

Regular Monthly Meeting  
Royal Oak Public Library Board of Trustees  
Minutes of November 25, 2008

Trustees present: President Dave Palmer; Christopher Ahn, Vice President; Nancy Hollyer, Secretary; Trustees Ronald Halstead, Frank Houston, Kenneth Rosen and Amy Schell and Lauren Wolfe, Trustees.

Trustee Absent with Notice: Joan Koelsch, Trustee.

Also present: Director Metta T. Lansdale, Jr.

Guests Present: No Guests were present.

**I. Call to Order**

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

**II. Announcements/Communications**

President David Palmer called for announcements during which there were congratulations and thanks to Nancy Hollyer whose service as a Library Trustee expires in December.

**III. Public Comment**

There was none.

**IV. Agenda Approval**

The Agenda was approved with the addition of discussion on the impact of tax capture legislation on Library revenues.

**V. Minutes Approval**

It was MOVED by K. Rosen and Seconded by A. Schell to approve the minutes of the October 28, 2008 Regular Meeting. With a correction at Committee Reports revising the second sentence to “President Palmer is reorganizing this committee” the Motion PASSED. F. Houston abstained from the vote as he was not present at that meeting.

**VI. Financial Statements**

President Palmer shared with Trustees correspondence he initiated with the Mayor about the lateness of Library Financial Reports, in that financial reports have not been available for presentation at the Library Board meetings for the previous month. Library financial statements for the month of September were in the packet and reviewed the following with the Director:

- A significant level of uncollected revenue is noted. The director was asked to inquire of the City Assessor about the prospects for collecting this revenue.
- Operating supplies expenses is running ahead of a month-by-month budget. The Director explained she was aware of the problem and had put in place changes to bring expenses back into line before the end of the fiscal year.
- Health Information Portal Fund Balance requires explanation which the Director will seek.

**VII. Director Report**

The Director supplemented the printed report by updating the Trustees:

- Attention to the interest in foreign language resources has generated a look at the online catalog; the library now provides a search box alerting the public that one can search for materials in a specific language other than English.
- Preschool Information Night, now approaching its 10<sup>th</sup> year as a service of the Royal Oak Public Library, is scheduled for January 26<sup>th</sup>. The directory of preschool providers that is issued in conjunction with the event will have an enhanced design for better accessibility. The Library has sold advertising space in order to pay additional design costs.
- Shelf shifting in the non-fiction section is complete and space is available to house and display kits for book groups, a service that might see better utilization as a result.

### **Committee Reports**

- a) Budget Committee – no report.
- b) Strategic Planning – no report.
- c) Internet Access Committee – the revised policy is on the agenda; K. Rosen will report to the Commission in the new year.
- d) Acorn Foundation –As Trustee Hollyer is going off the Board at the end of 2008, C. Ahn has been nominated to represent the Library at Acorn Foundation meetings.
- e) Fundraising/Recognition – The Committee has organized an event for December 9<sup>th</sup> from 6:30 to 9:00 to recognize major donors. President Palmer asked Trustees to mark their calendars.
- f) Friends – M. Lansdale reported the Shop activity is very good; the shop has agreed to sell the 2009 calendar published by the Historical Society.
- g) Director Goals and Evaluation: A. Schell reported that the committee has met and settled on use of a 360° evaluation process in order to solicit feedback by employees as well as trustees on director performance.

### **VIII. Action Items**

#### Approve Director Goals

A. Schell distributed Drafts of proposed forms and reported that although the process was delayed this year, the committee expects to recommend action on a director merit increase and director goals at the January meeting.

#### Nomination of Board Offices

President Palmer solicited the following slate of Officers to be placed in nomination for the 2009 year:

President	D. Palmer
Vice President	C. Ahn
Secretary	F. Houston

Action to elect 2009 Board Officers will take place at the beginning of the January Regular Meeting.

## **IX. Discussion Items**

### Strategic Plan Implementation

K. Rosen updated the Trustees on the implementation phase of the planning process. Whereas most of the implementation action plans are being prepared by staff, K. Rosen asked J. Koelsch and F. Houston to join him in development of action plans for priorities that are board-centric.

### Internet Policy Revision

As Chair of the Internet Access Committee, K. Rosen reviewed with the trustees the Internet Policy presented by the Committee and which was significantly revised. The committee will ask for action on this new policy at the January Regular meeting of the Library Board.

### Tax Capture Policy on Response

M. Lansdale asked the trustees to review and comment on the potential for exercising any option for the Library to withdraw from participation in local tax capture opportunities as a matter of policy in the best interest of the Library.

## **X. Adjournment**

There being no further action and upon a MOTION by K. Rosen, Seconded by N. Hollyer, which PASSED, the meeting adjourned at 9:05 PM.

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Nancy Hollyer, Secretary