



BALDWIN PUBLIC LIBRARY
MINUTES, REGULAR MEETING
November 16, 2009

1. Call to Order and Roll Call

The meeting was called to order by President Ann Conigliaro at 7:32 pm.

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

Absent and excused: None

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

The meeting was held at the Baldwin Public Library, Jeanne Lloyd Room, 300 W. Merrill, Birmingham, MI 48009.

A quorum was established.

2. Election of Officers

Conigliaro recognized and welcomed the new members of the Board. She explained that officers will hold positions for a term of one year and would entertain nominations for President, Vice President, and Secretary.

Earl nominated Conigliaro to continue in her position as President. Brice seconded the nomination. No other nominations made for President. Vote by the Board on the nomination of Conigliaro passed unanimously.

Harris nominated Earl to continue in his position as Vice President. Underdown seconded the nomination. No other nominations made for Vice President. Vote by the Board on the nomination of Earl as Vice President passed unanimously.

Underdown nominated Harris for the position of Secretary. Pisano seconded the nomination. No other nominations made for Secretary. Vote by the Board on the nomination of Harris as Secretary passed unanimously.

3. Consent Agenda

Conigliaro reviewed each item of the consent agenda.

Motion to approve the consent agenda.

1st Earl

2nd Harris

The motion was approved unanimously.

4. Financial Reports

Steve Pollack then presented the monthly financial report. The audit has closed but documentation has not yet been received. Koschik reported Plante & Moran requested an extension. Pollack reported areas under budget and those over budget. Open POs and vouchers greater than \$6,000 were reviewed.

Conigliaro requested the Finance Committee provide their report as a follow up to Pollack's financial report. The Finance Committee requested staff put together lists of risks and opportunities facing the Library and its finances. Earl noted a sharp rise in health insurance premiums. Conigliaro shared an overview on how self-insured health programs work.

At this point, the Library is expecting to be under budget overall by the end of the year. The City is moving to a two year budget cycle which will allow the Board to demonstrate the fiscal challenges facing the Library. The Finance Committee and staff are evaluating how the future looks for the Library under various fiscal scenarios. The City has provided the Library with documents outlining the process and information needed for the budget cycle. A capital improvement budget has been requested by the end of November but the City has expressed flexibility through December. Koschik explained a capital improvement item is something greater than \$25,000. Earl indicated potential capital improvements would focus on improving efficiency and reducing fixed costs.

The Library's Trust Investment Policy is being updated. The policy has been reviewed by Ron Carpenter of Raymond James, Steve Pollack, and community member Jim Suhay. Former Trustee Tom Sweeny will review the draft as well. It is his area of professional expertise and will save the Library additional costs for review. The recommended Trust Investment Policy will be presented at the next Board meeting.

Member of the public Dorothy Conrad inquired about the impact of a new entrance on the current configuration of the Library. Koschik stated he and Church met with three City representatives to discuss the project onsite. Regular attendance at the Shain Park Steering Committee meeting has ensured the Library is engaged in the process and development of ideas. Tom Markus expressed interest in the City and Library working together for both internal and external aspects of the project. He also invited Koschik and Church to attend the City's Long-Range Planning Commission meeting on January 23.

5. President's Report

The interest by the City of Troy to meet with representatives from City of Birmingham and Baldwin Public Library has not developed further.

Board committee assignments will be made at the December meeting. Conigliaro will contact each Board member to discuss interests and potential assignments. Each member of the Board will be involved in at least one committee.

The format for both agendas and minutes is being reviewed. The Board hopes to adopt a consistent style that will convey and capture the needed information.

Training documents previously presented to the Board will be shared with the full Board as a way to

initiate the new members and refresh the existing members.

6. Board Committee Reports

The Finance Committee report occurred earlier in the meeting during the Financial Report.

The Communication Committee presented a verbal update on the Check It Out program being led by Lovio George. It is a partnership with the Principal Shopping District (PSD) and downtown merchants. Baldwin cardholders will show their library cards at participating merchants to receive a discount or service. The program has been well received by merchants with 19 on board currently. Member of the public Dorothy Conrad stated she was impressed with the new direction of the Library.

