

BALDWIN PUBLIC LIBRARY BOARD MEETING

July 21, 2008

- Present** Ann Conigliaro, Michael Earl, Seth Chafetz, Ileana Thal, David Underdown
- Absent** None
- Staff** Martha Custer – Director, Doug Koschik – Associate Director, Jennifer Thanasiu – Associate Director, Matt Church – Circulation Department Head, Steve Pollack – Contractual Business Manager, Kathy Pfister – Administrative Assistant
- Guests** Warren Spatz, Lee Peddie, Margaret Betts, Joan Heinicke, David Bloom and others
- Call to Order** Vice President Ann Conigliaro called the meeting to order at 7:30 P.M. A quorum was established.
- Consent Agenda** Seth Chafetz moved to accept the consent agenda. David Underdown seconded the motion. Ileana Thal asked to remove Item C. Ann Conigliaro asked to remove Items A and B. Seth Chafetz motioned to approve Item D, vouchers in the amount of \$482,771.38. Ileana Thal seconded the motion. A roll call vote was taken.
VOTE: Yeas, Michael Earl
David Underdown
Seth Chafetz
Ileana Thal
Ann Conigliaro
Nays, None
The motion passed.
- Financial Report** Steve Pollack presented a projection of the Fund Balance for the next two years. If the millage stays at the current 1.0 mil, there will be a \$700,000 deficit at the end of the second year. Michael Earl wants to know how cash flow will occur from the City when money runs out. That has not been determined. An End of the Year Variances spreadsheet was distributed detailing current end of the year projections. No additional comments were raised. There was consensus that the Library Board needs to take action.

Vice-President's Report Ann Conigliaro asked the Board to review the proposed letter written from the Board to be sent to the Friends of the Baldwin Public Library. Seth Chafetz stated that he felt we should move forward in working with the City Commission prior to sending this letter out. Warren Spatz stated that the letter reflects the reality facing the Library and the public needs to receive this information. Ileana Thal felt the letter was too long and difficult to understand. David Underdown thought the letter explained the Library's situation but the actual language of the Public Act referenced should be included in the letter. After discussion ended, Ann Conigliaro commented that while the letter has value, she is recommending that it not be published at this time. Therefore, in the absence of a motion, the letter will not be issued. Warren Spatz asked if the Board still intends to question the action of the City submitting a Library budget to the county with a reduced millage of 1.0 and what was the final date to file a change in the millage request. Marti Custer stated that the deadline for this is in September. David Bloom made a comment that if the Library pursued any action they run the chance of the City taking full control.

Ann Conigliaro presented a letter drafted in response to the City Commission agreeing to meet with representatives from the Library Board. She asked to have one sentence adjusted. David Underdown motioned to send the letter with the suggested edits. Seth seconded the motion.

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

Nays, None

The motion passed.

Ann brought up the need to create an ad hoc committee to meet with City Commission representatives. Ann Conigliaro and Michael Earl will represent the Library Board. Other representatives will be added as appropriate. It was raised that the letter just approved should be addressed to the City Commission, not the City Manager, since these are the two bodies that are agreeing to convene. The letter will be modified as such. Lee Peddie shared that the committee will act as a work

group with both entities bringing information to the table. Ann reminded everyone that the meetings will be open to the public.

Library Report

Ann asked for clarification on the repairs being done to the new chairs in the lower level. Marti stated that she has spoken with the supplier who has agreed to take all the originally-purchased chairs back and replace them with a new shipment. Ann also shared concern about the delay in resolving problems with the alarm system as this leaves the Library vulnerable to vandalism in addition to theft. Marti said she was working with the City to find a suitable solution. Seth asked what funds will be used to host the anniversary luncheon for staff. Marti clarified that this expense comes from the Trust. Ann Conigliaro suggested that Board members pay for their own lunch during this occasion as it's the staff being celebrated, not the Board. Seth also asked for more information on the purpose of engaging an organizational consultant. Marti shared that the Library has used Karine Stover for this purpose in the past dating back to before she started at Baldwin. Karine is an organizational expert who will assist with developing a teams-based environment tied to a performance based pay system. Ann shared that this is a daunting task that results in cross-training, efficiency and competency. She also reminded everyone that this is what she and Michael spoke with the City Manager about as part of the Board's commitment to assuring operational efficiency and effectiveness. Ileana Thal vouched for the expertise of Karine Stover, referencing an article about her in the Detroit Free Press. Marti added that the activity level is on the rise at the Library, while staffing remains the same so it's time to focus on how to grow with this trend and keep the Library viable for the future.

Matt Church gave an update about the outdoor book return, stating that we are in the process of completing a detailed application required by the City. Additionally, he has met with a design representative about modifying the indoor book return and a quote will be submitted for this project.

