

Minutes

BALDWIN PUBLIC LIBRARY BOARD MEETING

March 17, 2008

- Present** Paul Vander Meer, Michael Earl, Seth Chafetz, Ann Conigliaro, Ileana Thal, David Underdown
- Absent** None
- Staff** Martha Custer – Director, Doug Koschik – Associate Director, Jennifer Thanasiu – Associate Director, Kathy Pfister – Administrative Assistant
- Guests** Warren Spatz, Margaret Betts, Joan Heinike, David Bloom
- Call to Order** President Paul Vander Meer called the meeting to order at 7:30 P.M.
- Consent Agenda** Seth Chafetz requested that Item A be removed from the agenda. Michael Earl made a motion to approve the Consent Agenda without Item A. David Underdown seconded.
VOTE: Yeas, Michael Earl
David Underdown
Seth Chafetz
Ileana Thal
Paul Vander Meer
Ann Conigliaro
Nays, None
The motion passed. Marti Custer presented the vouchers in the amount \$313,267.42 to Michael Earl to be signed.
- Financial Report** Marti Custer explained that the 2008-2009 budgeted expenditures had been adjusted to reflect a decrease in projected revenue from all sources. Additional discussion focused on how expenses were cut and how tight the budget is.

Marti shared that the City would not accept the complete fund summary that had been submitted with the budget because it didn't comply with the City format and they felt it was too long. Marti drafted a revised summary to conform to the City's format and the City offered to distribute copies of the full

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summary to the City Commissioners. Ileana Thal requested a copy of the revised summary for review. Paul Vander Meer agreed that Marti should proceed with sharing the original full fund summary that the Board had approved with the City Commission.

A motion was made by David Underdown to transfer \$8,500.00 from budget line 5002 Building into budget line 5314 Library Computer Software. Seth Chafetz seconded the motion.

VOTE: Yeas, Michael Earl
David Underdown
Seth Chafetz
Ileana Thal
Paul Vander Meer
Ann Conigliaro

Nays, None

The motion passed.

President's Report

Paul Vander Meer began discussion on Chapter Three from the book Library Board Strategic Guide. Paul mentioned that the Library Board doesn't have an explicit plan of work for the Director, but the duties are tied to specific projects and her strategic plan. There was discussion of the value and benefits of the Board and the Director acting as a team in sharing decision-making and responsibility. This chapter also shared good information about symptoms to watch for of problems arising. A distinction was made that the Library Board is an elected, governing Board, not an advisory Board. This can influence the communication flow that exists among the Library, the Board and the City. This chapter also discussed succession planning. Marti shared that there is a continuation plan that identifies decision-making and responsibility in the absence of the director. Also, the Library's financial policies allow the associate directors to step in during the absence of the Director.

Paul Vander Meer reviewed the Board Action Plan and suggested that it be included in the Board packet every month until the Board has completed their plan. The first goal has been met. The City Commission received the letter that Paul sent to Mayor Carney concerning the Library's legal status. The second goal needs to be reworded with the focus being on

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evaluating if the Board meetings support the priorities of the Board and allow the Board to spend its time on important issues. The third goal, strategic planning, is scheduled for Fall 2008. Marti explained that in August, the Library has a staff day that includes brainstorming by the entire library staff reflecting on what has been achieved, good and bad, and what we would like to do to enhance the quality and services of the Library. Then, the management team uses that feedback and develops overall goals for the Library. Next, planning sessions occur that establish department goals and department heads then meet with the individual staff to establish their own goals, all of which complement the Library goals.

Library Report

Marti Custer shared the information that the Coalition Youth Action Board had issued a commendation to the Library as being named one of the best places in the community that teens use to study.

Marti also stated that 50 additional chairs will be purchased for the lower level to accommodate any events that warrant seating for more than 100 and to offset any replacement needs or damage done to the original 100 chairs ordered.

Ileane Thal asked about the status of the collection agency and Marti responded that the glitch that occurred with the programming by Sirsi is still being addressed. However, because of the stronger language in the letters being issued by the Library, there has been a significant increase in the return of overdue materials and/or paying of fines.

