyer	Yea
D. Palmer	Yea	A. Schell	Yea

The Motion CARRIED and the Royal Oak Public Library Board of Trustees moved into Closed Session where the minutes were approved.

**II. Announcements/Communications**

Upon return to Open Session Chris Ahn arrived.

President David Palmer called for announcements during which there were personal congratulations to trustees who are successfully managing job transitions.

**III. Public Comment**

There was none.

**IV. Agenda Approval**

The Agenda was approved with the addition of action on the Goals and Strategies recommended by the Strategic Planning Steering Committee, to be placed at the end of the Committee Reports.

**V. Minutes Approval**

It was MOVED by K. Rosen and Seconded by C. Ahn to approve the minutes of the September 23, 2008 Regular Meeting. With corrections to the spelling of N. Hollyer's name, editing in the Director Report and definition of SASUG as Shared Automation System Users Group, the Motion PASSED Unanimously.

**VI. Financial Statements**

The Library financial statements for the month of September were not made available by the Department of Finance to the Trustees for review. Trustees will consult with the Mayor and/or the City Commission about this concern. The Director was asked to mail the report to the trustees when it is received and to bring it to the November meeting.

**VII. Director Report**

The Director supplemented the printed report by reporting on highlights of professional meetings:

- Health Literacy is the coming concern for the health professions and health librarians. The Library is addressing this locally with special programs and workshops for the general public in collaboration with Beaumont Hospital.
- Tax Captures are a concern for libraries throughout the state. These are devices used to fund many admirable economic development efforts, such as DDAs, one of the earliest. The problem is that

they siphon to other projects library support revenue designated by taxpayers and voters exclusively for libraries. Libraries are advised to advocate for and use “opt-out” provisions that allow opportunities for negotiated agreements or complete opt-outs, according to the best interests of public libraries. The Director will keep the Board informed as the year progresses and more advice and information becomes available.

### **Committee Reports**

- a) Budget Committee – No Report
- b) Director Goals and Evaluation: A. Schell plans to convene the committee in the coming month. The Director has provided a self-evaluation for the committee to review.
- c) Internet Access Committee – is reviewing a complete revision of the Internet Policy and will be able to present it to the Board by the time of the January regular meeting for possible action in February.
- d) Acorn Foundation – the committee is meeting; N. Hollyer will consult with the committee on additional expense and revenue details for the foundation report. As Trustee Hollyer will be going off the Board at the end of 2008, the Board President is looking for a new Library representative to this committee.
- e) Fundraising/Recognition – No Report. President Palmer is reorganizing this committee. The Committee is organizing an event for December 9<sup>th</sup> from 6:30 to 9:00 to recognize major donors. Trustees discussed fundraising ideas including match challenges for the event.
- f) Friends – J. Koelsch reported the successful used book sale and suggestions for use of the contribution in memory of John Tierney.
- g) Strategic Planning – K. Rosen brought the trustees up to date on Strategic Planning activities and introduced the request for action on the Goals and Strategies as recommended by the Steering Committee.

### **VIII. Action Items**

#### Strategic Planning / Goals and Strategies

Goals and Strategies recommended by the Strategic Planning Steering Committee (attached to these minutes) were presented by a MOTION from K. Rosen. After discussion the Motion PASSED unanimously. President Palmer thanked the Steering Committee for its hard work on this effort.

#### Board Meeting Schedule

It was MOVED by K. Rosen and Seconded by A. Schell to strike the November 24 2009 meeting date and replace it with a meeting on December 8, 2009. The Motion PASSED unanimously with an abstention by N. Hollyer.

It was MOVED by J. Koelsch, Seconded by A. Schell to approve the 2009 Meeting Schedule as revised. The Motion PASSED unanimously.

#### 2009 Library Hours and Holidays

It was MOVED by C. Ahn and Seconded by J. Koelsch to approve the 2009 Library Hours and Holidays as distributed. The Motion PASSED unanimously with an abstention by N. Hollyer.

#### Routine Policy Review

It was MOVED by N. Hollyer and Seconded by K. Rosen to reaffirm Policy 1.10 Mission without change. The Motion PASSED unanimously.

It was MOVED by J. Koelsch and Seconded by K. Rosen to reaffirm Policy 1.30 Board Ethics without change. The Motion PASSED unanimously.

It was MOVED by J. Koelsch and Seconded by A. Schell to reaffirm Policy 1.40 Board Meetings without change. The Motion PASSED unanimously.

#### Art Advisory Committee

In compliance with Policy 4.13 Art Acquisition, President Palmer appointed an Art Advisory Committee to include:

- J. Koelsch, Chair and Trustee
- N. Hollyer, Trustee and Community member
- A. Schell, Trustee and Royal Oak Arts Council Representative
- A. Barbour, Friends Representative

### **IX. Discussion Items**

#### Policy 3.10 Meeting Rooms

Further discussion of the Meeting Rooms policy and its effect on use by locally elected officials addressed the following: the City provides meeting room space at the Senior Center that may be scheduled in advance; if access is provided for elected officials, others may feel disenfranchised; when the policy change to disallow scheduling of study rooms was made in 2007 users affected by the change were sent letters notifying them of the change and advising them of other City options; the auditorium may be scheduled up to three months in advance for a fee; the scheduling function and associated demands for set-up and equipment had become a significant stress on Library staff time; study room use has more than doubled since the change in policy. No action was introduced to change the policy. Arrangements were made for a Trustee to speak with the Mayor and thereby convey the reasons for the Board position and this policy.

#### Historical Artifacts

The Royal Oak Historical Society has asked that the Library donate from its collection the civil war artifacts and the painting of Abraham Lincoln. It was MOVED by K. Rosen and Seconded by J. Koelsch to authorize the Director to pursue loaning appropriate library materials to the Royal Oak Historical Society, subject to a written loan agreement. The Motion PASSED unanimously.

### **X. Adjournment**

There being no further action and upon a MOTION by K. Rosen, Seconded by N. Hollyer, which PASSED, the meeting adjourned at 9:25 PM.

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Nancy Hollyer, Secretary

# **Royal Oak Public Library Strategic Plan 2009 – 2014**

## **Mission**

*The mission of the Royal Oak Public Library is to be an informational, intellectual, cultural, and recreational resource for all people; to inspire the spirit, educate the mind, and be a center of community pride.*

## **Goal 1: Build Community**

- a) *Establish the Library as a community gathering space, both physically and virtually.*
- b) *Increase convenience and access to library resources.*
- c) *Strengthen the city-library relationship.*
- d) *Partner with writers, performers and visual artists to keep Royal Oak cool and culturally vibrant.*

## **Goal 2: Support Life Long Learning**

- a) *Improve the collection.*
- b) *Expand collaborative partnerships with area schools and institutions of higher education.*
- c) *Engage teens with a larger space, more materials and enhanced service opportunities.*
- d) *Engage seniors and people living alone.*

## **Goal 3: Ensure Excellent Financial Stewardship and a Viable Infrastructure**

- a) *Investigate the opportunities and issues of district library status.*
- b) *Market the library as a community resource*
- c) *Implement a staffing model that allows for seamless self service and accessible, professional support for patrons.*
- d) *Improve processes and technology to manage inventory and increase transactions.*
- e) *Generate resources needed to support priority goals and strategies.*

*Strategies listed first are priorities as identified by the Steering Committee.  
Strategies in italics are recommended for the second phase of implementation.*