

**MINUTES OF THE BOARD OF LIBRARY COMMISSIONERS
OF THE
CITY OF GRAND RAPIDS**

January 27, 2009

President Meyering called the meeting of the Board of Library Commissioners of the City of Grand Rapids to order at 6PM in the Boardroom of 111 Library St. NE.

1. Roll Call

Board Members Present: Blickley, Botts, Cusack, Lumpkins, Meyering and VanderVelde

Administration Present: Baar, Corrado, Ehlers, Jakel and Warner

Others Present: Elizabeth White, Deputy City Attorney; Jane DeVries, GREIU Representative; Candace Chivis, Stephan Fellows, Carla Gianoli Smith, Nathan Jonker, Lisa McAllister, Anthony Molaro, Virginia Sisson and Caralee Witteveen-Lane, Board of Library Commissioner Applicants

2. Public Comments on Agenda Items

President Meyering addressed Agenda Item #4.a. stating that there would be discussion regarding the board vacancy but an appointment would not be made this evening. He also announced that there would be an opportunity for each applicant to make comments.

3. Approval of Minutes of the Special Board Meeting of 11/25/08 and the Special and Regular Board Meetings of 12/16/08

MOVED by Commissioner Blickley, seconded by Commissioner VanderVelde, to approve the minutes of the Special Board Meeting of November 25, 2008. Unanimously carried.

MOVED by Commissioner VanderVelde, seconded by Commissioner Cusack, to approve the minutes of the Special Board Meeting of December 16, 2008. Unanimously carried.

MOVED by Commissioner Cusack, seconded by Commissioner Blickley, to approve the minutes of the Regular Board Meeting of December 16, 2008. Unanimously carried.

4. Board Comments

a. Board Vacancy Discussion

President Meyering thanked each candidate for attending and invited each to take their turn at the podium to briefly tell a bit about themselves. He also gave the Board the opportunity at this time to ask any questions of the candidates.

President Meyering then asked the Board how they'd like to proceed – engage in discussion at this meeting or schedule another meeting. The Board was in favor of proceeding with a discussion at this time.

President Meyering explained that a scoring grid was developed and completed by each Board member based on the second questionnaire received. Commissioner VanderVelde requested that the geographical designation not be considered and not included in the final scoring. The Board agreed. Mr. Baar collected the scoring grids; he and Ms. Ehlers left the room to tabulate the scores and rank the applicants accordingly.

Overall the Board was very excited to see so many applicants and encouraged them to run in the upcoming election.

While waiting for the tabulation to be complete, the Board proceeded on to agenda item #5.

5. Committee Reports

a. FY2010 Budget Review

Mr. Jakel distributed and discussed a first draft of the FY2010 budget. Noting that this budget represents all information received to date from the City and all requests from library branches and departments, he stated that total tax revenues are down as well as total revenues overall compared to FY09. This is a result of significant decreases in real property tax and penal fines. Expenditures are up overall but not dramatically from FY09. Expenditures attributing to the increase are retiree health care, hospitalization insurance, retirement fund contribution, professional development and a 3% increase to the materials budget.

An item of concern is the cost of operating transfers out, showing a dramatic increase of 43% over FY09. These are the charges that the City imposes for the services they provide. Mr. Jakel stated that he has received no explanation as to the reason for the increase; he did note that the City frequently changes their methods of calculating this allocation from one year to the next.

Mr. Jakel stated that the City's deadline for budget submission is February 17, however the Library will not be complying with that request this year. Director Warner reminded the Board that normally they would be seeing a final budget at this meeting and voting on that budget in February. However because of the lateness in receiving instructions and revenue

projections from the City, that schedule will be pushed back a month. A final balanced budget will be reviewed in February and then voted upon at the March meeting.

4. Board Comments

a. Board Vacancy Discussion (continued)

Mr. Baar returned and gave the final tally of ranking to President Meyering. After a brief discussion it was suggested that rather than making a final decision this evening, that the list of applicants be narrowed down to the top three in ranking. Since the ranking was so close overall, this would give Board members a bit more time for further discussion and consideration. The Board agreed.

MOVED by Commissioner Botts, seconded by Commissioner VanderVelde, that the Board of Library Commissioners of the City of Grand Rapids, agree to narrow the list of applicants for consideration to the top three in ranking; Mr. Molaro (#1) and Mr. Fellows and Ms. Witteveen-Lane (tied for #2) and that a meeting will be called at a future date to make the final determination. Unanimously carried.

The Board scheduled a meeting for February 3 at 6:00 p.m. where they will discuss and make the appointment. The City Clerk will be asked to attend the regular Board meeting in February to administer the oath of office.

Commissioner Cusack thanked the applicants for their diligence and persistence during the process.

6. Other Reports

a. Statistical Report for November 2008 & December 2008

Director Warner stated that the database statistics for both months contained an input error and that they would be corrected for distribution next month.

b. Staff Changes Report

Mr. Baar announced that Asante Cain would be transferring to his new position at the Main library on February 16. The Librarian position at Seymour will be posted internally and advertised externally as well.

7. Staff & GRPL Foundation Reports

a. Library Director's Report

Ms. Ehlers, the new Assistant Director, was introduced.

Director Warner reported that the Literacy Center will officially be moving on February 2 and that their former office will be cleaned and painted to ready it for the Student Advancement Foundation.

Gang member tagging was briefly discussed; noting that primarily damage is being done in the restrooms and on the ends of shelving at the Main library.

Director Warner briefly discussed the Consumer Product Safety Commission issue and how it could affect libraries. At this time, libraries have not been made exempt. She stated that the easiest way to deal with the issue would be to remove those items in question and repurchase them after February when they can be certified.

Lastly, Director Warner stated that all City departments have been asked to make a 5% reduction in their FY09 budgets. Although this does not directly affect the Library, she and Mr. Jakel will be discussing it further.

b. GRPL Foundation President's Report – No Report

c. Financial Update

Mr. Jakel reported that the FY09 budget appears to be in good shape for this point in the year.

In a discussion of another proposed TIFA, Commissioner Cusack recommended that each board member contact their appropriate City Commissioner to let them know what impact these have on the Library's budget.

8. Old Business – None

9. New Business – None

10. Information Items

a. Media Index

b. "Voluntary Commitment to Serve" Form

c. Board of Library Commissioners' Attendance Record – 2008

d. *Board & Administrator* – January 2009

e. Roof Update from Fishbeck, Thompson, Carr & Huber

f. *American Libraries* ... From The Editor

Commissioner Lumpkins thanked Ms. Corrado for the packets of flyers for distribution.

11. Grand Rapids Employees Independent Union, Library Rank & File and Supervisory Units – No Report
12. Agenda Items for Regular Board Meeting (February 24, 2009)
 - a. FY10 Budget Review
 - b. Foundation Grant Presentation
 - c. Oath of Office to New Board Member
13. Public Comments

Commissioner Cusack commented on the exciting programming and thanked staff for their creativity.

Director Warner stated that the Board's technology training would be starting in March.

Meeting adjourned at 7:20PM.