

Regular Monthly Meeting
Royal Oak Public Library Board of Trustees
Minutes of October 23, 2007

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

Trustees Absent with Notice: Art Makarewicz, Kenneth Rosen

Also present: Director Metta T. Lansdale, Jr.

Guests Noted: Mary Karshner

I. Call to Order

President Nancy Hollyer called the meeting to order at 7:03 p.m.

II. Announcements/Communications

Amy Schell and Dave Palmer have agreed to serve as the Nominating Committee.

III. Public Comment

There was no public comment.

IV. Agenda Approval

The Agenda was approved with the following changes:

Add "etc." to Item X. c. Budget Increase for use of the Levy Fund

V. Minutes Approval

The minutes for the September 25, 2007 Regular Meeting were accepted with two corrections:

IV Financial Statements

\$20,278.94 should be changed to read \$20,728.94.

X a) Planning Calendar

The following is added at the end of the paragraph: Amy Schell agreed to revise the Planning Calendar to reflect changes in the Director Evaluation process.

VI. Financial Statements

Questions from Trustees:

What is the source of the amount \$5000.66 entered as revenue in Account 271.000.67570 Miscellaneous Donations?

What are the expenditures in Expense accounts 73300 Building Repair and 73800 Electrical and Lighting Supplies?

VII. Director Report

To the printed report, the Director added:

- The Director is moving away from paper circulation notices. This would move the Library to more ecologically sound operations and save \$5200 per year in postal costs.
- The Director asked for clarification and Trustees affirmed current Auditorium rental fees and those fees should be the same for all users in stated categories.
- The Director notified the Board that the sump pump motor control panel, very high quality but estimated to be approximately 45 years old, will need to be replaced soon.
- The Director was asked to verify the report of number of visitors monthly.

VIII. Committee Reports

- a) Acorn Foundation – N. Hollyer reported that the Committee did meet and was looking again at the opportunity for a grant from Community Foundation for Southeastern Michigan that will support fundraising activities of the Acorn Foundation.
- b) Fundraising/Recognition – last plaque is finished and is in the Library; event being scheduled for January.
- c) Friends – the new members of the board have offered to co-chair Newsletter and Publicity Committees.
- d) Renovation Committee –
 - The committee asked the construction manager to provide automatic water saving devices if they could be provided within budget.
 - Workers will take materials in and out using the 11-mile road entrance
 - Work will begin on Friday after Thanksgiving
 - The largest part of demolition cost is the removal of old tile
 - The committee will meet again as needed

IX. Action Items

- a) 2008 Board Meeting Schedule
The MOTION by J. Koelsch to accept the 2008 Meeting Schedule as printed in the packet was supported by C. Ahn. PASSED.
- b) 2008 Library Hours and Holidays
Action delayed to the November meeting. Trustees discussed the priority for having the Library open the weekend after Thanksgiving and asked the Director to investigate the possibility of doing so in 2008.
- c) Budget Increase for use of the Levy Fund, “etc.”
 - MOTION by R. Wallace to approve the following Resolution was Seconded by A. Schell. The Estimated Revenue and Statement of Expenditures Reports for September 2007 contain the following errors in the Estimated Revenue and Revised Budget columns, respectively; the Library Board requests that the Finance Department correct these items:
 - Acct. 69700 (use of fund balance) is \$5,000.00; should be \$219,000.00
 - Acct. 79003 (electronic resources) is \$51,985.00; should be \$51,984.00
 - Acct. 97000 (capital outlay) is \$145,000.00; should be \$219,000.00Motion PASSED Unanimously.
 - MOTION by R. Wallace to approve the following Resolution was Seconded by C. Ahn. At its meeting held June 19, 2007, the Royal Oak Public Library Board of Trustees adopted a resolution (minutes, page 4) requesting that the Finance Department transfer funds from the unrestricted fund balance account (no. 39000) to the reserve for capital equipment replacement account (no. 39301), so that the latter account would have a balance at the end of the 2006-2007 fiscal year of \$137,965.00

Unfortunately, the communication to the Finance Department was not as clear as it might have been, and the Finance Department interpreted the request as asking to transfer \$137,965.00, which they did. However, the actual transfer should have been for \$117,236.06 (\$137,965.00 less \$20,728.94, the balance previously in the account).

Accordingly, the Library Board requests that the Finance Department correct the earlier transfer from \$137,965.00 to \$117,236.06, so that the balance in account no. 39301 will be \$137,965.00.
Motion PASSED Unanimously.
 - MOTION by R. Wallace to approve the following Resolution was Seconded by J. Koelsch.

Whereas, the Library's "Permanent Funds" currently contain \$3,858.20 in acct. 715.000.00199 (cash), \$25,000.00 in acct. 715.000.01700 (investments, Don Levy Trust), and \$1,000.00 in acct. 715.000.01790 (CD, Grace Parker Memorial); and

Whereas, the Parker Memorial donation represents endowment funds whose principal cannot be spent; and

Whereas, the Don Levy donation is designated for book purchases, and can be spent at the Board's discretion; and

Whereas, the cash balance in the permanent funds accounts represents accumulated interest, and can be spent; and

Whereas, the Library Board wishes to utilize all funds in the cash account and in the Don Levy account during fiscal year 2007-2008;

Therefore, be it resolved, that the Library Director is instructed to spend \$28,858.20 on books during fiscal year 2007-2008, in addition to the amount budgeted in the Library Millage Fund; ~~and~~

~~Be it further resolved, that the Director is instructed to track separately the amount spent on classics over the next several years, and ensure that an equivalent amount is spent for that purpose.~~

MOTION to remove references to the Don Levy Fund in paragraphs #1, 3 and 5 was Seconded by J. Koelsch. Motion Failed 5-1.

MOTION by C. Ahn to amend the Resolution by removing the final paragraph was Seconded by D. Palmer. PASSED

Motion as amended PASSED 5-2, D. Palmer and R. Halstead voting Nay.

d) Policy Review: Board Ethics

The board reviewed Governance Policy 1.30 Board Ethics and allowed it to stand without change.

X. Discussion

a) Policy Review Calendar

President Hollyer reviewed the recommended schedule as printed in the packet.

b) Acorn Foundation

The trustees discussed advantages and disadvantages of continuing to participate in the Acorn Foundation.

c) District Library Discussion

The trustees discussed advantages and disadvantages of moving in the direction of a district library formation.

Adjournment

MOTION by R. Wallace to adjourn the meeting was Seconded by J. Koelsch. PASSED Unanimously at 9:25 P.M.

David S. Palmer, Secretary