



BALDWIN PUBLIC LIBRARY  
MINUTES, REGULAR MEETING  
December 21, 2009

1. Call to Order and Roll Call

The meeting was called to order by President Ann Conigliaro at 7:33 pm.

Library Board present: Sheila Brice, Ann Conigliaro, Andrew Harris, Frank Pisano, David Underdown

Absent and excused: Michael Earl

Library Staff present: Matthew Church and Doug Koschik, Interim Directors; Josh Rouan

The meeting was held at the Baldwin Public Library, Rotary Tribute and Donor Rooms, 300 W. Merrill, Birmingham, MI 48009.

A quorum was established.

2. Consent Agenda

Conigliaro read each item on the consent agenda.

Motion to approve the consent agenda.

- 1<sup>st</sup> Underdown
- 2<sup>nd</sup> Brice

3. Financial Reports

Pollack noted that the Library had received an unqualified opinion from auditors. The Library is below budget due to several factors. Library spending was over \$35,000 due to timing differences. He reviewed open POs and vouchers in excess of \$6,000, and also the 2008-09 fiscal year expenses and revenues. He then presented several budget scenarios for the upcoming years. Brice asked about the expenses listed on pages 33-37. Koschik stated that items covered in those funds included transportation, parking, printing, network, equipment, MML (Michigan Insurance Premium), part of the payment to Lovio George, and other miscellaneous expenses.

#### 4. President's Report

Conigliaro reviewed the committee assignments and each committee's major tasks. She also thanked the Board members for their work on various committees. She noted that the search for a new director would be handled by the Personnel Committee.

She then noted that the Personnel Committee would meet before the next Board meeting to work on a timeline for the Director search process. She noted that the Board would soon review the progress of the interim directors, and that she has received favorable feedback from staff and others about Koschik and Church.

#### 5. Board Committee Reports

Harris reported that the Finance Committee met Tuesday, December 15. The Library Board received Form 990 from the IRS, which is due February 15. Earl and Harris had revised the Trust policy and it is being reviewed by Tom Sweeney at no cost to the Library. Koschik then reported on the budget for 2010-11 and 2011-12, which is due April 1. The Library will work with the City leading up to that date. Suggested capital improvements for those budget years are RFID tags, self check, and replacement of computer equipment. There will be place holders in the budget for building improvements related to the proposed Martin Street entrance. At the March Board meeting there will be a public hearing on the budget. The City commission will hear the Library's budget presentation at the end of April or beginning of May. Brice pointed out that January 23 was the City's long range planning meeting. Harris stated that the tentative March 15 budget hearing should be noticed in compliance with state law.

Koschik proposed several changes to increase revenue. He proposed the Library charge patrons for borrowing items in the Hot Picks collection, which is a convenience the Library makes available to patrons. He proposed that non-residents would pay twice as much for Hot Picks, and that there would be greater circulation limits for non-residents, down from 25 to 10. This would be in line with the Library's philosophy that the tax paying members of the Library come first. He then reviewed proposed increases to the Library's fine structure. All proposed revenue enhancements were estimated to bring in \$64,000 per year. He noted that Bloomfield Township residents were excluded from the limits imposed on non residents. Pisano asked why this was the case. Koschik gave an overview of the historic and close relationship between the two libraries. Brice voiced support of maintaining this relationship. Conigliaro said there was economic value to the Library's relationship with Bloomfield Township, in that Baldwin would have to take on tasks that are currently shared if the relationship ended. Koschik then reported that the Library did a survey of six local libraries to ask about practices, fine structures, etc. Baldwin was behind the curve slightly but with proposed increases would be ahead. Conigliaro said the Communication Committee needs to work on communicating the increases to the public. Member of the public Joan Heinicke opined that it was a good subject to discuss. Brice expressed concern about revenues from meeting room rentals being less than expected. She noted that Bloomfield Township

does not charge for non-profits. She suggested the Library talk to Birmingham Conference Center and ask for referrals when they are full. Church said they would also look at marketing rental of the computer lab. Koschik said one revenue enhancement possibility was looking at a service agreement with Bloomfield Hills. Conigliaro said this move could prove detrimental to our relationship with Bloomfield Township, but we need to be creative about ways to raise revenues.

