

BALDWIN PUBLIC LIBRARY BOARD MEETING

June 16, 2008

Present Ileana Thal, Michael Earl, Ann Conigliaro, Seth Chafetz, David Underdown. Paul VanderMeer joined the meeting at 8:00 p.m. through conference phone call.

Absent None

Staff Martha Custer – Director, Jennifer Thanasiu – Associate Director, Doug Koschik – Associate Director, Matt Church – Circulation Department Head, Kathy Pfister – Administrative Assistant

Guests Warren Spatz, Lee Peddie, Steve Pollack, Margaret Betts, Kathy Nyberg, Pat Tibbetts, Barbara Suhay, Jim Suhay, Maureen Field, David Field, Joan Heineke, Joe Wolf, Bob Kelly, others not identified

Call to Order Vice-President Ann Conigliaro called the meeting to order at 7:31 P.M. It was noted that a quorum was established.

pfisterk 7/29/08 11:50 AM

Deleted: quorem

Ann Conigliaro announced that President Paul VanderMeer was out of town but will be conferenced by phone later to discuss some items on the agenda. The floor was opened for discussion regarding the recent actions of the City Commission. The Board members and Library staff introduced themselves to the public. The public was invited to comment.

- Joan Heineke stated that she heard the City had sent the chosen millage to the County, making the rate official. Ann Conigliaro responded with her understanding that there is a question as to when the County accepts the final millage.
- Maureen Field shared that her impression from one of the city commissioners was that the City has a concern about the amount of the Library's fund balance and the public not knowing the intended use of these monies. Seth Chafetz responded by explaining that the Library's fund balance does not impact the City's bond rating. He also reminded everyone that years ago the City told the Library that renovation spending needs to occur through the savings of the millage

and the Library had agreed to do this and had notified the city numerous times of this. Seth explained the Library relies on its fund balance to provide renovations and needs to maintain a healthy balance since there is no other means of raising additional monies for needed renovations.

- Maureen Fields asked the Board to speak to impacts on staffing. Ileana Thal clarified that no staff reductions were planned except that the use of substitute librarians has been curtailed except for emergency situations. Marti Custer added that when staff resignations occur, the open positions will be evaluated to determine the necessity of filling them. Maureen Field made the comment that she would like to see the Library and the City get along better.
- Ann Conigliaro shared the Library Board's efforts to discuss the budget planning process with the City and the Board's disappointment that the City presented information at the City Commission meeting that had never been shared with the Library Board or staff. Michael Earl added that when the Library's finance committee and business manager met with the City representatives, it was done so in the spirit of cooperation and good communication. In fact, Steve Pollack remained in touch with the city finance staff and incorporated their feedback and formulas into the revised budget. Michael Earl stated how he was surprised when the City made their own presentation at the city commission meeting with no communication to the Library of their intentions. Michael Earl also pointed out that the City follows a practice of developing budgets based on prior budgets, not actual costs.
- Barbara Suhay asked if the state of the economy doesn't naturally force municipalities and public services (i.e. libraries) to reduce some services.
- Clarification was also sought regarding the Library's use of legal services. Ann Conigliaro responded by stating that the Library decided to obtain legal counsel, expert in library law, last year to assure there was no conflict of interest when decisions need to be made that were in the best interest of the Library. Ann also clarified that the business manager was hired as a consultant for the Library at the beginning of 2008 to critique existing business practices. He was brought in to

assist with the budget planning after the current budget was developed. Jim Suhay asked if copies of the 2008-09 budget could be shared with the public. Ileana Thal offered her copy for review.

pfisterk 7/29/08 11:56 AM

Formatted: Font color: Custom
Color(RGB(0,0,204))

- Joe Wolf, Treasurer of the Friends of the Library, clarified that the FOL was in disagreement with the millage rate set by the city commission for the Library and that if the Friends' Board was polled, 14 of 15 members were in support of the millage rate presented by the Library. Bob Kelly wanted it noted that he was not at the city commission meeting and someone other than himself put his name on a comment of concern about the Library. Bob Kelly also asked why the Library would be questioning the city charter. Maureen Fields stated that she doesn't believe there is anyone in the community that wants to see legal action occur between the City and the Library. Bob Kelly shared that the Library will always be here because it's valued by its community.

After considerable feedback and discussion, the Board of Directors assured those in attendance they will develop a series of documents which explain the ramifications for the future of the Library.

At this point, Paul VanderMeer joined the meeting by phone at 8:00 p.m. Marti said there will be "town hall" meetings later this year to detail the Library's financial information. Ileana Thal said that the intended use of the Library's capital funds will be clarified and publicized. Ann Conigliaro thanked everyone present for their comments and their interest.

Executive Session

A motion was made by Michael Earl to enter into executive session for the purpose of discussing attorney-client privileged communication. Ileana Thal seconded the motion. Roll call was taken.