Matt brought in a representative from 3M Library Systems, Mr. Greg Fischer, who gave a presentation on the benefits of installing a self-check system at Baldwin Library. He presented an overview of implementing self check and a

ROI calculation. It was agreed that while self check would be a sizable investment, it would have a long term benefit of cost containment and a higher level of service. Seth reminded everyone that the City is also moving in the direction of self-service within their public parking structures. Mr. Fischer was thanked for taking the time to travel to our community and provide this information.

Liaisons

Warren Spatz shared the election results of new officers to the Friends of the Library Board of Directors and stated that a paper copy was included in the agenda packet. The new President is Clay Guise; Vice President is Kathy Nyberg; Joe Wolf is Treasurer, Linda Cook is Secretary; and Warren Spatz is liaison to the Baldwin Public Library Board of Directors.

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

Miscellaneous

Ileane Thal motioned to adopt the calendar for the year 2009 as it is being submitted. David Underdown seconded the motion. David Bloom asked that the Library Board work with the City Commission to identify conflicts with the two entities' meeting schedules.

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

Nays, None

The motion passed.

Ileane Thal suggested that priority be given to staff availability for the anniversary luncheon and Board members will make efforts that allow them to attend as well.

Ileane moved to accept President Paul VanderMeer's resignation from the Baldwin Public Library Board of Directors due to Paul's move from the area. David seconded the motion.

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

Nays, None

The motion passed.

Marti reported that there was public notice of the Board vacancy in the Oakland Press and the Eccentric. The Library's attorney counseled that officers not be elected until the replacement Board member is selected and that the Vice President continues as Interim President until that time. The officer elections should take place at the September meeting. Marti handed out some samples of different applications and questionnaires the board members can use for preparation of interviewing candidates at the August Board meeting. Seth shared that the City Clerk's office also has materials on file for vacant board positions and suggested they be looked at to assure that the candidates meet legal requirements for Board members. The Board's Personnel Committee will prepare for the interviewing process – Seth will join the committee due to Paul's resignation. The August meeting will include interviews of prospective candidates and it will be an open session.

Public Comment

There were no comments from the public.

New Business

Item A of the Consent Agenda - The minutes from the June 16, 2008 Board meeting require the following corrections: correct the spelling of "quorum" on page 5 and page 6 is missing four lines of text. Marti read the missing text to the Board. Seth motioned to approve the minutes of the June 16, 2008 meeting of the Board of Directors with the noted corrections. Ann seconded the motion.

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

Nays, None

The motion passed.

Item B – Ileane asked that the minutes of the July 12, 2008 Special Session of the Board be amended to remove the statement "Marti Custer was directed to distribute the letter to the Friends of the Library and other members of the public with an interest in the Library". Michael clarified that Marti was directed to move toward developing strategy. It was agreed that the sentence would be removed. It was also agreed that the personal information related to Paul VanderMeer's resignation would be removed. Additionally, the name of the City

Manager needed to be capitalized. Ann motioned to approve the minutes from the special session of the Board on July 12, 2008 as amended above. Seth seconded the motion.

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

The motion passed.

Item C – Ileane asked for information related to the purchase of security tags for audio/visual items. Marti clarified that these are new security strips and will be placed on DVD's and music CD's in the current collection as well as new items. Doug Koschik added that they provide a greater level of security and will be compatible with the new self-check system when it is implemented. David Underdown motioned to approve the individual vouchers in excess of \$6,000. Michael Earl seconded the motion.

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

The motion passed.

Adjournment

The July 21, 2008 meeting of the Baldwin Public Library Board of Directors was adjourned at 9:29p.m. Motioned by Ileane Thal. Seth Chafetz seconded.

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

The motion passed.

Next Meeting

The next regular meeting to occur on August 18, 2008 at 7:30 p.m. in the Board Room.

Re-Convene

Ileane Thal moved to re-open the regular Board meeting at 9:35pm to discuss the RFP in the agenda packet that had been overlooked during the earlier session of the Board. Seth seconded the motion.

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

Nays, None

The motion passed.

Ileane stated her concern that the RFP as written was too involved. The scope of work is to evaluate the financial relationship between the City and the Library and to develop long-term projections. There was discussion about the best strategy to use to ensure the future viability of the Library. Seth brought up the reminder that the City's Finance Treasurer is supposed to be Treasurer of the Library Board Ex-Officio. It was also suggested that the Library should conduct an independent audit at some point. Marti will make the necessary changes to the RFP based on the feedback received by the Board.

Adjournment

The July 21, 2008 meeting of the Baldwin Public Library Board of Directors was adjourned at 10:16p.m. Motioned by David Underdown. Michael Earl seconded.

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

Nays, None

The motion passed.

Michael Earl
Secretary, Board of Trustees
Baldwin Public Library

Minutes prepared by Kathy Pfister