Regular Monthly Meeting
Royal Oak Public Library Board of Trustees
Minutes of September 23, 2008

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

Trustee Absent with Notice: Amy Schell, Trustee.

Also present: Director Metta T. Lansdale, Jr.

Guests Present: David Gillam, City Attorney; Mary Jo DiPaolo, City of Royal Oak Human Resources Director, City of Royal Oak labor attorney Howard Shifman; Mary Karshner and Lori Boden.

I. Call to Order

President David Palmer called the meeting to order at 6:30 p.m.

It was MOVED by N. Hollyer and Seconded by L. Wolfe to move into Closed Session. After discussion a roll call vote was taken:

R. Halstead	No	D. Palmer	Yea
K. Rosen	Yea	J. Koelsch	Yea
C. Ahn	Yea	F. Houston	Yea
L. Wolfe	Yea	N. Hollyer	Yea

The Motion CARRIED and the Royal Oak Public Library Board of Trustees moved into Closed Session.

II. Announcements/Communications

Upon return to Open Session, President David Palmer noted no announcements beyond what is in the board packet.

III. Public Comment

There was none.

IV. Agenda Approval

The Agenda was approved as distributed by acclamation.

V. Minutes Approval

It was MOVED by J. Koelsch and Seconded by C. Ahn to approve the minutes of the August 26, 2008 Regular Meeting as distributed. With abstentions by K. Rosen, L. Wolfe and N. Hollyer who had been absent, the Motion PASSED.

VI. Strategic Planning Discussion

Fran Alexander of Alexander Resources LLC led the Trustees through an overview of planning activities to date and a discussion of goals and strategies for the steering committee to incorporate in its deliberations.

VII. Financial Statements

The financial statements for the month of August were not made available by the Department of Finance to the Trustees for review.

VIII. Director Report

The Director supplemented the printed report by reviewing with the trustees the following:

- The 11-Mile road entrance might be appropriate for funding through the block grant program; the Director will bring a recommendation to the October meeting.
- The Director has been selected to serve on the TLN Shared Automation System Users Group (SASUG) Executive Committee.

- The Director has been invited to be a guest on the WROK *Royal Oak Show* on November 10th. The Host is Carlo Ginotti.
- The Director will attend the National Book Festival in Washington DC on behalf of the Library of Michigan and bring back additional author event ideas.

Trustees discussed providing shirts for employees: there was concern for the cost of such an endeavor, if shirts were required for too many employees; there was interest in providing shirts for Shelvers, in addition to Monitors and Computer Aides.

Committee Reports

a) Appeal Review Committee: The President claimed the privilege of changing the agenda to combine the Appeal Committee report and the change to the Code of Conduct policy that was brought forward by the committee.
It was MOVED by C. Ahn and Seconded by J. Koelsch to accept the Code of Conduct policy as revised by the committee for inclusion of an appeals process. The Motion was PASSED by all present.

b) Director Goals and Evaluation: A. Schell was not able to be present and asked the Director to convey her apologies for not having convened the committee. She will have a report for the next meeting and the Director will provide a self-evaluation at that time as well.

c) Strategic Planning – the committee report was completed earlier in the evening.

d) Internet Access Committee – will meet in October to look at a complete revision of the policy.

e) Acorn Foundation – the committee meets within the week.

f) Fundraising/Recognition – has not met

g) Friends – J. Koelsch reported the Friends board authorized a $5,000 allowance for a mural to be considered for the Youth Services area of the Library; the Friends Shop is doing quite well, especially on evenings when there is a large program in the Library.

IX. **Action Items – Policy Review**

It was MOVED by L. Wolfe and Seconded by K. Rosen to adopt policies the Collections policies with revisions recommended by the Director as follows:

- Policy 4.10 Materials Section be revised with the more general reference to the Gift policy and to allow for future consideration of textbooks;
- Policy 4.13 Art Acquisition Policy be re-affirmed without change;
- Policy 4.20 Binding and Replacement be removed from the policy manual

The Motion was PASSED by all present.

X. Discussion Items

Policy Review

Reference Service and Association with Other Libraries will appear for action at the October meeting.

XI. Adjournment

There being no further action and upon a MOTION by F. Houston and Seconded by Lauren Wolfe which PASSED, the meeting adjourned at 9:05 PM.

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Nancy Hollyer, Secretary