



*Ann Arbor District Library*  
**Special Meeting**  
**Agenda**

**Monday, November 14, 2016**

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Published by Ann Arbor District Library

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## November 2016

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	<b>14 AADL Special Board Mtg</b>	15	16	17	18	19
20	21	22	23	<b>24 Closed Holiday</b>	25	26
27	28	29	30			

## December 2016

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	<b>12 AADL Board Mtg</b>	13	14	15	16	17
18	19	20	21	22	23	<b>24 Closed Holiday</b>
<b>25 Closed Holiday</b>	26	27	28	29	30	31

## January 2017

S	M	T	W	T	F	S
<b>1 Closed Holiday</b>	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	<b>17 AADL Board Mtg</b>	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## MEMORANDUM

To: District Library Board  
 From: Jan Barney Newman, Board President  
 Subject: Special Meeting, Monday, November 14, 2016 at 7:00 p.m.  
 Ann Arbor District Library, Fourth Floor Board Room  
 343 S. Fifth Avenue, Ann Arbor, MI

## SPECIAL MEETING AGENDA

- 16-220 I. CALL TO ORDER
- 16-221 II. ATTENDANCE
- 16-222 III. APPROVAL OF AGENDA (pp. 1-2)  
 (Item of action)
- 16-223 IV. CITIZENS' COMMENTS
- 16-224 V. DIRECTOR'S REPORT (pp. 3-6)  
 Josie B. Parker, Director
- 16-225 VI. OLD BUSINESS
- 16-201 A. UPDATE ON TRAVERWOOD BRANCH CAPITAL PROJECT  
 Len Lemorie, Facilities Manager
- 16-226 VII. NEW BUSINESS
- 16-227 RESOLUTION OF APPRECIATION TO NANCY KAPLAN  
 (p. 7)  
 (Item of action)
- 16-228 RESOLUTION OF APPRECIATION TO MARGARET LEARY  
 (p. 8)  
 (Item of action)
- 16-229 RESOLUTION OF APPRECIATION TO PRUE ROSENTHAL  
 (p. 9)  
 (Item of action)

16-230                    WELCOME TO THE NEWLY ELECTED TRUSTEES OF THE  
ANN ARBOR DISTRICT LIBRARY BOARD  
Jan B. Newman, President

16-231            VIII.    ADJOURNMENT

### **CITIZENS' COMMENTS – REQUEST TO ADDRESS THE BOARD**

1. Persons who wish to address the Library Board may reserve time on any regular or special meeting agenda by calling 327-8311 by 5:00 PM of the weekday preceding the meeting. Persons who have not reserved time in advance may speak after those who have reserved time.
2. Maximum time for individual speakers will not exceed three minutes.
3. One speaker may yield his/her time to another if both have signed up and both are in attendance at the meeting.
4. No person may speak more than once on the same subject during a single meeting.
5. Citizens' Comments at special meetings or study sessions will occur at the end of the meeting. Maximum time for individual speakers will not exceed three minutes.
6. Trustees, Director, and Administrators will not answer questions during Citizens' Comments. The speaker may request a response in writing. Trustees may, with the permission of the Board President, ask a question of a speaker. No dialog will occur.
7. Individuals addressing the Board should take into consideration rules of common courtesy.

### **Upcoming Events, and Issues of Interest**

1. **Tiny Expo** will be held at the Downtown Library in the Lobby on Saturday, December 10, from 11:00AM to 5:30PM. This year the expo will include some vendor demonstrations. This event drew 3,400 persons of all ages last year.

### **AADL Projects and Initiatives Underway**

1. Downtown library restroom rehabilitation work continues in the planning, and hopefully, that work will begin in early January with an approximate schedule of two months. This will be a very disruptive project because there are so few public restrooms in the building for its size and use. The contractor is O'Neal Construction and Cornerstone Design is the architectural firm for the project.
2. AADL staff have been working for a year to determine how best to implement an AADL staffed call center that will eliminate sending patrons from a switchboard to many locations in the system where they might, and often do, find themselves in long queues. The call center became operational on Halloween, and has so far proved effective in eliminating long hold queues for those calling into the AADL public numbers.
3. The archive collection will be relocated as planned in November to new space owned by Oxford at 2805 South Industrial Avenue.
4. The AADL annual audit presentation will be presented at the December 12, 2016 Board meeting.
5. The development of the graphic design portion of the new website will begin in January, 2017.

