

BALDWIN PUBLIC LIBRARY BOARD MEETING

September 15, 2008

- Present** Ann Conigliaro, Michael Earl, Seth Chafetz, David Underdown, Andy Harris
- Absent** Ileana Thal
- 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, Dorothy Conrad, Thomas O’Sullivan and other members of the public
- Call to Order** Vice President Ann Conigliaro called the meeting to order at 7:30 P.M. A quorum was established.
- Election of Officers** Ann Conigliaro stated that according to Roberts’ Rules of Order, she will step in to assume the remainder of Paul VanderMeer’s term as President, ending November 2009. That leaves a vacancy for the role of Vice President. David Underdown nominated Michael Earl. A roll call vote was taken.
VOTE: Yeas, Michael Earl
David Underdown
Seth Chafetz
Andy Harris
Ann Conigliaro
Nays, None
The motion passed.
Michael Earl’s move to Vice President creates an opening for the position of Secretary. Michael Earl nominated Ileana Thal. A roll call vote was taken.
VOTE: Yeas, Michael Earl
David Underdown
Seth Chafetz
Andy Harris
Ann Conigliaro
Nays, None

The motion passed. Ann thanked all the Board members for their continued commitment.

Consent Agenda

Michael Earl moved to accept the consent agenda. David Underdown seconded the motion. Seth Chafetz requested that Item A be removed. Andrew Harris seconded the motion to approve Items B and C of the consent agenda. A roll call vote was taken.

VOTE: Yeas, Michael Earl
David Underdown
Seth Chafetz
Andrew Harris
Ann Conigliaro

Nays, None

The motion passed.

Financial Report

The presentation by Yeo and Yeo was moved from Miscellaneous Business to Financial Report. Marti Custer introduced Thomas O'Sullivan, from Yeo and Yeo. His firm has been engaged for purposes of compilation of forecasted statement of revenues, expenditures and changes in the Library's fund balance. Mr. O'Sullivan shared that he used information from previous years' audits and current year financial reports. He pointed out that the City's administrative fees, until this past year, always matched the Library's investment earnings. Mr. Sullivan asked the City for a breakdown of the services that are billed under administrative fees, but city staff was not able to provide specific information. Mr. O'Sullivan was able to obtain a breakdown of the City maintenance services that are billed to the Library. Mr. O'Sullivan showed budget forecasts based on a 1.0 millage rate for the next five years with expenses reduced and capital outlay kept to a minimum. The figures show a depletion of the fund balance. Yeo and Yeo recommends maintaining a fund balance equivalent to 25% of annual expenditures. The Library will not be able to operate with full service and maintain an appropriate fund balance. Mr. O'Sullivan stated that it's difficult to determine the value of services rendered by the City when there is no information as to what is provided. Seth Chafetz suggested that the Board ask the City Commission to assist in identifying specific administrative costs that the City charges to the Library since they have increased so dramatically over the last few years. Mr. O'Sullivan will be returning with a full report at the special Board meeting tentatively scheduled for September 29th.

Steve Pollack presented the monthly fiscal information. In July, the City gave the Library the estimated property tax revenue which will be used for operating expenses. It's anticipated that this money will be depleted by February at which time the Library will begin to spend down its fund balance to cover operating expenses. Steve reviewed the Annual Report showing that the true count of active patrons is 22,243 due to purging inactive patrons. The Finance Committee reviewed the detailed reports prior to tonight's Board meeting. Ann asked that reports brought to the Board meeting contain date and time to assure that the most current version is being used by everyone who receives them.

Michael Earl spoke about the Finance Committee meeting. The focus has been to make sure that the Board has the framework for the issues from a strategic and financial standpoint. The budget may be adjusted to reflect actual spending patterns rather than dividing expenditures equally by 12. Ann Conigliaro said that it's important to be able to forecast so that resources can be maximized, expenses minimized, and the Board can focus on the bigger picture of the viability of the Library. Seth Chafetz stated that he would still like to see detailed reports and he was told that the reports are available to him upon request. It was stressed that answers to questions regarding detailed expenditures should be pursued through contact with the Director or a Finance Committee member so that the monthly Board meeting can focus on larger issues affecting the Library. A member of the public requested that handouts distributed to the Board members at the Board meeting also be made available to members of the public.

President's Report

Ann Conigliaro stated that it's going to be important for the Library to draft some public speaking protocol which defines time limits and parameters, particularly as we move forward with town hall meetings. The Policy Committee is asked to pursue this purpose. Ann shared that she had spoken with Mayor Carney about the upcoming joint meeting, resulting in an agreed-upon agenda and time limits to allow everyone the same opportunity to voice their input.

