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

Trustees present: David S. Palmer, President; Christopher Ahn, Vice President; Trustees Ronald Halstead, Mitzi Hoffman, Joan Koelsch and Lauren Wolfe, Trustees. Also present: Director Metta T. Lansdale, Jr.

Absent with Notice: Frank Houston, Secretary; Kenneth Rosen, Trustee.
Guests Present: Lori Boden, Mary Karshner

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

I. Announcements/Communications

Committee Assignment
President Palmer appointed Trustee Mitzi Hoffman as a member of the Director Goals and Evaluation Committee.

Other Announcements
M. Lansdale announced that the 2009 ROPL block grant requests for support of foreign language materials and/or adult low literacy materials were denied.

M. Lansdale announced she had been informed that Jean Sarnacki was selected by the Mayor to be appointed to the Library Board, subject to approval by the City Commission.

II. Public Comment

There was no public comment.

III. Agenda Approval

The agenda was approved with the addition of appointment to the Acorn Foundation Committee and correction of the Budget Committee membership.

IV. Minutes Approval

It was MOVED by L. Wolfe and Seconded by C. Ahn to approve the Minutes of the February 24, 2009 Regular Meeting with the addition of R. Halstead to the roll call votes, voting AYE. Motion PASSED by all present.

V. Financial Statements

The Director answered Trustee questions and discussions centered on Supplies, Cleaning Service and Utilities lines.

VI. Director Report

The Director supplemented the printed report

Long overdue accounts
The Director provided an update on idea of seeking court and police assistance with borrowers who have great numbers of library materials very long overdue.

It was MOVED by L. Wolfe and Seconded by J. Koelsch that, for people who owe more than $200.00 in fees, the Library should investigate issuing warrants for collection of the fees for materials not returned or return of the materials. The vote was split – three in favor and three opposed. The Library will continue investigating options.

Full Time Library Positions
R. Halstead inquired about the library ability to fill full time positions. Director responded that there are no openings currently and that, should openings occur, decisions would be made on a case by case basis.

Mural Reception
The Director reminded Trustees that a reception is planned to celebrate the mural completion on April 17th. Local officials will be personally invited.

VII. Committee Reports

a) Acorn Foundation – It was MOVED by L. Wolfe and Seconded by J. Koelsch to adopt the following resolution:

> Be it resolved that the Royal Oak Public Library Board nominates Christopher Ahn as its representative on the Acorn Committee, serving out retiring committee member Nancy Hollyer's term expiring 12/31/10.

The Motion was PASSED by all present, C. Ahn abstaining from the vote.

b) Fundraising/Recognition – has not met

c) Art Committee – J. Koelsch reported that the muralist began work on Monday March 2nd. The Art Committee evaluated the quilt proposed as a donation and is investigating the possibility of Michigan State University interest in taking and caring for the quilt.

d) Friends – J. Koelsch reported the Friends are continuing to see steady and increasing revenue in the Shop with more than $870 collected in March as of its meeting last week. The Friends are beginning a membership campaign and are designing a tri-fold flyer. The used book sale, a library event, is looking for volunteer leaders.

e) Budget Committee – has not yet met. C. Ahn reviewed the plan for board evaluation of the budget for FY 2010.

f) Director Goals and Evaluation Committee – No Report other than item later in the agenda

g) Public Relations Committee – has not met

h) Meeting Room Committee – has not met but distributed findings of survey of meeting room charges in area libraries.

VIII. Strategic Planning Progress

M. Lansdale reviewed printed report on library progress. Mitzi Hoffman agreed to report on Board activities to the City Commisssion.

IX. Action Items

Policy 5.50 Library Schedule of Fees
It was MOVED by J. Koelsch and Seconded by L. Wolfe to approve this new policy as distributed. Motion PASSED by all present.
Policy 2.20 Disposition of Furniture and Equipment
It was MOVED by J. Koelsch and Seconded by L. Wolfe to reaffirm this policy as distributed. Motion PASSED by all present.
Policy 3.20 Postings Policy

It was MOVED by L. Wolfe and Seconded by J. Koelsch to reaffirm this policy as distributed. Motion PASSED by all present.

Policy 3.21 Exhibits
It was MOVED by L. Wolfe and Seconded by M. Hoffman to reaffirm this policy as distributed. Motion PASSED by all present.

X. Discussion Items

The Director reviewed recommended new policies and proposed policy changes

Policy 5.10 Circulation Policy – changes included editorial and policy updates
Policy 5.13 Interlibrary Loan Policy - New policy extracted from 5.10
Implement fee for visitor/non-resident computer lab passes – Director was asked to present policy at $2.00 per card level.
Loaned laptops for use inside facility - Director was asked for strong policies to assure return of laptops

Charter Review – opportunity for Charter review was noted.

Director Goals and Evaluation
Upon request of the Director the President called for a vote to move the Board into Closed Session for purposes of personnel evaluation and to discuss written attorney opinion.
Roll Call Vote:
The President called for a vote to return the Board to Open Session:
Roll Call Vote:

J. Koelsch	AYE	R. Halstead	AYE
L. Wolfe	AYE	M. Hoffman	AYE
C. Ahn	AYE	D. Palmer	AYE

The President called for a vote to return the Board to Open Session:
Roll Call Vote:

J. Koelsch	AYE	R. Halstead	AYE
L. Wolfe	AYE	M. Hoffman	AYE
C. Ahn	AYE	D. Palmer	AYE

XI. Adjournment

There being no further action and upon a MOTION by L. Wolfe, Seconded by J. Koelsch, which PASSED, the meeting was adjourned.

On _____ the Minutes were approved by board action

_____

F. Houston, Secretary