### **Projects and Initiatives Under Consideration**

We are considering the implications to services during the migration of our ILS system and website at launch in 2017. For example, we will need to suspend MEL loan/borrowing for approximately two months before migration and after migration. There will also be a window of time when placing a Hold on our AADL material will be suspended, but that will be a much shorter period of time. In the 2005 migration and website launch, fines were waived and this is an anticipated action for the 2017 migration and launch, too.

### **Summary of Patron and Staff Complaints/Comments/Suggestions and Their Disposition**

Director's Report  
November 2016

**Staff:**

The hours of Westgate have not been formally changed from those of the rest of the system, but practically the hours are the same as that of Sweetwaters. This adds an additional 12 open hours a week to Westgate, but library service hours remain unchanged. We are staffing early morning hours daily, Saturday evenings from 6:00-10:00 and Sunday mornings from 8:00 to Noon, and 6:00 to 8:00 PM on Sundays with a combination of regular staff, casual staff, and a security contractor. We will program on Friday and Saturday evenings at Westgate from Thanksgiving through the New Year as a trial to see if events are well attended at those times and on those days. Admin and Management staff were present those hours during the first three weeks of Westgate operations to see first-hand how that space is used during hours we are closed elsewhere. Sweetwaters has also taken a conservative approach to posting permanent hours until the use of the space is more consistent and predictable.

**Patron:**

*I have a 4 year old grandson. He got his first library card last month at the new West Gate branch. He had a great experience. He wanted books about trains and we found them in a minute since the children's non-fiction books were appropriately sorted by topic.*

*I was very disappointed, therefore, when I took him to the Pittsfield branch today and all of the children's books were sorted by author. We could find nothing that he wanted.*

*I am very much hoping that all branches will follow the approach of the West Gate branch in sorting children's non-fiction books by topic. It makes much more sense for children.*

*I'd appreciate hearing your plans about this. Jerry M. PhD.*

I am so delighted to hear that you and your grandson had such a great experience at Westgate with his first library card! The system of organizing materials at Westgate seems to have worked as intended for you, and I do appreciate the feedback.

We introduced this organizational structure at Westgate as a pilot project for the system as a whole, and to ascertain what needs refining, and what does not work. We are able to adjust this approach with relative ease and that is in its favor, too. The decision to reorganize material at Pittsfield, Malletts, and Traverwood with the new structure has not been made, but your feedback is very important to that discussion.

Director's Report  
November 2016

Thank you again for letting us know how much you enjoyed Westgate, and for sharing your opinion about the organizational structure there, and at Pittsfield.

Josie Parker  
Director

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*Thanks so much for your response. J. loves his library visits.*

*Please go back to shelving kids fiction by author not split into so many categories. Like at Pittsfield. At west gate it is so hard to figure out if something is kid adventure or no fantasy or no an animal is in it and it is funny.... Just hard to figure out where to look and the the card catalog is no where in the area to help.  
Ann D.*

Thank you for sharing your opinion on the organizational structure at Westgate. We are taking all comments about this pilot approach to shelving material seriously and appreciate that people are letting us know what works and what doesn't.

There is a catalog station just outside the entrance to the youth area if in future you visit Westgate again and need to locate material for checkout.

Thanks again for your interest in and use of the library.

