

BALDWIN PUBLIC LIBRARY BOARD MEETING

April 21, 2008

- Present** Ann Conigliaro, Michael Earl, Seth Chafetz, Ileana Thal, David Underdown
- Absent** Paul Vander Meer
- Staff** Martha Custer – Director, Doug Koschik – Associate Director, Kathy Pfister – Administrative Assistant
- Guests** Warren Spatz, Lee Pettie, Margaret Betts, Joan Heinike
- Call to Order** Vice President Ann Conigliaro called the meeting to order at 7:30 P.M.
- Consent Agenda** Seth Chafetz requested that Item C be removed from the agenda. Marti Custer passed out revised minutes from the March 6th Board meeting to replace the minutes contained in the Board agenda packet. Ileana Thal made a motion to approve the Consent Agenda without Item C and with the substituted minutes from the March 6th Board meeting. David Underdown seconded.
VOTE: Yeas, Michael Earl
David Underdown
Seth Chafetz
Ileana Thal
Ann Conigliaro
Nays, None
The motion passed.
- Financial Report** Marti Custer updated the Board on the Rewold contract stating that the expenses will be approximately \$700,000, which is well below the approved \$950,000 for the project. A final walkthrough will be occurring shortly and there are still some furnishings and miscellaneous expenses that have yet to be obtained. There were no questions related to the lower level renovation.

President's Report

Ann Conigliaro suggested that discussion of the **Library Board Strategic Guide** be postponed until next month when Paul would be present to facilitate.

Ann also reminded everyone of the renovation celebration occurring on May 4th being held in conjunction with the Friends of the Library's annual meeting. David Underdown asked who all were sent invitations by the Library. Marti explained that all donors, persons who have provided written comment regarding the Library services, city commissioners and random business and city affiliates were part of the 400 invited guests. In addition, the Friends of the Library also invited their entire membership. Marti invited any and all Board members to provide her with names of people that they want to assure have been invited and the Library will issue additional invitations.

Library Report

Marti Custer expressed the Library's dismay at the loss of DVD's and other media materials and explained that she is considering security cameras. Michael Earl said that Border's has recently installed more anti-theft devices on their goods.

Ileane Thal asked about the status of the collection agency. Marti shared that while we haven't been using it long enough to have good statistical data, she does believe it is effective. Also, the Circulation staff are being more aggressive in their collection efforts before turning the patrons over to Unique Management.

The City will be paying for the Library's assessment for the underground parking across from Shane Park since it's the City that owns the Library building. Comment was made regarding the decision to not have bathroom facilities at Shain Park. Lee Pettie reported that Beverly Park does have them and for the most part, it is not a problem.

Liaisons

Warren Spatz, liaison for the Friends of the Library, reported that all the committees made status reports at the last meeting of the Friends of the Library. The Friends are coordinating their efforts with Jennifer Thanasiu who has stated that the Library staff will assist them in any way needed. Warren said that the

greatest need is soliciting volunteers to set up for the Book Sale as well as requesting the use of a lot of tables. Warren also informed the Board that the Library had furnished a wish list to the Friends and, as a result, the Friends of the Library had issued a check to the Library in the amount of \$30,000. The Library Board expressed their gratitude and asked Warren to convey their thanks to all the members of the Friends of the Library.

Lee Pettie, liaison for the Village of Beverly Hills, asked for clarification as to whether the Library covers its own legacy costs. Marti and Ann confirmed that it does.

Committee Reports

The Policy Committee met to revise the Meeting Room Policy in anticipation of the re-opening of the lower level meeting rooms. Marti pointed out that one revision had been made to the policy in the agenda packet, so a newer version of the policy was passed out at the meeting. The change was made under #27 with the language in the last sentence revised to say "...will result in the future inability to rent rooms". Marti also explained that the biggest change will be in collecting a security deposit from the customers renting the meeting rooms. Seth Chafetz shared that this is a practice consistent with the use of other public facilities. Ann Conigliaro pointed out that once the policy changes are approved, events that have been previously arranged need to be grandfathered under the old policy, including pricing and rental conditions. A motion was made by Seth Chafetz to accept as presented the revised meeting room policy. Ileana Thal seconded the motion.

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

Nays, None

The motion passed.

The Policy Committee also created a Naming Policy and an updated version of this policy was passed out at the meeting. Discussion occurred and it was agreed that Marti would make additional changes to

the policy and bring it back to the Board for adoption next month.

The Finance Committee met and Michael Earl stated that Marti and Steve Pollack have been reviewing fiscal processes and making recommendations of a different format for Board reports. A draft of these reports will be shared at the next Finance Committee meeting so they can evaluate improvements.

Michael Earl also stated that there is a consensus that a firm or investment house needs to manage the Trust, not just individuals or volunteers. The intent is to send out an RFP to local firms and investment houses.

Ileane Thal suggested that the Finance Committee needs to delineate between Board matters and Trust matters. It was also suggested that Steve Pollack be referred to as a business manager rather than a financial consultant since that term is misleading given the scope of his work with the Library. Marti was asked to follow up with Steve regarding this.

Miscellaneous

Marti Custer was asked by the Friends of the Library to provide a Certificate of Appreciation to the guest speaker at the upcoming celebration and FOL Annual Meeting, Thomas Lynch. The Board agreed to provide the Certificate and Marti will secure Paul's signature as President of the BPL Board of Directors.

Seth Chafetz asked for clarification on the letter received from Cathleen Russ, Troy Library. The Board suggested that Marti have additional contact with Cathleen and gather more information that can be shared with the Board next month.

Marti Custer shared a letter she received from the City Manager who is informing the Library that the financial situation of the City is challenging. Because of the decrease in valuation, there is a revenue shortfall to the Library of \$16,500. Marti reminded the Board that they will be going before the City Commission on May 5th to proposed the Library's 2008-2009 budget. It was suggested that the budget

narrative be reviewed and shared with the Commission since the City did not include that with the budget submission to the City Commission.

There is a seminar being offered by the City on "Good Governmental Practices". This will be offered twice on Thursday, May 15th, at 4:00pm to 5:30pm or 7:00 to 8:30pm. Marti stated that she and Kathy Pfister are planning to attend and Board members are also welcome to participate. Additionally, the City is hosting the Government Day Breakfast on Monday, May 19th, 7:30a.m. at the Townsend Hotel. All Board members should be receiving their individual invitations and everyone is encouraged to attend.

The grand piano has been returned to the Lower Level Meeting Room. The Board discussed the possibility of selling it.

Seth Chafetz requested item C be removed from the consent agenda. He questioned a lunch with the Eccentric newspaper. Marti responded this was a networking luncheon. Seth Chafetz moved to approve the signing of the vouchers in the amount of \$296,806.72. David Underdown seconded.

VOTE: Yeas, Michael Earl
David Underdown
Seth Chafetz
Ileane Thal
Ann Conigliaro

Nays, None

The motion passed.

Public Comment

There were no comments from the public.

Adjournment

The April 21, 2008 meeting of the Baldwin Public Library Board of Directors was adjourned at 9:07 p.m. Motioned by Ileane Thal. Michael Earl seconded.

VOTE: Yeas, Michael Earl
David Underdown
Seth Chafetz
Ileane Thal
Ann Conigliaro

Nays, None

Next Meeting

May 19, 2008 at 7:30 P.M. in the Board Room

Michael Earl
Secretary, Board of Trustees
Baldwin Public Library

Minutes prepared by Kathy Pfister