Regular Monthly Meeting Royal Oak Public Library Board of Trustees Minutes of November 28, 2006

<u>Trustees present</u>: David Palmer, Secretary; and Trustees Christopher Ahn, Ronald Halstead, Joan Koelsch, Art Makarewicz, Kenneth Rosen, Amy Schell and Rick Wallace.

Trustees Absent with Notice: Nancy Hollyer, Vice President

Also present: Director Metta T. Lansdale, Jr.

<u>Guests Noted</u>: Mary Karshner, Lori Boden, Rosemary Mirsky, Margaret Blount, Victoria Dickinson and Karen Burden.

I. Call to Order

D. Palmer, Secretary, called the meeting to order at 7:00p.m. A MOTION by R. Wallace to appoint D. Palmer to preside at this meeting was Seconded by A. Schell. Motion PASSED Unanimously.

II.Announcements/Communications

Trustees took note of the new Board Roster in the board packet.

A. Makarewicz announced that with a long but temporary shift change he will not be able to attend most meetings of the Library Board for three to six months and beginning this December. He is available for committee work. He will notify the Mayor.

III. Oath of Office

D. Palmer, Board Secretary, administered the Oath of Office for the two new Library Trustees – Kenneth Rosen and Christopher Ahn.

IV.Public Comment

Margaret Blount brought greetings from the Friends of the Royal Oak Public Library. She suggested the Library Board establish a permanent liaison position to the Friends Board in order to maintain good communications. She also expressed her concern about the Friends' inability to hold book sales in the Friends storage space in the library due to a Fire Marshall ruling.

V.Agenda Approval

The Agenda was accepted as distributed with the retrospective addition of the Oath of Office

VI.Minutes Approval

The minutes were approved as distributed.

VII.Financial Reports

The Director walked through a review of the current financial position as reflected on the September financial report. Trustees asked for the following reports and clarifications:

- a) The Director is asked to request the year end audited financial performance statement for the library for FY 2005-2006.
- b) Trustees would like to have a current financial status report on the renovation project.

- c) Trustees would like to know where the sign package expense will be reflected in the renovation project budget or in the library operating budget.
- d) June 2006 revised finance report Expense Account #93498 correctly shows \$300,000 correction. Trustees are looking for evidence of this transfer in the Library Fund Balance.
- e) July 2006 revised finance report Interest Income Account # 66500, Trustees wonder why \$14,168.22 is debited from the income account, thus increasing ultimate income expectation to higher than realistically anticipated amount.
- f) Revenue Account 24498 Due to Capital Projects: Trustees would like the Director to confirm this amount with current reports and then use this to begin a budget for evaluating next steps to complete renovation.
- g) Expenditures Account 80302: Telecommunications year-to-date expense of \$7,277.77 seems inordinately high; the annual budget is \$8,000. The explanation that this indicates Library expects to spend a total of \$7,278 for the year is not clear because the column is labeled "YTD Actual Expenditures".
- h) Library Budget Lines 71204 Group Life and 70402 Sick Leave are both over budget. Trustees would like an explanation of this situation.
- i) Although there is no policy in place on this, trustees recommended action by the full board before the Director makes use of the Acorn Fund. The director will draft a finance policy for board consideration in January.

VIII.Director's Report

Renovation Project

- Restroom Renovations: The board wishes to have direct control over any further construction activities.
- Removal of the handicapped exit buttons in the recent renovation was not authorized by the Library and is a liability concern to the board. Trustees asked the library director to follow up on this omission from the renovation of the restrooms.
- Aberrant behavior of the light sensors is a concern to the board. Trustees asked the library director to follow up on this concern.
- Exterior Signage: The sign about the 11-Mile road entrance closing should be placed closer to the sidewalk and street.
- Eleven Mile Road entrance: Re-opening this entrance may be a priority. Trustees asked the Director to confirm the original intent for closing the entrance and re-evaluate those issues before proceeding to re-open the entrance.

IX. Committee Reports

- a. Acorn Foundation no report.
- b. <u>Fundraising/Recognition Committee</u> no report but discussion of plaques for donors yet to be recognized.
- 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 410
 - Book Sale revenue for the fall sale was \$4,700; eBay sales at \$1,300.

- Ms Burden suggests the Library Board consider a permanent liaison to the Friends Board
- d. <u>Nominating Committee</u> Schell reported the slate to be presented for action at the January meeting as follows: President: Hollyer; Vice President: Schell; Secretary: Palmer. She invited other nominations for consideration in January.

X.Unfinished Business

- a. Art Policy was presented by the Art Committee. The Board will take action on this at the January meeting.
- b. Library Hours and Holidays
 MOTION by Schell and Seconded by Rosen to approve the Hours and Holidays for 2007 as corrected. PASSED Unanimously

XI. New Business

- a) Agreement to Host Madison Heights Public Library Employees
 A MOTION by Wallace to approve the form of agreement and Resolution 2006-11-1 to
 forward the agreement to the Royal Oak City Commission with a recommendation to sign
 was Seconded by Schell. Motion CARRIED, unanimously.
- b) Move money for additional Video and Audio Resources [79002] A MOTION by Koelsch to approve the proposed resolution to add money to the Library Video and Audio Resources budget line was Seconded by Schell and then withdrawn.

A MOTION by Wallace to increase the Library Budget line 79002 Library Video and Audio Resources by \$10,000 and decrease the Library Budget line 97000 Capital Upgrades by the same amount was Seconded by R. Halstead. Motion CARRIED Unanimously.

The Weeting adjourned by accidination at 7.13.in.	
David S. Palmer, Secretary	
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