

Regular Monthly Meeting
Royal Oak Public Library Board of Trustees
Minutes of November 27, 2005

Trustees present: Dickinson, Halstead, Hollyer, Palmer, Schell and Wallace. Also present: Director Carol Windorf, Friends President Margaret Blount, and employees Mary Karshner, Jim Tackabury and Anna Vidal. Absent and excused: Burden, Koelsch, and Makarewicz.

1. President Dickinson called the meeting to order at 7:04 p.m. at the Senior Center.
2. Announcements – None.
3. Public Comment – None.
4. Agenda was approved as presented.
5. Minutes of the regular meeting of October 25, 2005 were amended with one addition to 10.a. “(approx. \$21,000)” and were accepted.
6. Financial Reports
 - a. Revenues report for October 2005 was accepted.
 - b. Financial statement for October 2005 was reviewed. Director has not yet received answers to questions about assets (investments and taxes receivable), liabilities (deferred revenue) and expenditure accounts for insurance, janitorial, heating/cooling, water and Information Systems charge rate.
7. Library Director’s Report – Director stated that Skanska is trying to resolve a delay in carpet delivery and installation on the main floor of the renovated library. She informed the Board that we received permission from the executor of the Grant Howell estate to spend up to \$1000 to digitize and index 26 World War II scrapbooks of Daily Tribune newspaper clippings about soldiers from Royal Oak. Director distributed copies of the non-resident circulation report.
8. Committee Reports
 - a. Library Oversight Committee – Hollyer reported that LOC met briefly November 10, 2005 to approve the furniture order.
 - b. Acorn Foundation – No report.
 - c. Fundraising/Recognition Committee – Hollyer reported that plans are underway. A special event permit is not necessary. On behalf of the Friends, Wallace submitted documentation to the City Commission which has recognized the Friends as a charitable organization. This was part of the process of submitting an application for a gaming/raffle license with the state.
 - d. Friends – Blount reported that the Friends Board adopted revisions to their bylaws as proposed and submitted by Wallace in order to meet governmental requirements. Friends volunteers earned \$33.55 in donations for gift wrapping books at Barnes & Noble. Ebay sales for October were \$119.15. Friends will provide treats for library staff in January when book shelves are being restocked.
 - e. Committee on Internet Access Policy
MOTION by Schell supported by Hollyer to accept the policy as proposed.

MOTION by Wallace supported by Schell to amend the main motion to include changes to part III *Child Safety on the Internet* in the first paragraph by deleting the parentheses around the “s” after computer(s) and to amend part II *Guidelines and Procedures* by

- 1) moving the parenthetical (Smart Access Manager) from the **Time Limit** paragraph to the paragraph above on **Sign Up** after the first mention of SAM; and
- 2) eliminating the tab space in paragraph three under *Disclaimer* and follow “information” with a comma; and
- 3) deleting as not needed the *E-Mail* section; and
- 4) changing the first sentence under *Disclaimer* to read: The Internet is a global electronic network that is not controlled by any governmental entity.

Motion carried

MOTION by Wallace supported by Halstead to amend the main motion in part II by deleting the section on *Record Retention* and substituting in its place:

User Privacy

Staff will ensure that access management software is selected and configured so that information linking Internet users with the time, duration and location of their Internet use in the library is not retained beyond the day of use.

Motion carried.

MOTION by Hollyer supported by Palmer to amend the main motion in part II *Guidelines and Procedures* under **User’s Responsibilities** in the third paragraph to delete “Yet,” and capitalize “the” at the beginning of the last sentence.

Motion carried.

Main motion, as amended, carried unanimously.

f. Nominating Committee -- Palmer and Schell the proposed slate:

President -- Vicki Dickinson

Vice-President – Nancy Hollyer

Secretary – Dave Palmer

9. Unfinished Business

a. Vacant librarian position – Newly elected city commissioner Gary Lelito and Commissioners Capello and Drinkwine supports the library’s request to hire a librarian. Trustees now will talk to Mayor Ellison and Commissioners Ginotti and Andrzejak to determine whether they might change their positions to give us a majority vote.

MOTION by Wallace supported by Hollyer to send the Finance Director the Library Board request concerning authorization to replace full-time librarians that was adopted on September 27, 2005 in response to the Finance Director's request for justification for the position. Motion carried.

b. Dedication language

MOTION by Palmer supported by Schell to adopt this language:

Renovated Library Dedicated February 2006

Recognizing the generosity of the people of Royal Oak

who voted for a library millage on November 4, 2003

Motion carried with one no vote (Dickinson)

10. New Business

a. Library Board Meeting Dates 2006

MOTION by Wallace supported by Hollyer to approve the dates as presented. Motion carried.

11. Meeting adjourned at 9:00 p.m.