

Regular Monthly Meeting
Royal Oak Public Library Board of Trustees
Minutes of May 27, 2008

Trustees present: Christopher Ahn, Vice President; Nancy Hollyer, Secretary and Trustees Ronald Halstead, Frank Houston, Joan Koelsch and Kenneth Rosen, Amy Schell and Lauren Wolfe.

Trustees Absent with Notice: Dave Palmer, President

Also present: Director Metta T. Lansdale, Jr.

Guests Present: Walter Stuart Laidlaw, Mary Karshner and Anna Vidal

I. Call to Order

Vice President Christopher Ahn, presiding, called the meeting to order at 7:00 p.m.

II. Announcements/Communications

There were none.

III. Public Comment

There was none.

IV. Agenda Approval

The Agenda was accepted as distributed.

V. Minutes Approval

Upon a MOTION by A. Schell, Seconded by N. Hollyer, the minutes for the Regular Meeting of April 22, 2008 were approved.

It was MOVED by K. Rosen, Seconded by F. Houston, to approve the minutes for the Special Meeting of April 24, 2008 with the amendment to change Item III to read: "The Library Board took no action as the suspension had been lifted administratively". The Motion PASSED Unanimously.

Upon a MOTION by A. Schell, Seconded by F. Houston, the minutes for the Regular Meeting of May 13, 2008 Special Meeting were approved.

VI. Financial Statements - April

Vice President C. Ahn recognized the availability of the Finance Report. The Library Director reported on financial performance and responded to questions related to performance in individual lines, specifically collection purchases, information technology purchases and purchases related to the renovation.

VII. Director Report

The director supplemented and highlighted the printed report with the following:

- Installation of filtering technology to be applied to the adult public computers including the wireless network as required by City Commission Ordinance 2008-06 will be complete on the timetable required in the Ordinance; the solution being implemented will cost the expected \$1,000 through October 2009.
- Implementation of authentication for access to the wireless network will take longer due to the complexities of links to the patron identification database; the solution under consideration will save the Library \$1,000.
- The Director has decided to participate with MeLCat, to allow individual requests for items not in the TLN shared catalog.

- Participation in MeLCat will require additional staff processing time per item and will generate an increase in items to process due to the demonstrated popularity of the program in libraries already participating in the program which began about 6-9 months ago.
- Compared to the 2006-2007 daily average of 1,000 visitors per day, in April 2008 the Library experienced an average in excess of 1,500 visitors per day; this increase in visitors generates an increase in daily transactions.
- To accommodate the expected increase in workload without additional staff, the Library may need to discontinue another program – the US Government Depository recognition.
- US Government Depository recognition brings to the collection valuable specialized as well as common government documents [the US Code, the US Government Manual, the Congressional Record, for instance]. However, utilization of these physical materials is low, handling and processing is tedious and time consuming and most of the documents (likely soon to be all of the documents) are being migrated to a digital, online format accessible on the open web. Public library trends are to abandon this recognition and service which is being retained in the major university libraries.
- The Director has implemented two changes which will improve operations and conserve resources for collection and continuing education purchases.
 - Responsibility for cleaning the Library will change hands beginning June 1st. We will receive additional service and we are grateful to have received a superior bid at a lower cost than the Library is currently paying.
 - In addition, the Library is discontinuing the use of the City Hall Day Porter service, which the City was to begin billing the Library at a rate that would exceed \$10,000 per year. Some activities (transporting material to SOCRRA, for instance) will be discontinued, others (room set-up, for instance) will be folded into an expansion of the Monitor responsibilities at a cost less than \$7,700.

VIII. Filtering Question – Committee Report and Discussion

Internet Access Committee Chairperson Ken Rosen reported that future meetings of the committee would include study of proposed revisions to the Internet Access Committee and review of the reporting data from library experience with filtering and authentication produced over the next several months. The next meeting of the Committee will be scheduled in June.

IX. Committee Reports

- a) Strategic Planning – Ken Rosen reported that the steering committee has been formed and the first meeting is scheduled for June 10th.
- b) Renovation Committee – the committee will have one final meeting and report next month.
- c) Acorn Foundation – the committee meets this month.
- d) Fundraising/Recognition – has not met
- e) Friends – J. Koelsch and M. Lansdale were not able to attend. Mary Karshner reported the Friends need additional volunteers for the shop and that the Budget Committee is being formed to plan expenditures for next year.

X. Action Items

a) Budget 2008-2009

It was MOVED by K. Rosen and Seconded by L. Wolfe to recommend to the City Commission the following Budget for Fiscal Year 2008-2009 for the Royal Oak Public Library:

Library Revenue	\$2,503,490
Library Expenses	\$2,503,490

The motion PASSED Unanimously.

b) Director Vacation Carry-Over

It was MOVED by J. Koelsch and Seconded by A. Schell to permit the Library Director to use any remaining vacation allotment from FY 2007-2008 in the FY 2008-2009 and thereby to add the remaining allotment from this year to the new allotment for next year; and further, to communicate this decision to the City Manager. The motion PASSED Unanimously.

c) Policy Review

5.40 Internet Access Policy: Tabled until recommendation from the Internet Access Committee.

3.30 Code of Conduct: A MOTION by F. Houston to adopt the revision as distributed was Seconded by N. Hollyer. The motion PASSED Unanimously.

3.10 Meeting Rooms: A MOTION by K. Rosen to adopt the revision as distributed was Seconded by N F. Houston. The motion PASSED with one dissent.

3.20 Literature and Postings and 3.40 Unattended Child: A MOTION by K. Rosen to reaffirm policies 3.20 and 3.40 as distributed was Seconded by N. Hollyer. The motion PASSED Unanimously.

XI. Discussion – Policy 3.21 Displays and Exhibits

The proposed revisions were discussed. Trustees requested changes to reflect 1) consideration to the Library for artists able to sell artwork displayed in the Library as for sale and 2) to reflect the role of the Royal Oak Arts Council in recommendation of artists for display in the Library.

Adjournment

Upon a MOTION by N. Hollyer, Seconded by J. Koelsch, the meeting adjourned at 9:15 PM

Nancy Hollyer, Secretary