Discussion then took place regarding the future of the Director Search Committee. Specifically, should the existing Personnel Committee be charged with the task of searching for a director? Conigliaro commented it would make sense for committees to be appointed and the budget reviewed prior to beginning the search for a director. Harris felt it made sense for the Personnel Committee to be responsible for the search. The full Board agreed the responsibility for the Director Search should rest with the Personnel Committee.

7. Library Report

Koschik discussed areas of potential collaboration with the City's Director of Information Technology Judy Rumps. Collaboration could present potential benefits and cost savings for both the Library and the City.

Meetings took place with Library staff to discuss the potential of a Martin Street entrance. This was a fruitful discussion and allowed staff to have a voice in the process.

Feedback regarding the Library's process for the acknowledgement of memorials and gifts was provided to Koschik and Church by Ileana Thal. She provided good suggestions that will be pursued.

Koschik pointed out the Library's Strategic Plan is out of date and needs to be established to set a course for the future. He stated it would not need to be a cumbersome or expensive process. He requested the Board review it prior to the next meeting so the most important services can be identified and assist with budget planning. The City's municipal goals were also shared as a point for additional consideration, so we can establish synergy between the two. Goals created by the Library each year support and develop the Library's Strategic Plan.

Member of the public Joan Heinicke asked about the use of the lower level computer lab and its availability to the public. Koschik responded it was used primarily for computer classes and is available for outside rental. The marketing of it for rental is something that could be improved. Church stated the lab needs to be supervised when open, which somewhat limits its availability to the public.

Church provided an update on the Library's relationship with Silver Tree. Michelle Lange, President of Silver Tree, is taking her business in a new direction and will focus on education issues facing the state. The Library will continue to work with the existing contacts for production of the Library's newsletter. This change will provide the Library with a cost savings.

Church discussed getting Library information into the community newsletters of Beverly Hills and Bingham Farms.

8. Liaisons

Warren Spatz, Board liaison for the Friends of the Library, recognized and congratulated the new members of the Board. He pointed out that 200 plus people were attending a program in the Library's lower level that evening. The program was made possible through funding by the Friends.

Spatz reported the Friends book sale occurred over the weekend and was a great success. As of Sunday night, \$12,005 was generated through the sale. Brice thanked Armando Delicato, sale coordinator, for his efforts in the sale and reported her observations from attending the sale on Saturday. Brice also attended the Friends meeting the previous week and explained the Friends are seeking new members for their Board to fill vacancies.

Conigliaro inquired about questions raised recently regarding the handling of Friends funds. Spatz explained how funds were requested and allocated to the Library. The Friends Board votes on the amount dispersed and how it will be used. A report shared at the last Friends meeting by Church detailed each expense occurring that month. Member of the public Dorothy Conrad stated accusations were not being made but questions regarding the process were being asked. She felt the report shared by Church at the last meeting sounded sufficient. Church pointed out the Friends funds detailed in the Trust financials. He also stated the report he put together with the Library's bookkeeper would be shared with the Friends each month.

Lee Peddie, Board liaison for Beverly Hills, was not present. Conigliaro referenced the Beverly Hills meeting that took place the week previous focused on the village budget. Koschik pointed out an article that appeared in the Oakland Press regarding the meeting.

9. Miscellaneous and New Business

Harris briefly explained the process involved in creating the Administrative Services Agreement to get new members up to speed. The Agreement will be signed by Conigliaro at the conclusion of this meeting. It will go before the City Commission at its December 7 meeting.

Motion to transfer \$20,000 from line item 3003 (Legal) to line item 3051 (Marketing and Design).

1st Brice

2nd Underdown

The motion was approved unanimously.

Photograph of the new Board will take place at the conclusion of the Trust meeting.

10. Public Comment

Conigliaro opened the meeting to public comment. There was none.

11. Adjournment

Motion to adjourn the meeting.

1st Harris
2nd Earl

The motion was approved unanimously. The meeting was adjourned at 8:52 pm.

Andrew Harris, Secretary

Date