

## MINUTES

### BALDWIN PUBLIC LIBRARY BOARD MEETING

November 20, 2006

- Present** Ileane Thal, Paul Vander Meer, Joan Heinicke, Tom Sweeney, Seth Chafetz
- Staff** Martha Custer – Director, Wendy Lampert – Administrative Assistant, Julie Farkas – Associate Director, Doug Koschik – Associate Director
- Guests** Dorothy Pfeifer, Warren Spatz
- Call to Order** President Paul Vander Meer called the meeting to order at 7:30P.M.
- Election of Officers** Paul Vander Meer called for nominations. Ileane Thal nominated Paul Vander Meer for president. All agreed. Paul Vander Meer was elected president.
- Tom Sweeney nominated Ann Conigliaro for vice president. All agreed. Ann Conigliaro was elected vice president.
- Ileane Thal nominated Tom Sweeney for secretary. All agreed. Tom Sweeney was elected secretary.
- Consent Agenda** Paul Vander Meer asked if there were any questions regarding the consent agenda. None.  
VOTE: Yeas, Seth Chafetz  
Joan Heinicke  
Tom Sweeney  
Ileane Thal  
Paul Vander Meer  
Nays, None  
Absent, Ann Conigliaro
- Marti Custer presented the vouchers in the amount of \$239,402.62 to Tom Sweeney to be signed.
- Financial Report** Marti Custer explained that the city sets up the audit of the audit with Plante Moran and the library pays a percentage. The MeLCat delivery service should begin January 15, 2007.
- President's Report** None.

## **Director's Report**

Marti Custer discussed staff appreciation ideas. Marti Custer feels library service is a team effort and appreciation should be expressed library wide as opposed to individually. We already reward individual efforts accordingly with our performance pay system. Marti Custer reported the library is working on updating the Board of Director's page of the website. Marti Custer has been working with Linda Mayer from Adkison, Need and Allen. There is some confusion on which library law Baldwin Public Library is organized under. The library has put out an RFP for a new copier. The bid recommendation will be made at the December meeting. Marti Custer talked to Dan Schulte and the city is amenable to changing the wording on the buy back option to include prior library service. They will take the language to the city commission on December 18<sup>th</sup>. The city's defined contribution retirement proposal passed. Marti Custer will need to meet with the personnel committee to develop the library group. There will be a demonstration of Sirsi Rooms at the December meeting. There are still some issues involved with terminating the IOC contract for internet service. In accordance with the DynTek technology audit, the library is slotted to replace eight desktop computers. The library typically uses Dell computers to keep equipment options uniform. By negotiating the purchase price directly, we can get a substantially lower cost than utilizing the government pricing.

## **Associate Directors' Report**

Julie Farkas said the session at MLA on volunteers was very helpful. There are many other ways we can be using our volunteers. Julie Farkas showed the kids' backpacks. Doug Koschik said the library has been purchasing Dell computers for five years and it is good to be consistent. The library wants to buy eight computers following the recommendations of the technology audit and one laptop for an approximate price of \$10160.00.

## **Friends of the Library**

Warren Spatz reported the Friends' book sale netted over \$12,000.00. The Friends Board voted \$30,000.00 for a wish list for the library. The Friends want to know if the Baldwin Public Library is participating in the brief going before the Supreme Court regarding the Bloomfield Twp. Library. Marti Custer responded that it is not necessary or appropriate for Baldwin to do so. Warren Spatz commented that it is difficult for the Friends to plan their book sale when the plans for the lower level are unsettled. Warren Spatz said the Friends are not meeting in December.

**Beverly Hills**

Dorothy Pfeifer reported that Beverly Hills has three new commission members and that she will no longer be the library liaison.

**Committee Reports:****Building & Grounds**

Seth Chafetz reported that the committee had a tour of the Circulation back room. This area needs to be reconfigured to provide a better workflow. Marti Custer will develop plans for this. Seth Chafetz said we are still waiting on the contract information back from the city on the lower level renovation. The board discussed the issue and decided to send a letter to Racki Hoff and Stuart Sherman with a copy to the mayor.

**Friends**

None.

**Policy**

The board reviewed the revised pricing structure in the Meeting Room Policy. Ileana Thal reported that the committee recommends passing the revised policy. Ileana Thal made a motion to amend the Meeting Room Policy. Seth Chafetz seconded.

VOTE: Yeas, Tom Sweeney  
Seth Chafetz  
Ileana Thal  
Paul Vander Meer  
Joan Heinicke  
Nays, None  
Absent, Ann Conigliaro

**Miscellaneous**

Tom Sweeney made a motion to approve Marti Custer and Doug Koschik attending the SIRSI super conference in Pikes Peak, Colorado. Ileana Thal seconded.

VOTE: Yeas, Tom Sweeney  
Seth Chafetz  
Ileana Thal  
Paul Vander Meer  
Joan Heinicke  
Nays, None  
Absent, Ann Conigliaro

Tom Sweeney made a motion to purchase computers from Dell having determined that the price is substantially better than the state bid list. Ileana Thal seconded. Seth Chafetz disclosed that he is a Dell shareholder. Dorothy Pfeifer asked if the board could act on this because it wasn't listed on the agenda. Tom Sweeney withdrew his motion. It will be added to next month's agenda.

**Public Comment**

None.

**Adjournment**

The November 20, 2006 meeting of the Baldwin Public Library Board of Directors was adjourned at 8:39 P.M. Motioned by Ileana Thal. Seth Chafetz seconded.

VOTE: Yeas, Tom Sweeney  
Seth Chafetz  
Ileana Thal  
Paul Vander Meer  
Joan Heinicke  
Nays, None  
Absent, Ann Conigliaro

**Next Meeting**

December 18, 2006 at 7:30 P.M. in the Board Room

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Tom Sweeney  
Secretary, Board of Trustees  
Baldwin Public Library

Minutes prepared by Wendy Lampert