

BALDWIN PUBLIC LIBRARY BOARD MEETING

August 18, 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, Steve Pollack – Contractual Business Manager, Kathy Pfister – Administrative Assistant
Guests	Warren Spatz, Lee Peddie, Margaret Betts, Joan Heinicke, Jan Hepburn, Andrew Harris
Call to Order	Vice President Ann Conigliaro called the meeting to order at 7:30 P.M. A quorum was established.
Interviews	<p>Ann Conigliaro stated that the first item to address would be to fill the vacancy on the Board.</p> <p>Ann outlined responsibilities that are expected of the new Board member and the characteristics of a high functioning board. Ann pointed out that there will be no questions from the public.</p> <p>The two people were present who had submitted applications: Mr. Andrew Harris and Ms. Jan Hepburn. The candidates were interviewed by the Board with a standard list of questions. Both candidates were offered the opportunity to ask questions of the Board. Ann mentioned that a third application had been received but the applicant was not present <u>the application was received after the posted deadline</u>. Therefore, the application process was closed.</p> <p>David Underdown motioned to have the Board go into executive session in order to discuss the interviews. Michael Earl seconded the motion. Seth Chafetz questioned the need for the closed session. Ann Conigliaro said that she had researched this with Robert's Rules of Order and it was appropriate. A roll call vote was taken.</p>

VOTE: Yeas, Michael Earl
David Underdown
Ileane Thal
Ann Conigliaro
Nays, Seth Chafetz
The motion passed.

The Board went into closed session at 8:24 p.m.
The meeting reconvened at 8:31 p.m.

Nomination of New Board Member

Seth Chafetz motioned to nominate Andrew Harris to fill the vacant seat on the Baldwin Public Library's Board of Directors. Ileane Thal seconded the motion. A roll call vote was taken.

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

Andrew Harris was asked to join the Board of Directors at the table and was reminded by Ann that he would not be able to vote.

A copy of the minutes will be forwarded to Nancy Weiss, City Clerk, confirming Andrew's selection.

Consent Agenda

Seth Chafetz moved to accept the consent agenda. David Underdown seconded the motion. A roll call vote was taken.

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

Financial Report

Steve Pollack explained that the Library had not been fully utilizing the capacity of the accounting system. It will take some time to get all the new functions fully implemented. Ileane asked if there is any comparison of monthly actual-to-budget figures. Ileane also felt there was too much detail in the new expenditure report. Michael Earl pointed out that the

reports are more efficient, but acknowledged the increased detail. Steve said that when the 2007-2008 books are closed out for year end, the reports will look a little different. Marti Custer said that the Board will receive a more consolidated report next month in line with the reports the City gives the Commissioners.

Michael Earl raised the question of the approved budget being adjusted due to encumbrances. Marti explained that the process of encumbering funds is a standard governmental accounting practice and is the method of carrying prior approved items forward. Ann commented on the City receipting a portion of the interest income to the Library Fund as this has never happened before. Seth stated that he expects that the two Boards sitting down together should be the forum in which questions related to the City can then be answered. Michael suggested that the Finance Committee convene after last year's budget is completed and closed out in order to come back with report recommendations. Ann stated that the Finance Committee will assume the task of full financial review and then make recommendations for payment to the full Board.

Vice-President's Report Ann Conigliaro led a discussion on the City Commission's response to the Library's request to meet. The Library Board fully supports moving forward as soon as possible. Ann will draft a written response to the City Commission.

Ann read a thank-you note written by one of the Library staff who had been honored at the recent staff luncheon.

Seth and David Underdown were asked to work with Marti to help deliver a message to the public concerning the impact of the millage reduction.

Library Report

Marti reviewed the statistics gathered by Gannett News Service and remarked on how affirming they were for Baldwin Public Library. Seth agreed that this is great public relations material and demonstrates the significant use of the Library by members of the community. Ann shared that it speaks to the error of the thought process of some individuals who don't understand why circulation is so high.

Marti informed the Board that the teen librarian, Ann Clafflin, has resigned and efforts are being made to fill the impending vacancy.

A member of the public asked about removing the piano. Marti shared that at recent music programs the performers have brought their own keyboard. The piano is expensive to tune and seldom used.

Liaisons

Warren Spatz shared that the FOL Board had voted on the dates of the next book sale and they are November 14 through 17. Committee assignments were also discussed.

Lee Peddie, liaison for the Village of Beverly Hills, stated that there was nothing to report. The millage will be on the November ballot.

Miscellaneous

Marti shared that an RFP was sent to five CPA services; two bids were received. Marti asked Bruce Thal, CPA, to assist with the review of the bid submissions. References were contacted for both bidders with favorable results. Marti felt that the low bidder should be recommended. Seth Chafetz motioned to engage Yeo and Yeo, CPA's and Business consultants, to prepare various necessary financial reports at a cost not to exceed \$8,500 plus out-of-pocket expenses to be paid from Trust money. The motion was seconded by David Underdown. Marti stated that Yeo and Yeo will request that their first meeting occur with the Library's Finance Committee.

VOTE: Yeas, Michael Earl

David Underdown

Seth Chafetz

Ileane Thal

Ann Conigliaro

Nays, None

The motion passed.

Public Comment

Warren Spatz praised the Spelling Bee and shared that one of his fellow bridge players had worn his bronze medal that he received at Baldwin's First Spelling Bee.

Adjournment

The August 18, 2008 meeting of the Baldwin Public Library Board of Directors was adjourned at 9:23p.m. Motioned by Ileane Thal. Michael Earl seconded.

VOTE: Yeas, Michael Earl

David Underdown

Seth Chafetz

Ileane Thal

Ann Conigliaro

Nays, None

The motion passed.

Next Meeting

The next regular meeting will occur on September 15, 2008 at 7:30 p.m. in the Board Room.

Michael Earl
Secretary, Board of Trustees
Baldwin Public Library

Minutes prepared by Kathy Pfister