

Regular Monthly Meeting
Royal Oak Public Library Board of Trustees
Minutes of October 24, 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: Art Makarewicz.

Also present: Director Metta T. Lansdale, Jr.

Guests Noted: Mary Karshner, Lori Bowden plus two others.

I. President Dickinson called the meeting to order at 7:00p.m.

II. Announcements

Trustees took note of the announcement of a meeting in the board packet. There were no other announcements.

III. Public Comment

There was no public comment.

IV. Agenda Approval

The Agenda was accepted as distributed.

V. Minutes Approval

The minutes were approved as corrected at the meeting. The correction in the Director's report section indicates that trustees discussed telephone *in addition to* other expenses that might be reflected in the City allocation for Information Services.

VI. Financial Reports

Revenue and expense performance statements for September were reviewed. Trustees clarified the potential shortfall in the Fines and Fees category and noted that it could possibly be covered by higher than anticipated revenue from the Copier Revenue line.

VII. Director's Report

Trustees asked about the progress of Union negotiations to which the Director was able to respond the City and the Union have moved into mediation.

In addition to the printed report in the packet, the Director reported:

- The Library is re-examining the Code of Conduct to add to it for board approval in November provisions for graduated consequences for individuals who violate the code. The consequences will vary, depending on the severity and repetition of the violations. Involvement of police support will be included in the Code revisions.
- The Library is studying ways to enforce age restrictions for three "zones" of public computers – Teen Area, Youth Area and computers designated for use by adults. This may include implementation of PIN numbers on Library Access Cards. Trustees advised that this should be done with the understanding that adults must be able to access internet filtered, if they choose.
- The Library and the Royal Oak School System are beginning a conversation to establish a closer collaboration for service to parents and children in the community. Mary Karshner, Head of Youth and Teen Services, and Metta Lansdale gave an initial presentation to the School Administrators Council in October.

VIII. Committee Reports

- a. Acorn Foundation – no report.

- b. Fundraising/Recognition Committee – will report next month.
- c. Friends – Burden reported
 - that the Friends have completed and signed the application for 501 c 3 non-profit recognition which will be filed with the State regulatory office this week.
 - Friends membership stands at 348
 - Book Sale revenue is very good
 - Friends note a continual problem with cold temperatures in the Auditorium
 - Friends note concerns about low fines, long loan periods and short supply of media on the shelf in the Library. The Director noted that there was an item on the agenda at tonight's meeting addressing this concern.
- d. Art Policy Committee – the committee requested and received feedback on the draft policy in the packet. An approval draft will be placed on the agenda for action at the next meeting

IX. Unfinished Business

- a. *Unattended Children Policy*
- b. *Code of Conduct Policy*

A MOTION by Wallace to accept the *Unattended Children* and the *Code of Conduct* Policies as revised and distributed was Seconded by Schell. Motion CARRIED, unanimously.

X. New Business

- a. *Policy Table of Contents Format*

A MOTION by Wallace to approve the recommended new format of the Table of Contents for the Statement of Policies and Procedures was Seconded by Palmer. Motion CARRIED, unanimously.

- b. *Library Calendar of Hours and Holidays*

A MOTION by Wallace to approve the 2007 Calendar as distributed was Seconded by Hollyer. The Director noted a correction to add the Library closing on Saturday April 7th (Easter Saturday) for consistency with the requirements of the Union contracts. Motion to adopt the calendar with this correction CARRIED, unanimously.

- c. *Library Fines and Fees*

A MOTION by Wallace to raise the overdue fines for feature DVDs from 10¢ per day to \$1.00 per day, with the understanding that TV Series on DVD would be reclassified as DVD features, was Seconded by Koelsch. Motion CARRIED, Burden abstained.

- d. *Nominating Committee*

President Dickinson appointed Schell, Koelsch and Makarewicz to the Nominating Committee for nomination of officers for 2007, noting that she would not be on the Board after December 2006.

- e. *Library Governance Options*

A MOTION by Hollyer directing the Library Director to explore various options for Library governance was Seconded by Schell. Motion CARRIED, Burden abstained.

The Meeting adjourned by acclamation at 9:00p.m.

David S. Palmer, Secretary