

Regular Monthly Meeting  
Royal Oak Public Library Board of Trustees  
Minutes of March 27, 2007

Trustees present: Nancy Hollyer, President; Dave Palmer, Secretary; and Trustees Christopher Ahn, Ronald Halstead, Joan Koelsch, Kenneth Rosen and Rick Wallace.

Trustees Absent with Notice: Amy Schell, Vice President and Art Makarewicz.

Also present: Director Metta T. Lansdale, Jr. and Eric Hayes, Library Technology Specialist

Guests Noted: Mary Karshner and Lori Boden

**Call to Order**

Nancy Hollyer, President, called the meeting to order at 7:08 p.m.

**Presentation**

Eric Hayes, Library Technology Specialist, demonstrated the re-vamped Royal Oak Public Library web site and the wireless access to the internet, which has been active for a week.

**I. Announcements/Communications**

The Director conveyed the announcement of the Mayor's State of the City Address, scheduled for Tuesday, April 24<sup>th</sup> at noon at the Salter Center, hosted by the Rotary Club.

**II. Public Comment**

There was no public comment.

**III. Agenda Approval**

The Agenda was accepted as distributed with the addition of the web site presentation.

**IV. Minutes Approval**

The minutes were accepted with corrections noted.

**V. Finance**

The Director provided clarification for Trustees and there was discussion regarding certain lines. Trustees gave direction on the need for adjustments, if any, by the end of the year.

**VI. Director's Report** - Supplementing her distributed report, the Director added the following:

- A local blog noted an unattributed and incorrect allegation about public library utilization trends. The Library will respond; trustees were provided with relevant data in case they are asked about this in the community.
- Utilization of the downloadable video service was reported.
- Trustees were invited to attend a reception for library volunteers on the afternoon of April 19<sup>th</sup>.
- Rotary Auction is to be held this Friday evening.
- The Library Director will be attending the American Library Association meeting at the end of June.

MOTION by Koelsch to change the June meeting date to June 19<sup>th</sup> was Seconded by Palmer. PASSED with one opposed (Wallace).

**VII. Committee Reports**

- a. Acorn Foundation – there was no meeting but N. Hollyer reported on Foundation balances.

- b. Fundraising/Recognition Committee – there was no meeting but D. Palmer displayed the plaque recognizing contributions by Margaret Hillert, to be hung in the foyer on the west wall.
- c. Friends – J. Koelsch reported there are more than 400 members and they reported a fund balance of more than \$40,000. The paperwork to establish the Friends of the Royal Oak Public Library as 501 (c) (3) is progressing slowly but favorably.
- d. Budget Committee – C. Ahn reported the Budget Committee has met twice and has two more meetings planned. With gratitude to Rick Wallace for his guidance to both a new trustee and a new Director, the committee should be prepared to present a library budget to the full board at its April meeting. A resolution is on the agenda to formalize the budgeting procedure.
- e. Director Goals, Evaluation and Compensation – In Schell's absence, R. Wallace reported that the committee met and placed three items on the agenda.

### **Unfinished Business**

- a. Director Goals. On behalf of the committee, R. Wallace moved that the Board adopt the Library Director Goals Resolution, changing the time period to Fiscal Year 2007-2008. PASSED Unanimously.
- b. Internet Access Policy. There was no action on this policy. The Library was directed to bring to the next meeting a list of concerns about time management in the computer lab and an outline of what the SAM time management system can and cannot do to control it. The board will take up the policy at the April meeting.
- c. Fund Allocations. There was no action on this resolution. Trustees asked the director to make modifications for consideration at the April meeting.
- d. Levy and Parker Trusts. The trustees noted the provided opinion of the City Attorney on use of these funds and thanked him for providing this guidance.

### **New Business**

- a) Director Evaluation Process. On behalf of the committee, R. Wallace moved that the Board adopt the Director Evaluation Process resolution. PASSED Unanimously.
- b) Director Compensation Resolution. On behalf of the committee, R. Wallace moved that the Board adopt the Director Compensation Resolution with one change, removing the effective date. PASSED Unanimously.
- c) Budget Process Resolution. On behalf of the committee, C. Ahn moved that the Board adopt the Budget Process Resolution, striking the item numbered (1) and renumbering the rest of the items of information needed from the city for completion of the budget. PASSED Unanimously.
- d) Cost Allocation Formulas. The Trustees discussed the outline presented by the director and requested revisions to be returned at the March meeting in Resolution format.

MOTION by Palmer to adjourn the meeting was Seconded by Rosen. PASSED Unanimously.