

BALDWIN PUBLIC LIBRARY BOARD MEETING

May 19, 2008

- Present** Paul VanderMeer, Ann Conigliaro, Michael Earl, Seth Chafetz, Ileana Thal, David Underdown
- Absent** None
- Staff** Martha Custer – Director, Doug Koschik – Associate Director, Jennifer Thanasiu – Associate Director, Kathy Pfister – Administrative Assistant
- Guests** Lee Peddie, Margaret Betts, Joan Heinike, Steve Pollack
- Call to Order** President Paul VanderMeer called the meeting to order at 7:30 P.M.
- Consent Agenda** Seth Chafetz requested that Item B be removed from the agenda. David Underdown made a motion to approve the Consent Agenda without Item B. Ann Conigliaro seconded.
VOTE: Yeas, Michael Earl
David Underdown
Seth Chafetz
Ileana Thal
Ann Conigliaro
Paul VanderMeer
Nays, None
The motion passed.
- Financial Report** Marti Custer updated the Board on the renovation and expenses. To-date, \$932,570.61 has been spent of the total budget of \$950,000.00. TMP was contacted due to excessive scuffmarks on the walls after the celebration and book sale. The company who manufactures the wall surface will restore the walls. Drew Pennington is investigating an additional coating option.

The cash balance showing in financial report is incorrect and should read \$1,910,283.54.
- President’s Report** Paul VanderMeer discussed the strategic planning process. He shared information on three national consultants. Marti suggested that it would be beneficial to

engage the community in planning: Silvertree Marketing could be used for this local initiative. Board members agreed that a proposal needs to be developed. Marti will look at a proposal that was created a few years ago to see if it remains applicable. Ileana suggested feedback be sought from MLA in a search for a local consultant. Marti shared that there is \$20,000 in the 2008-09 budget for this purpose. Michael Earl clarified that the existing plan ends in December 2008. Everyone agreed that the new strategic plan would be targeted for the spring of 2009.

Library Report

Paul VanderMeer read a thank you note sent to the Board of Trustees from Janet Frances for the books purchased in memory of her husband, Richard.

Ileana Thal asked about the collection agency summary report. Marti shared that the service has been very successful but some clarification is needed concerning the statistics. Marti will provide more information next month.

Ileana Thal asked about the addendum related to serving wine at a Library function. Marti explained that a visiting author had patrons that wanted to host a reception as part of the Library's program involving this author. The Board members questioned if there will be expenses involved for the Library, i.e. insurance or a special permit. Marti will check with the City. If there is no expense to the Library, Marti will most likely approve the activity.

Ileana remarked that the statistics tied to theft within the DVD collection is very low and exploring theft prevention devices may be cost prohibitive. Doug Koschik said that the figures presented in the findings are the minimal amount that could be quantified and actual loss is probably higher, but not documented as lost, just misplaced.

The new Books & Beyond is complete and looks very good.

Curbside book return was discussed and Marti shared that Matt Church needs to finish his discussions with the City. Paul also pointed out that it would require more holiday staff time to empty the bins. Everyone agreed it

would be beneficial for the patrons. The Board will look at this again when all the information is known.

Liaisons

Lee Peddie, liaison for the Village of Beverly Hills, stated that there was nothing to report.

Marti Custer, reporting for Warren Spatz, said the Friends of the Baldwin Public Library took in \$12,609.00 from the recent book sale. Marti stated that this is the highest amount ever raised at the book sale.

Committee Reports

Ann Conigliaro spoke on behalf of the Finance Committee. She stated that a lot has transpired since the May 2nd committee meeting and provided a recap of events to-date. Since the City Commission meeting when the Library failed to get their 2008-09 budget approved, the finance committee has had numerous discussions, reviewed proposed budget submissions, gathered more details and analyzed more figures. As a result, the finance committee decided it was best to wait until the June 9th city commission meeting to present the Library's proposed budget so that proper preparation could occur. The finance committee also sought a meeting with the city manager to identify what the city is looking for in the Library's budget. Michael Earl, Ann Conigliaro and Steve Pollack met with Tom Markus, Don Carney, Stuart Sherman and Mark Gerber. The finance committee thought the meeting was very beneficial and that the city is looking for the Library to use the same standards of cost management as the city itself employs. Michael Earl also thought there is a need for more cultural alignment between the City and the Library. Paul also reminded everyone that this was a priority made by the strategist that trained the Board. The finance committee will be meeting to revise the budget and bring it back to the Board on May 30th for final approval and presentation to the City Commission on June 9. The focus of the finance committee will be to define the purpose/need of the fund balance and to find areas where operational costs can be reduced. The Board is recommending the finance committee target around 1.3 mils. The Board agreed to meet at 4:30 p.m., on May 30, 2008, to hear the finance committee's recommendation.

Miscellaneous

Marti explained that the RFQ for future printings of Books & Beyond resulted in two pricing quotes that reflected a 3-

year contract with five issues per year. The Board thought that it might be prudent to continue with four issues per year, so Marti will obtain new quotes for four issues per year and present findings at the June Board meeting.

Marti shared that interviews were given to the three top bidders for the installation of the exchange server. Disparities in how the companies handled redundancy solutions explain the wide variance. The staff is recommending Core3 Solutions and shared that Core3 Solutions has included continuous monitoring of the Library's hardware throughout the course of their contract. Seth Chafetz motioned to approve the proposal from Core3, Adams Road, Birmingham, MI at a cost of \$49,601 to be paid fro budget line 5004 Equipment and furnishings. Ileana Thal seconded the motion.

VOTE: Yeas, Michael Earl

David Underdown

Seth Chafetz

Ileana Thal

Ann Conigliaro

Paul VanderMeer

Nays, None

The motion passed.

Marti Custer presented the Naming Policy that reflected the revisions suggested at the last Board meeting. Ileana requested that the notation on page 43, "Baldwin", be corrected to say "Baldwin Public Library Board of Directors", which is consistent with the verbiage in the rest of the policy. Seth Chafetz motioned to approve the Naming Policy as submitted, but amended to reflect the change on page 43. David Underdown seconded the motion.

VOTE: Yeas, Michael Earl

David Underdown

Seth Chafetz

Ileana Thal

Ann Conigliaro

Paul VanderMeer

Nays, None

The motion passed.

Item B from the consent agenda was brought to the table at this time. Ileana motioned for approval of the individual

vouchers identified in the agenda. Seth Chafetz seconded the motion. Seth raised some questions about specific vouchers and then the motion went to vote.

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

Nays, None

The motion passed.

Public Comment

There were no comments from the public.

Adjournment

The May 19, 2008 meeting of the Baldwin Public Library Board of Directors was adjourned at 9:47p.m. Motioned by Seth Chafetz. Ann Conigliaro seconded.

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

Nays, None

Next Meeting

Special Meeting to occur on May 30, 2008 at 4:30 p.m. in the Board Room.
Next regular meeting to occur on June 16, 2008 at 7:30 p.m. in the Board Room.

Michael Earl
Secretary, Board of Trustees
Baldwin Public Library

Minutes prepared by Kathy Pfister