VOTE: Yeas, Michael Earl
David Underdown
Seth Chafetz
Ileana Thal
Ann Conigliaro
Paul Vander Meer (by conference
phone)

Nays, None
Absent, None

The motion passed.

Paul VanderMeer left the meeting at 9:15 p.m.

Reconvene Regular Meeting

The regular meeting of the Baldwin Public Library Board of Directors reconvened at 9:21 p.m.

Consent Agenda

Ileane Thal made a motion to approve the consent agenda. Michael Earl seconded. Seth Chafetz requested that Item C be removed from the consent agenda. A roll call vote was taken.

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

The motion passed.

Financial Report

Marti Custer stated that next month there will be two sets of financial reports due to closing out the end of the fiscal year. Steve Pollack and Marti are meeting with the vendor for the accounting system on Monday to look at new ways to report financial information to the Board. Ann asked about certain line items, such as Architectural Services, which reflect a significant overage from the budgeted amount. Marti explained that overall Contractual Services was within the budget projections. Marti also clarified that the account numbers used correspond to the City's accounting system. Seth asked about Memberships and Dues and Marti said that the majority of these expenses is to accommodate memberships of the librarians, either ALA or MLA, which allows for reduced registration fees for conferences.

President's Report

Ann Conigliaro stated that there would be no President's Report due to the absence of the Board's President.

Library Report

Marti Custer reported that the Library has experienced several security breaches at the back entrance area. The numeric entry keypad has no memory and the alarm system is antiquated. There has not been any evidence of loss or theft. We have requested a price for a new alarm system that includes memory of the security codes used to obtain entry to the building. Marti was asked to speak with

someone in the city manager's office about this matter.

Marti informed the Board that a futurist, David Pierce Snyder, will be doing a presentation at Baldwin Public Library on October 13th about the future of urban villages. The Library Board will invite other community organizations to this event.

Summer Reading registration was very successful. We had 119 adults enroll; last year was 60. There were 97 teens enrolling; last year was 5. Our youth numbers remain high.

Matt Church presented his efforts at looking into the possibility of an outdoor book return for patrons. Drive-up book returns would be a convenience measure for patrons. The preliminary cost for two returns – one for books, one for A/V materials – is approximately \$11,000. The next step is to make application with the City and engage in their review process. Redesign of the indoor book return is also being pursued since it is not efficient. Reconstruction of the existing slot is approximately \$1,100 plus costs for finishing materials. Seth asked if existing staff can handle the workload. Matt stated that the Circ department is presently working with fewer Page staff hours than last year at this time when current circulation is higher. As a result, we are experiencing delays in re-shelving materials. Marti asked the Board for feedback on whether we should fill our Page vacancies. We presently have a benchmark of shelving books within 2 hours of their return, which is an exceptional standard, and one that has directly impacted our increased circulation. Michael and Ileana both said that this is an operational decision and it may be that staffing needs to be reflective of peak seasons rather than the same all year long.

Friends of the Library

Warren Spatz was no longer in attendance so there was no additional information brought to the meeting from the Friends of the Library.

Beverly Hills

Lee Peddie stated that Beverly Hills will not be giving any less revenue than they have in the past based on review of the formula used in the current contract.

Miscellaneous

Marti pointed out that the RFQ for the printing of Books and Beyond is still valid since it doesn't lock in the specific number of issues or pages. Seth had a question about the quality of the paper and print being used. Marti said that the cost is a little higher due to the use of recycled paper. Ileana Thal made a motion to approve the quote from Dearborn Lithograph, 12380 Globe Street, Livonia, MI to print Books and Beyond Newsletter for a 3-year period to be paid from budget line 3502 as a quarterly charge as detailed in the RFQ document but not to exceed 8 pages and 4 issues per year. Michael Earl seconded the motion. Seth Chafetz requested a friendly amendment to the motion that the Board will continue to review the cost effectiveness of future printings.

The Board agreed to Seth's request.

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

The motion passed.

Seth asked for an understanding of a charge showing for the Detroit Marriott. Marti explained that this was an error and the total amount paid to the credit card reflects the credit of this charge. Therefore, Seth Chafetz motioned to approve payment of vouchers in the amount of \$302,357.50. Ann Conigliaro seconded the motion.

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

The motion passed.

Marti presented the vouchers in the amount of \$302,357.50 to Michael Earl for signature.

Michael Earl raised the issue of the letter addressed to the Board President from the City Manager, dated June 13, 2008. It was suggested that Paul would draft a response acknowledging receipt of the letter

and letting the City know that the Board will be discussion the letter in the near future.

Public Comment

There was no future public comment.

Adjournment

The June 16, 2008 meeting of the Baldwin Public Library Board of Directors was adjourned at 10:27 P.M. Motioned by Ileana Thal. Seth Chafetz seconded.

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

The motion passed.

Next Meeting

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

Michael Earl
Secretary, Board of Directors
Baldwin Public Library

Minutes prepared by Kathy Pfister