Ann stated that a FOIA (Freedom of Information Act) request had been received with the individual asking to be provided a copy of the full agenda packet in advance of the meeting. Information must be made available to anyone who wants it; the Library meets the requirement for advanced information

by posting the full packet on its website and also having hard copies available at the adult reference desk. Staff can be asked to make a copy for patrons at a nominal cost. It was pointed out that the Library's practice is somewhat different than that of the City Commission. Andy Harris suggested that the Policy Committee review the specific request in order to create a policy for broader use. In the meantime, the member of the public was told she could keep the copy that she had borrowed from the reference desk in order to take it to the President's Association meeting later this week.

Ann shared the August 26th written response to Mayor Carney for the meeting coming up with the City Commission. She distributed a proposed agenda for the meeting. The tentative date is October 16th, probably at 7:30 p.m., in the Rotary Tribute Room at the Library.

Library Report

Marti Custer shared that the Library's print management system broke last year and an RFP is being developed for replacement of this system.

The Jeanne Lloyd room is not being utilized as it used to be due to preference being for the more modernized lower level meeting rooms.

Marti expressed that it's difficult to speak about capital expenditures without stepping back and looking at the condition of the building, in general, and the Library's ability to meet the desires of the community. Michael Earl suggested establishing a case statement (executive summary) which can identify needs and how to meet them. Marti said that a project analysis and a feasibility study are needed.

The Dedication of the lower level meeting room as the Rotary Tribute Room is scheduled for November 11, 2008, at 12:00 p.m., including lunch. All Board members are encouraged to attend.

Seth Chafetz commented on the efforts for the outside book drop and inquired if Library staff had asked City staff for assistance. Jennifer Thanasiu said that she had met with a representative from the Planning Department and was told that if we wanted to proceed, the City required a site plan which is currently not available without professional help. It was agreed that Jennifer would again ask the City for

assistance and bring her feedback to the Board for follow-up if necessary.

Liaisons

Warren Spatz shared that the Friends began their 2009 membership drive with a mailing to over 700 people.

Lee Peddie, liaison for the Village of Beverly Hills, stated that the millage will be on the November ballot. Beverly Hills is 95% reliant on residential taxes.

Miscellaneous

At the Finance Committee meeting, Michael Earl had asked Marti to identify what the impact would be if the 1.0 millage rate continues. Marti shared that it's a unique situation to have to look at cutting services rather than focusing on improving and enhancing the Library. The first recommendation would be to forego some of the touches that make Baldwin unique – patron services, marking, landscaping. The second cut would be some of the ancillary services that patrons most appreciate – reduced hours and days, hot picks, toy collections, ILL, international language services, conversion to technological materials in addition to books, and new technology. It was agreed that it's important to quantify for the public the specific impacts the Library is facing. Michael Earl said that he is hoping the Board will have a framework within the next 60 days so efforts can be made to engage the public in sharing consequences and asking for help in identifying solutions.

A special Board meeting will be held on September 29, 2008, with Yeo and Yeo coming back to do a full presentation of the financial forecasting.

Marti discussed the need to modify and expand the current website. Seth Chafetz motioned to engage Core3 of Birmingham to redesign the Library's website at a not to exceed cost of \$19,500.00. David Underdown seconded the motion.

VOTE: Yeas, Michael Earl
David Underdown
Seth Chafetz
Andy Harris
Ann Conigliaro

Nays, None

The motion passed.

Public Comment

Lee Peddie asked for clarification of the purpose of the proposed town hall meetings. It was stated that they will be to improve communication, identify issues being faced by the Library, enlighten the community of the services offered, share what the Library is doing to minimize the impact of the millage reduction, and seek feedback and suggestions from the general public. Lee asked that one of these meetings occur in Beverly Hills to help raise awareness of the services that residents receive from the Library.

New Business

Item A of the Consent Agenda. Seth Chafetz requested that the third paragraph under "Interviews" be modified regarding the receipt of a third application. The applicant was not engaged in the review process because the application was received after the posted deadline. Therefore, the sentence will read, "Ann mentioned that a third application had been received but "the application was received after the posted deadline". Seth motioned to approve Item A with the change to the language in the third paragraph. Michael Earl seconded.

VOTE: Yeas, Michael Earl
David Underdown
Seth Chafetz
Andy Harris
Ann Conigliaro

Nays, None

The motion passed.

Adjournment

The September 15, 2008 meeting of the Baldwin Public Library Board of Directors was adjourned at 10:26p.m. Motioned by Seth Chafetz. Andy Harris seconded.

VOTE: Yeas, Michael Earl
David Underdown
Seth Chafetz
Andy Harris
Ann Conigliaro

Nays, None

The motion passed.

Next Meeting

The next regular meeting will occur on October 20, 2008 at 7:30 p.m. in the Board Room.

Michael Earl
Secretary, Board of Trustees
Baldwin Public Library