

Regular Monthly Meeting
Royal Oak Public Library Board of Trustees
Minutes of February 22, 2005

Trustees present: Dickinson, Burden, Halstead, Hollyer, Palmer, and Wallace.

Trustees absent: Schell. Also present: Director Carol Windorf, City Manager Tom Hoover and members of the public.

1. President Dickinson called meeting to order at 7:00 p.m.
2. Trustees discussed with City Manager Tom Hoover the recent recommendation regarding the library budget, staffing and the bond for construction, and the Library Board's intent to obtain public input prior to making recommendations to the City Commission in the future. They also clarified library governance structure per the Charter and Library Ordinance. Mr. Hoover offered to be helpful wherever he can.
3. Announcements/Communications – Mayor Ellison reappointed Wallace until December 2007, and announced that he intends to appoint Joan Koelsch and Arthur Makarewicz at the March 7, 2005 meeting of the City Commission. Dickinson read a letter to the executors of Helen Williams' estate which she will send on behalf of the Board.
4. Public Comment – Barbara Burris was concerned about unnecessary upgrades to the building at the expense of the operating budget and the book collection. Don Kirby asked how many librarians are on the staff (eight, not including the library director. One of the eight is part-time and there is one full-time librarian position vacant.)
5. Agenda was accepted with the addition of 10.f. Budget Committee.
6. Minutes of January 25, 2005 were corrected in two places: 1) Minutes of special meeting on January 19, 2005 were accepted: delete "as written" and insert *with three corrections: Palmer (not Wallace) made the motion to call the question on the resolution; motion to amend section 2, change "be" to by; and motion to eliminate the original section 3 failed unanimously.* 2) The heading on item 8(e) should be moved to the end of the paragraph ('Auction could raise ...'), and should then be followed by: "*A written report was distributed.*"
7. Financial Reports
 - a. Revenues report for January 2005 was accepted.
 - b. Financial statement for January 2005 -- Trustees requested that the Director determine the purpose of the miscellaneous expenditure (account 271.790.96800) in the amount of \$1792.60. They asked about the rate of spending, which appears to be excessive. Director responded that encumbrances, timing of quarterly payments, and annual lump sum payments made early in the fiscal year can make it appear that we are spending too quickly.
 - c. Trusts report – Trustees agreed that this item is no longer needed on the agenda.
7. Library Director's Report – Director reported that more than \$5000 has been collected from the sealed bid auction and deposited into Miscellaneous Revenues (account 271.000.67100). We expect another \$1500 in the next week. There was clarification about the rental feature films "with lasting value" that will be moved into the collection of VHS videos that circulate without charge. Trustees asked about problems with vagrants, which seem to be under control this winter.
8. Committee Reports
 - a. Library Oversight Committee – Committee has not met since January 19, 2005.
 - b. Recognition Policy – Nothing new to report.
 - c. Acorn Foundation – Hollyer will check into an Acorn Foundation financial report.
 - d. Friends Report – Net worth is over \$33,000. Book sale grossed \$7542. Membership is at 360 after a purge of unpaid names. Next book sale will be April 21, 22 and 23, 2005.

e. Fundraising Committee – Committee will bring a plan to the Board for approval in March, and will need a lot of help to execute the plan.

f. Budget Committee – Committee chair Wallace asked Director to ask the Finance Director for the schedule and when he will have ready his estimates of revenues and expenditures for the library's 2005-2006 budget.

9. Unfinished Business

- a. Library Ordinance – Director will contact City Attorney about Board's June 2004 request, and will inform him of the error in the codified library ordinance (replace "ouch" with "such" in section 420-5, second to the last sentence.)
- b. Temporary Library Facility – Materials were distributed to add to the report that was mailed on February 19th, including Pros and Cons, Expenses to Consider, and Possible Revenue Sources. Trustees asked questions about Osler's projections, space needs, collections, hours, staffing, and schedules.

MOTION by Wallace, supported by Palmer, to direct the library director to work with the City Attorney's office in drafting appropriate agreements for the space at Emerson School and at East Hudson and bring them back to the Library Board for approval. Carried with one NO vote (Halstead)
Hollyer suggested asking the schools if they have library shelving to loan the public library.

10. New Business

- a. Property and liability insurance

MOTION by Wallace, supported by Halstead, to direct the library director to insure that we will have adequate property and liability insurance during moving/storage and while we are occupying temporary space(s).

11. Meeting adjourned at 8:49 p.m.