

Regular Monthly Meeting
Royal Oak Public Library Board of Trustees
Minutes of April 26, 2005

Trustees present: Dickinson, Halstead, Hollyer, Koelsch, Makarewicz, Palmer, Schell and Wallace.
Trustees absent: Burden. Also present: Director Carol Windorf and members of the public.

1. President Dickinson called meeting to order at 7:02 p.m.

2. Announcements.

Hollyer announced a Starr School fundraiser. Windorf asked if trustees would attend the PLTA-OC dinner at Meadowbrook on May 17th or the TLN Trustee Workshop on Saturday May 21st. She also announced receipt of a gift (a DVD player) from the Model UN group in thanks for affording them study space each spring.

3. Public Comment.

Lori Boden of Ferndale shared a letter from part-time employees concerning possible lay offs. Pat Franz, 1501 Owana, expressed concerns as a taxpayer about the library closing for three months without any service for the public.

4. Agenda was approved with the addition of 9.a. Surplus equipment.

5. Minutes of the regular meeting of March 22 and special meetings of April 11 and April 14 were accepted as written.

MOTION by Wallace, supported by Hollyer, to amend the minutes of the joint meeting with the city commission on March 28, 2005 by adding:

“Joint Meeting with Royal Oak City Commission” in the header;

“Royal Oak City Commission,” as present in the attendance record;

and inserting the following text preceding the call to order: “Joint meeting was called to order by Mayor Ellison at 6:00 p.m. Discussion of the library reconstruction occurred. The Commission portion of the meeting adjourned at 7:06 p.m. After a brief recess, the Library Board portion of the ...”

Motion carried with one no vote (Halstead.)

6. Financial Reports

a. Revenues report for March 2005 was accepted.

b. Financial statement for March 2005 was accepted.

7. Library Director’s Report – Windorf distributed the report of circulation to neighboring libraries’ card holders. She explained that staff is proposing a change to the monthly statistical report, coordinating circulation with inventory that will give us the ability to look at turnover of materials. Wallace commented that it would be useful to see a breakout of large print, but not paperbacks. Director updated trustees on the plans for renovations with the anticipated construction start date of June 15, 2005. Staff may be located to Kimball High School during the weeks when we must be out of the building for demolition, HVAC and electrical work on both floors. We are preparing to take regular tasks and many special projects to KHS, plus planning to catch up on the backlog of government documents processing. We have talked with the director at the Mahany-Meininger Senior Community Center about operating a small summer program for children, to include RIF. If possible, we might also operate a small check-out station there as well. When we have more information about these options plus answers from the city attorney about using library employees at other cities’ libraries, we will be able to make decisions about employment of part-time personnel. Trustees suggested locating one of our book drops near city hall or somewhere else for people to return materials when we are closed at 222 E. Eleven Mile Road. One trustee suggested increasing the limits on how many items a patron may have; the only restriction is on the number of items on the same topic. There is some concern about checking out items for a very long period of time (more than two months) because it is easy for patrons to lose them, especially large numbers of children’s books.

8. Committee Reports

a. Library Oversight Committee -- No report

b. Recognition Policy – Palmer mentioned using stair risers as a location to add donors' names in recognition of gifts. Windorf noted that stairs will be carpeted, so that may not work. Dickinson added Burden to the committee.

c. Acorn Foundation – Hollyer reported that the Animal Shelter has been added to the Foundation.

d. Friends Report – April Book Sale grossed \$5700.67. Ebay sale of 3 posters netted \$468.50.

e. Fundraising Committee – No report. Memorial Society is beginning a campaign to raise money to move the war memorials. Dickinson added Makarewicz to the committee.

f. Budget Committee – Chair Wallace distributed revised budget and noted that the 2005-2006 budget includes full funding for all part-time employees; decisions on employment of part-timers will be driven by what services the library can provide given the space available.

MOTION by Wallace to adopt the budget as distributed on April 26, 2005 with the recommendation to the City Commission to approve it, and with direction to the Library Director to transmit the budget to the City Commission through usual channels. Carried unanimously.

9. Unfinished Business

a. Property and liability insurance during moving /storage – Director reported that city property is insured for \$70 million, regardless where it is located.

10. New Business

a. Surplus equipment list was distributed with the note that this equipment will have no place in the renovated library spaces.

MOTION by Hollyer, supported by Palmer, to approve the surplus equipment list as presented. Carried.

11. Meeting adjourned at 8:33 p.m. on a motion by Hollyer, supported by Schell.