A member of the public addressed the Board and suggested that the Board Room be made available to the public on Sundays. Paul Vander Meer thanked him for his comments.

Marti Custer reminded the Board that Senator Bishop had been invited to the Rochester Hills Public Library to speak with area library boards and our board members are encouraged to attend. Marti will notify Christine Hage of who is planning to attend.

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Marti mentioned that Silvertree Marketing is bringing Bill Dow to work with the Library staff on programming. The next issue of Books & Beyond is being redesigned. Silvertree is doing a great job and our publicity is increasing.

Friends of the Library

Warren Spatz shared the dates of the Annual meeting (May 4) as well as the upcoming Book Sale (May 9 through 12). Author Tom Lynch will be the guest speaker at the annual meeting. There will also be nominations and elections for committee representatives. The Annual Meeting of the Friends of the Library will also be the launch of the newly renovated lower level so a number of additional community members will also be invited to attend. There will be tours as well as entertainment. The Friends meeting will occur at 2:00 p.m. and the Library component of the event will occur immediately following the meeting.

Miscellaneous

A motion was made by Ileana Thal to approve the purchase of 21 computers with flat screen panels and software for the computer lab in an amount not to exceed \$23,891.49 to be paid from budget line 5002. Seth Chafetz seconded.

VOTE: Yeas, Michael Earl
David Underdown
Seth Chafetz
Ileana Thal
Paul Vander Meer
Ann Conigliaro
Nays, None

The motion passed.

A motion was made by Seth Chafetz to approve the purchase of a 100-computer site license for Microsoft Office Professional 2007 in an amount of \$6,900.00 to be paid from budget line 5314. David Underdown seconded.

VOTE: Yeas, Michael Earl
David Underdown
Seth Chafetz
Ileana Thal
Paul Vander Meer
Ann Conigliaro
Nays, None

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The motion passed.

Seth Chafetz stated that he thought the February Board meeting minutes should have more thoroughly explained what Dorothy Conrad's comments had been. Marti Custer pointed out that the February Trust minutes had, in fact, stated what Seth was referring to. Seth reviewed the Trust minutes and agreed that they satisfied his concern. Seth also suggested that the minutes should have contained Michael Earl's disclosure of having provided Marti with the name of a financial consultant but not having any personal affiliation with the same. Seth Chafetz made a motion to amend the February 18, 2008 meeting minutes to reflect what was stated in the February 2008 Library Report, Page 21, "Steven Pollack has been hired as the financial advisor for the library. Please review his resume following the Finance Committee minutes. Steve has an extensive background in cost accounting and budget analysis and I am confident he will be an asset to the Library. His potential to serve in this capacity was brought to me by Michael Earl." David Underdown seconded. Michael Earl reiterated that he had no family or professional affiliation with the financial advisor.

VOTE: Yeas, Michael Earl

David Underdown

Seth Chafetz

Ileane Thal

Paul Vander Meer

Ann Conigliaro

Nays, None

The motion passed.

David Underdown made mention of the requirements of the Open Meetings Act and Paul Vander Meer stated that this Act was published in the Board packet for the benefit of any and all members of the public so they can readily see that the Library meetings and minutes are in compliance with the law.

David Underdown made a motion to approve the February 18, 2008 minutes with the above referenced amendment. Seth Chafetz seconded.

VOTE: Yeas, Michael Earl

David Underdown

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Seth Chafetz
Ileane Thal
Paul Vander Meer
Ann Conigliaro

Nays, None

The motion passed.

Public Comment

A member of the public, David Bloom, shared excerpts from a Detroit Free Press news article concerning residency requirements.

Adjournment

The March 17, 2008 meeting of the Baldwin Public Library Board of Directors was adjourned at 8:38 p.m. Motioned by Ileane Thal. David Underdown seconded.

VOTE: Yeas, Michael Earl
David Underdown
Seth Chafetz
Ileane Thal
Ann Conigliaro
Paul Vander Meer
Nays, None

Next Meeting

April 21, 2008 at 7:30 P.M. in the Board Room

Michael Earl
Secretary, Board of Trustees
Baldwin Public Library

Minutes prepared by Kathy Pfister