

Regular Monthly Meeting  
Royal Oak Public Library Board of Trustees  
Minutes of February 24, 2009

Trustees present: President Dave Palmer; Frank Houston, Secretary; Trustees Ronald Halstead, Joan Koelsch, Trustee, Kenneth Rosen and Amy Schell and Lauren Wolfe, Trustees. Also present: Director Metta T. Lansdale, Jr.

Absent with Notice: Christopher Ahn, Vice President; Mitzi Hoffman, Trustee.

Guests Present: Lori Boden, Jean Sarnacki, and two others representing the Woman's Club

**I. Call to Order**

President David Palmer called the meeting to order at 7:05 p.m. A quorum was present.

**II. Announcements/Communications**

Director Lansdale alerted the board of a resident's interest in possibly donating a quilt she had made in the 1930's and wondered if the Art Committee would like to evaluate the gift and consider acceptance. Joan Koelsch will convene the Art Committee.

**III. Public Comment**

Jean Sarnacki and Barbara Burris spoke on behalf of the Woman's Club for use of the Friends Auditorium to show a movie for the public without being charged.

**IV. Agenda Approval**

Upon a MOTION by K. Rosen and Seconded by F. Houston, the agenda was approved with the following changes:

The addition of Budget Committee and Director Goals and Evaluation Committee in the Committee reports section

Move Director Goals and Evaluation Committee to the end of the agenda

Move Meeting Room Policy to the beginning of the Discussion segment of the agenda

Motion PASSED by all present.

**V. Minutes Approval**

It was MOVED by F. Houston and Seconded by K. Rosen to approve the Minutes of the January 27, 2009 Regular Meeting with changes in the Annual Meeting section to show that officers were "elected" and not "appointed". Motion PASSED by all present.

**VI. Financial Statements**

F. Houston consulted with Interim City Manager and Finance Director Don Johnson and reported the Library Board is not likely to receive finance reports any sooner as desired. The Library is scheduled to have an installation of the GEMS system for direct access to online reports. For future packets, the Library will add download unreconciled "snapshot" finance reports from GEMS for more updated (if not perfect) information in addition to the routine, dated, reconciled report.

The December Library financial statement was examined. Trustees asked the Library Director to begin looking at utilities expenses to see if there is a pattern of increase in either utilization or rates. Trustees asked for an additional report to explain why Cleaning contract expenses and encumbrance exceed the budget for that line.

## **VII. Director Report**

The Director reviewed agenda items that would significantly impact Library operations and future policy discussions including a fine threshold for use of public computer networks that would impact the circulation policy, changes in the Meeting Room policy and development of a comprehensive Library Fee Schedule that would stand independent of other policies. J. Koelsch complimented the ROPL adult services department and Rosemary Mirsky in particular for fullness of programming around the MetroNet Libraries *Everyone Reads* Diane Rehm feature. R. Halstead inquired about the library ability to fill positions when openings occur. Director responded that the Library is able to fill part time positions but that decisions on filling full time positions would need to be taken up the line in city hall administration.

## **VIII. Committee Reports**

- a) Acorn Foundation – C. Ahn has asked for a volunteer to attend in his place when he is unable to attend Acorn Foundation meetings.
- b) Fundraising/Recognition – K. Rosen will organize a meeting to begin action on strategic direction.
- c) Art Committee – J. Koelsch reported that the artist will begin work soon on the mural. Lansdale reported the artist is scheduled to begin work on Monday March 2<sup>nd</sup>.
- d) Friends – J. Koelsch reported the Friends are continuing to see steady and increasing revenue in the Shop and that they have added Wednesday hours to the schedule.
- e) Budget Committee – No Report
- f) Director Goals and Evaluation Committee – No Report other than item later in the agenda

## **IX. Strategic Planning Progress**

- a) K. Rosen will assist with “dashboard” progress reporting
- b) K. Rosen will convene trustees to address trustee-oriented action plans

## **X. Action Items**

### Fine Threshold for use of Library Computer Networks

It was MOVED by J. Koelsch and Seconded by L. Wolfe that access to the Library Computer Labs or Wireless network by patrons owing fines and fees is suspended until their fines and fees are brought below the \$10.00 threshold. PASSED by all present.

## **XI. Discussion Items**

### Meeting Room Policy

It was MOVED by R. Halstead and Seconded by A. Schell to grant the Woman’s Club permission to use audiovisual equipment requested for April 16, 2009 with staff assistance at no additional charge, without setting precedence for library policy. PASSED by all present.

To address managing demands on use of the Friends Auditorium, L. Wolfe, J. Koelsch and R. Halstead were asked to serve as a Meeting Room Committee; L. Wolfe will chair the committee.

### Use of Court to assist with fee collections

Director explained preliminary discussions with city attorney and will follow up.

Finance Policy Group

Policy 2.10 is removed from action on the March agenda, will be rewritten and presented at a later time in a new form.

Fee Schedule

A new, comprehensive fee schedule will be presented to the board for approval at the March meeting. It will bring together all fees including overdue fine rates, non-resident card and other fees in place or forthcoming.

Postings Policy and Exhibits Policy

The Director had no recommendations for changes to these policies and the Board moved on.

Charter Review

Trustee M. Hoffman had recommended this to the agenda and was not able to attend the meeting. This is moved to discussion at the March meeting.

Director Goals and Evaluation

Upon request of the Director it was MOVED by F. Houston and Seconded by A. Schell that the Board move into Closed Session for purposes of personnel evaluation.

Roll Call Vote:

K. Rosen	AYE	F. Houston	AYE
J. Koelsch	AYE	D. Palmer	AYE
L. Wolfe	AYE	R. Halstead	AYE
A. Schell	AYE		

Motion PASSED by all present.

Upon a Motion to return to Open Session by K. Rosen which was Seconded by F. Houston a

Roll Call Vote was taken:

K. Rosen	AYE	F. Houston	AYE
J. Koelsch	AYE	D. Palmer	AYE
L. Wolfe	AYE	R. Halstead	AYE
A. Schell	AYE		

Motion PASSED by all present.

The Committee on Director Goals and Evaluation MOVED that the Library Director be given a 2% merit increase effective from August 1, 2008 and hereafter reevaluated annually on that date for each subsequent anniversary.

Motion PASSED by all present.

**XII. Adjournment**

There being no further action and upon a MOTION by A. Schell, Seconded by F. Houston, which PASSED, the meeting adjourned at 10:00 PM.

F. Houston, Secretary