

Regular Monthly Meeting  
Royal Oak Public Library Board of Trustees  
Minutes of August 22, 2006

Trustees present: Victoria Dickinson, President; Nancy Hollyer, Vice President; David Palmer, Secretary; and Trustees Karen Burden, Ronald Halstead, Joan Koelsch, Amy Schell and Rick Wallace.

Trustees Absent and Excused: Art Makarewicz.

Also present: Director Metta T. Lansdale, Jr.

Guests Recorded: Mary Karshner, Lori Boden, Marie Newcomb, Don Kirby and Brendan Wehrung.

1. President Dickinson called the meeting to order at 7:06 p.m.

2. **Announcements**

Lansdale read aloud a note from Eileen Palmer, former TLN Director who has moved out of the area; she announced the date of the Veterans Monument dedication event to be held Saturday, September 30<sup>th</sup> at 3:30 PM and gave a report on the success of the Library Movie Night.

3. **Public Comment**

A. Resident Don Kirby welcomed the new Director and alerted the Library Board to the vagaries of the library theft detection system – that the circulation staff does not appear to respond when a library patron sets off a ‘beep’. The Director acknowledged the problem and noted that staff restraints sometimes make it difficult to determine the cause of the alarm. This is a common concern in public libraries. The Director will examine the issue with circulation staff however.

B. Resident Brendan Wehrung had several comments:

- The Library board should resist City efforts to capture library millage revenue for city operations.
- The Library Board should advocate for Library patrons and argue against City efforts to impose a fee on the use of the Farmers Market parking lot. He alerts the Library Board to an opportunity for representation on two DDA committees (Finance and Operations) for which he reports the DDA is soliciting new members.
- Finally, Mr. Wehrung reports he is happy with the Library to Library cooperative arrangements Royal Oak Public Library has maintained with area libraries. He has a Troy borrowing card as a result of the Royal Oak Public Library service suspension for its renovation. He is so pleased with the selection available in the Troy Library he would not like to lose that privilege. The Library Director responded that these cooperative relationships are currently planned to continue indefinitely.

4. **Agenda Approval**

The Agenda was accepted, moving the two resolutions together to be presented to be handled under “New Business”.

5. **Minutes Approval**

Minutes of the regular meeting of July 25, 2006 were accepted as presented.

6. **Financial Reports**

a. Revenue report for June 2006 was accepted with approval of the new format.

- b. Financial statements for June and July were accepted with several concerns noted:

June Financial Statement

- A. Why is the Wages Appointed line over budget by \$3461? This is very precisely budgeted.
- B. Property/Casualty insurance: why is this showing over budget for the year? The Library budgeted precisely on the advice of the City. How confident is the City in the amount budgeted for insurance for the current fiscal year?
- C. Why is the Cleaning and Janitorial line over budget? Why is \$11,619 still encumbered? This is a contracted budget amount.
- D. Gas/Electric/Water charges – 1) not clear why this is over budget, as Library operations were suspended for eight months of the year, and 2) not clear why the Library utilized \$2,476 for Gas in the warm month of June
- E. Why are “Administrative Charges” over budget? Again, this was budgeted precisely according to City advice. How much confidence is there in the budgeted amount for FY 2006-2007?
- F. Information Services expense was increased significantly (\$7,742 over budget). How was this permitted without Library Board or City Commission approval or knowledge?

July Financial Statement

- A. Trustees wonder if the report is incomplete; the “check figure” on page 4 should be zero (0) but reads 7,135.91
- B. Wages Appointed should have no expense. Expense for Interim Library director should appear in Wages Temporary; Director Carol Windorf retired as of June 30, 2006.
- C. How is the Cleaning and Janitorial account encumbered for \$11,618.82? This is the same amount that was encumbered in June 2006.
- D. Tax expense looks off. It should be calculated on the precise amount taken in by the library for media rentals (\$883).
- E. In the line for Library Facility Lease, why does the amount \$375.00 appear? This is precisely budgeted to fund Debt Retirement for the Building Authority and should be transferred two times per year at precisely planned amounts totaling \$288,763.
- F. Information Services charges for the month are 18% lower than the monthly charge in June (\$3576) whereas the planned annual allocation for the Library to IS for the new FY is 50% lower (at \$15,000) than the allocation in FY 2005-2006. Why is this?
- G. Trustees commented that the Library needs to have a copy of the city Cost Allocation study, and
- H. Trustees asked about the payment to the Oakland County Treasurer from the Library Fund in the amount of \$10,920.

**7. Director’s Report**

Director Metta Lansdale reviewed her distributed report and distributed a follow-up report, responded to questions and added the following:

The staff is compiling a list of post-renovation concerns that she will review with Mr. Rassel.

She had received comments from the public and the staff about the closure of the Eleven Mile Road entrance and she is willing to consider re-opening that entrance. The board agreed that Lansdale should open this investigation.

Now that staff has worked in the building for a few months, there is a better sense of interior signage requirements; the signage packages are getting a second look before finalizing orders. Exterior signage is equally important but it not currently included in the project budget.

Regarding procedure for applying for grants: trustees agreed that the Library could prepare and submit grant requests and then report on successes.

## 8. Committee Reports

- a. Acorn Foundation – no report
- b. Fundraising/Recognition Committee  
The Committee recommended an additional recognition board to be hung in the vestibule to recognize special donors. The committee will follow-up.
- c. Friends  
Burden reported on the Friends August meeting, the upcoming September meeting and the Fall book sale.
- d. Art Committee – no report

## 9. Unfinished Business

- a) Vacant librarian position – Move request for action to New Business.
- b) Policies  
Policy X. *Code of Conduct*  
A MOTION by Wallace to accept the changed *Code of Conduct* policy as distributed was Seconded by Palmer. Motion CARRIED, unanimously.  
The library was asked to re-examine part #9 of the Policy, related to unattended children.  
  
Policy XI. *Association with Other Libraries*  
A MOTION by Wallace to accept the *Association with Other Libraries* policy with the change indicated, as distributed was Seconded by Hollyer. Motion CARRIED, unanimously.  
Policies to be considered next month:  
President Dickinson asked the Library to present Policies XII, XIII and IX on *Posting, Disposition of Equipment, and Materials Selection* for review at the September meeting.

## 10. New Business

The MOTION by Palmer to accept Resolution 2006-8-1:

1. That the Library Board request a budget adjustment from the City Commission to restore the Library personnel budget in the amount of \$43,487 to allow for the hire of part time library workers in the Adult Services Department;
  2. That the Library Board request a budget adjustment from the City Commission to move \$43,487 from Library Wages Permanent to Library Wages Temporary to allow for the hire of part time library workers to fill a recent Full Time vacancy in the Youth Services Department;
  3. That this move is recognized as an interim measure, until the Commission permits the Library to hire a Full Time Librarian in the Adult Services and in the Youth Services Departments; and
  4. That when the Commission permits the full time Librarian vacancies to be filled, the Library will implement Sunday hours;
- was Seconded by Hollyer. The Resolution was ADOPTED as presented, unanimously.

Resolution 2006-08-02 requesting a budget adjustment did not receive support for action. The City Finance Director is invited to the September meeting so he can respond directly to Library Board questions including:

- A \$300,000 recording error has been on the books for several months and is not yet corrected;
- Trustees still question a \$54,080 Wages Appointed charge to the renovation project – who is this individual and why is this amount allocated to the library renovation project?
- What is the Non-Capitalized Expense and why is that allocated to the Library renovation project?

Meeting adjourned at 9:10 p.m.

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David S. Palmer, Secretary