Josie Parker, Director

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*While I love the look of the space at the remodeled Westgate branch, I want to request that you change the way that you organize the books. We arrived looking for a specific book that the online catalog said was at that branch. We could not find it and neither could the librarian who tried to assist us. Most of all, the new system prevents us from looking through all the books of the same author since they are not sorted together, even when they are all the same category such as "youth fiction." Authors should be grouped together. Last, the categories into which the books are divided are too narrow. The kids sections of "myth" "fantasy," and "sci-fi" should all be one section, for example.*

*I appreciate that you are trying to make it more "approachable" for a wider audience, but I think the new system needs some amending. I found it incredibly frustrating.*

Director's Report  
November 2016

Thank you very much for your feedback. We knew that changing the organization of materials would have negatives and positives, but felt this was a good opportunity to try. I think it likely that the title you were seeking was simply not on the shelf. It could have been our mistake, someone might have had it in a stack to check out while you were there, or it could have gone out unchecked by accident. I am sorry that we weren't able to locate it for you while you were there.

I am happy to add your name to the top of the wait list for it if that would help you.

In the meantime, we are refining the structure at Westgate as we receive feedback and I will pass your comments along, especially about J Myth, Fantasy and Sci FI.

Josie Parker  
Director

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**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 16-227**

**RESOLUTION OF APPRECIATION TO NANCY KAPLAN**

Minutes of a special meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 14<sup>th</sup> day of November 2016 at 7:00 p.m.

PRESENT:

ABSENT:

The following resolution was offered by \_\_\_\_\_, and seconded by \_\_\_\_\_:

THE BOARD RESOLVES:

- 1.) That the Ann Arbor District Library Board would like to officially thank Nancy Kaplan for her six years of outstanding service as an Ann Arbor District Library Board Trustee.
- 2.) That the Ann Arbor District Library Board would like to recognize Nancy Kaplan for her dedication, leadership, and commitment to the Library, community and staff.
- 3.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

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Margaret Leary, Secretary

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 16-228**

**RESOLUTION OF APPRECIATION TO MARGARET LEARY**

Minutes of a special meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 14<sup>th</sup> day of November 2016 at 7:00 p.m.

PRESENT:

ABSENT:

The following resolution was offered by \_\_\_\_\_, and seconded by \_\_\_\_\_:

THE BOARD RESOLVES:

- 1.) That the Ann Arbor District Library Board would like to officially thank Margaret Leary for her thirteen years of outstanding service as an Ann Arbor District Library Board Trustee.
- 2.) That the Ann Arbor District Library Board would like to recognize Margaret Leary for her dedication, leadership, and commitment to the Library, community and staff.
- 3.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

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Jan Barney Newman, President

**BOARD OF TRUSTEES OF  
ANN ARBOR DISTRICT LIBRARY  
RESOLUTION 16-229**

**RESOLUTION OF APPRECIATION TO PRUE ROSENTHAL**

Minutes of a special meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 14<sup>th</sup> day of November 2016 at 7:00 p.m.

PRESENT:

ABSENT:

The following resolution was offered by \_\_\_\_\_, and seconded by \_\_\_\_\_:

THE BOARD RESOLVES:

- 1.) That the Ann Arbor District Library Board would like to officially thank Prue Rosenthal for her nine years of outstanding service as an Ann Arbor District Library Board Trustee.
- 2.) That the Ann Arbor District Library Board would like to recognize Prue Rosenthal for her dedication, leadership, and commitment to the Library, community and staff.
- 3.) That all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

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Margaret Leary, Secretary

ANN ARBOR DISTRICT LIBRARY BOARD

Nancy Kaplan  
Margaret Leary  
Jim Leija  
Jan Barney Newman  
Prue Rosenthal  
Edward Surovell  
Jamie Vander Broek

2016 OFFICERS

President . . . . . Jan Barney Newman  
Vice President . . . . . Edward Surovell  
Treasurer . . . . . Prue Rosenthal  
Secretary . . . . . Margaret Leary

ADMINISTRATION

Josie Parker . . . . . Director  
Eli Neiburger . . . . . Deputy Director

**The Ann Arbor District Library Board will provide necessary reasonable aids and services to individuals with disabilities who desire information regarding board meetings upon three (3) business days notice. Individuals with disabilities requiring aids or services should contact the Ann Arbor District Library by writing or calling the following:**

Ann Arbor District Library  
Board of Trustees  
343 South Fifth Avenue  
Ann Arbor, MI 48104-2293  
(734) 327-8311