Church updated the Board on the Check It Out program. It was covered in local newspapers, where ads ran as well. It was also covered by WWJ, and staff members are promoting the program internally. It was also covered by Birmingham Community Access TV. The Board will receive a full update by Lovio George at the next meeting.

## 6. Library report

Church reported that the Library was increasing its use of social networking sites, including showing programs and doing book reviews on YouTube. He stated that Pam Rosso, Circulation Paraprofessional, has resigned. The Library will use existing part time staff to cover her duties. This will reduce a full-time benefited position for the Library. As to the building improvements approved at the October Board meeting, walkup catalog stations have been ordered. Sixteen chairs are also out being reupholstered with existing fabric, which was a cost-savings for the Library. The Library decided not to proceed with re-covering all eight reading chairs - instead the four worst were pulled off the floor. Carpet samples have arrived.

Koschik then gave an overview of the current practice of broadcasting Board meetings. He raised the issue of live broadcasting and stated there were three cost scenarios, ranging from \$79,000 to \$89,000. The Birmingham Area Cable Board (BACB) would likely be able to fund the project by next fiscal year. Member of the public Margaret Betts stated that the meetings were broadcast on ATT channel 99 as well as Comcast channel 16. The Board agreed that we would proceed with this project only if BACB would provide the funding.

Conigliaro commended the Directors on their attendance at City meetings and for their resourcefulness. Member of the public Warren Spatz asked what type of door the City proposed adding to the Martin Street side. Koschik reported that the City indicated a double door would not meet code, and that additional doors would be needed. Member of the public Joan Heinicke asked if the City has given the Library a written reason what their goals are in rearranging the outside entrance. Koschik stated that the City was interested in creating a civic promenade and that as a result more people would be parking in the Chester Street garage.

## 7. Liaisons

Beverly Hills: Lee Peddie stated she had nothing to report.

Friends: Warren Spatz reported the final figures on the November book sale. The Friends took in \$13,978.55 which was the second highest book sale in the Friends' history. The total from the Special Room was \$1,792 which was the all time highest earning for that room. He noted that there was no

December Friends meeting. He reported that there were several people who have left the Friends Board, and that the Friends would be working to find replacements.

#### 8. Old business

Conigliaro stated the Board should give direction on updating the 2003-2008 Strategic Plan. Koschik noted there would be an opportunity for community members to become involved in process, and that the Library would set service goals and priorities during the process. He indicated it would be done in between budget cycles. Brice said the Library's goals should relate to the City's goals and objectives.

#### 9. Miscellaneous and New Business

Conigliaro asked if the list of goals was comprehensive. Koschik said it had been modified in light of Board's suggestions in September. Brice stated that she was not a member of the Board when the goals were initially reviewed and proposed several changes to the wording of the goals.

Motion to approve the proposed goals for 2009-10 as listed on page 36 of the Library Board packet and as amended.

1<sup>st</sup> Conigliaro  
2<sup>nd</sup> Underdown

The motion was approved unanimously.

Motion to approve fee increases and circulation limits, as listed in the Finance Committee report on pages 22-23 of the Library Board packet.

1<sup>st</sup> Harris  
2<sup>nd</sup> Pisano

The motion was approved unanimously.

#### 10. General Public Comment Period

There was no public comment.

#### 11. Adjournment

Harris thanked Conigliaro for her work as President over the last several years.

Motion to adjourn the meeting:

1<sup>st</sup> David  
2<sup>nd</sup> Pisano

The motion was approved unanimously. The meeting was adjourned at 9:09pm.