

Regular Monthly Meeting
Royal Oak Public Library Board of Trustees
Minutes of July 22, 2008

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

Trustees Absent with Notice: Joan Koelsch

Also present: Director Metta T. Lansdale, Jr.

Guests Present: Anna Vidal and Mary Karshner

I. Call to Order

As the regular board meeting was rescheduled to 7:30 PM to accommodate a Board Strategic Focus meeting (which ran late) President David Palmer called the meeting to order at 7:55 p.m.

II. Announcements/Communications

Ken Rosen announced that he would have new contact phone number and e-mail address as his place of employment has changed. His home contact information is the same. The Director will deliver a revised roster with the next packet.

III. Public Comment

There was none.

IV. Agenda Approval

A MOTION by K. Rosen, Seconded by C. Ahn, to approve the agenda as distributed was PASSED by all present.

V. Minutes Approval

A MOTION by R. Halstead, Seconded by F. Houston, to approve the minutes of the July meeting, as distributed, was PASSED. K. Rosen abstained due to his absence from the meeting in question.

VI. Financial Statements

Trustees noted the absence of a financial report for the month of June.

VII. Director Report

The director supplemented the printed report by reviewing with the trustees the new library data reporting format, asking for comment on the information as well as the format.

- Activity data is now shown with annual and monthly trends. Trustees suggested showing a rolling 12-month data report.
- Trustees suggested an indicator showing lending transactions per registered user.
- Trustees suggested a report of web site utilization, especially most used pages and number of unique users.

VIII. Committee Reports

- a) Appeal Review Committee: President Palmer appointed this new committee with an expectation it would be short term, requiring very few meetings. Members are: Frank Houston (Chair), Ron Halstead and Chris Ahn. Committee charge is two-fold: 1) Does the

appeal process work? 2) Can it be improved? The committee is asked to report at the August regular Library Board meeting.

- b) Strategic Planning – Ken Rosen reported that the Board Focus Group, which was held immediately prior to this regular meeting, outlined the process and progress well. Members of the Steering Committee will appear on the Library web site Strategic Planning pages within the coming week.
- c) Internet Access Committee – will meet beginning in September to review policy changes.
- d) Acorn Foundation – the committee does not meet in the summer; financial report is in the packet.
- e) Fundraising/Recognition – has not met
- f) Friends – M. Lansdale reported the Friends board does not meet in July and reiterated it is planning its annual meeting in September and it has appointed a nominating committee.

IX. Action Items – Policy Review

3.21 Displays and Exhibits Policy: It was MOVED by K. Rosen and Seconded by A. Schell to adopt the Displays and Exhibits Policy as revised in the packet. The motion PASSED Unanimously.

X. Discussion Items – Policy Review

Trustees discussed and evaluated circulation policies 5.10, 5.101 and 5.11 that outline circulation policies, fines/loan parameters and Registration policies. The Director suggested an increase in daily overdue fines from 10¢ to 15¢. Although fines at most of the seven libraries in SE Oakland County are still at 10¢, most of the libraries in SE Michigan region have gone to 15¢ per day; some have gone as high as 25¢ per day. No other changes were recommended to the policies presented.

XI. Adjournment

There being no further action and upon a MOTION by K. Rosen and Seconded by L. Wolfe, the meeting adjourned at 9:20 PM

Nancy Hollyer, Secretary