



BALDWIN PUBLIC LIBRARY
MINUTES, REGULAR MEETING
August 15, 2011

1. Call to Order and Roll Call

The meeting was called to order by Vice President Andrew Harris at 7:30 p.m.

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

Absent and excused: Michael Earl

Library Staff present: Doug Koschik, Library Director; Matt Church, Associate Director; Josh Rouan

2. Consent Agenda

Motion to approve the consent agenda.

1st Conigliaro

2nd Pisano

Yeas: Brice, Conigliaro, Harris, Pisano, Underdown

Nays: None.

Absent and excused: Earl.

The motion was approved.

3. Board Reports

Brice addressed the issue of having Board members complete a self-evaluation form, an example of which she handed out. Brice noted that this had not been done before at Baldwin, but suggested the Board as a whole evaluate itself. Underdown and Harris supported the idea. Member of the public Dorothy Conrad stated that the role of the Board is to represent the community, a point that did not appear on the evaluation form. Harris asked about supplementing or editing the form before having Board members fill it out. Member of the public Jim Suhay commented that a Board self-evaluation is a best practice for non-profit Boards and expressed support for the idea. Brice summarized the content of the self-evaluation form. Member of the public Dorothy Conrad called into question certain items on the form. Harris suggested reviewing and editing the form, and then discussing the issue at the September Board meeting. Conigliaro stated that the main purpose of the form is to improve the effectiveness of the Board itself.

4. Board Committee Reports

Personnel Committee:

Conigliaro reported that the Personnel Committee met on August 11. The Committee discussed the resignations of two part-time librarians and the steps that will be taken to cover their responsibilities. One part-time intern will be promoted to librarian, and additional hours will be given to some other employees. Some employees will be given slight pay increases to retain people in positions critical to

the operation of the Library as well as to compensate for additional responsibilities they have taken on during the Library's restructuring. The Committee also discussed changes that need to be made to the employee handbook.

At the Personnel Committee meeting, Koschik pointed out that the accrual of vacation time differs between librarians and non-librarians. He proposed that the policy be altered so that new librarians will receive the rate formerly reserved for non-librarians.

Motion to modify the vacation accrual matrix in the Baldwin Public Library Employee Handbook, so that employees hired as librarians or promoted to librarian status after August 15, 2011, will accumulate vacation leave at the rate formally specified for "non-librarians."

1st Conigliaro

2nd Pisano

Yeas: Brice, Conigliaro, Harris, Pisano, Underdown

Nays: None.

Absent and excused: Earl.

The motion was approved.

Conigliaro reported that the Personnel Committee also discussed the impact of State Senate Bill 7, which proposes that public employees contribute 20% of their health care costs. Koschik stated that he spoke to Representative Chuck Moss, who expected that the Bill will pass by the end of September.

Harris asked what impact the vacation accrual change would have on the budget. Koschik stated that it would be slight. Koschik noted that the new vacation accrual rate just approved by the Board is normal for public libraries.

Finance Committee:

Pisano reported that the Finance Committee met on August 8. First it reviewed where the fund balance stood at the end of FY 2010-11. Then it looked at the current fiscal year. The Library is now 8.3% of the way through the fiscal year and so far is under budget. July's electrical bill was higher than normal due to the excessive heat. Pisano noted that the delay in the installation of the new HVAC system will probably negatively impact the utilities budget for this year. The Committee agreed to replace paper towels in the restrooms with air hand dryers for a cost savings. The Committee discussed hiring Fanning Howey to assist in developing a building plan. The Committee also discussed the financial impact of one Library employee who was laid off and did not sign a severance agreement.

Motion to approve the purchase of radio frequency identification (RFID) tags and equipment and self-check machines from Bibliotheca ITG and to approve the purchase of RFID project management and labor services from Backstage Library Works for an amount not to exceed \$213,700.

1st Pisano

2nd Brice

Discussion: Harris asked about the price of the RFID project. Koschik stated that part of the \$213,700 will come out of the Library's supplies budget, to cover the cost of RFID tags that will be needed for materials through the end of the fiscal year. Koschik also said that some of the amount will be used for anything unforeseen that might develop in the conversion process. He noted that the total amount of the budget dedicated to construction costs will be much lower than projected since the automated

sorting machine will not require extensive construction, and that the extra construction funds can be applied to the RFID project. Koschik anticipates that the approval of this expenditure will not result in an increase in the total budgeted amount for all capital projects for the fiscal year.

Yeas: Brice, Conigliaro, Harris, Pisano, Underdown

Nays: None.

Absent and excused: Earl.

The motion was approved.

Motion to approve the purchase of professional services from Fanning Howey to assist in the development of a building plan for an amount not to exceed \$15,000.

1st Pisano

2nd Underdown

Discussion: Member of the public Dorothy Conrad asked what the building plan would cover. Koschik replied that it would be internal only. He noted that the Library also has longer term ideas about how to expand its current space, but that is not in consideration for the current fiscal year.

Yeas: Brice, Conigliaro, Harris, Pisano, Underdown

Nays: None.

Absent and excused: Earl.

The motion was approved.

5. Library Report

Koschik noted that the Library is closed on Sundays this year until after Labor Day, which was not the case in the summer of 2010. As a result, circulation in July 2011 was lower than in July 2010. Staff reported that Saturdays and Mondays are now busier than normal. Koschik noted that patrons from Birmingham, Beverly Hills and Bingham Farms actually checked out 2.8% more items than in July 2010. Non-residents checked out 34% fewer items than in July 2010. Bloomfield Township residents checked out over 50% fewer items than in July of last year. Bloomfield Township circulation at Baldwin dropped by 2,000 items, while circulation to Beverly Hills and Bingham Farms increased by 2,400 items, compared to July 2010. Koschik noted that Baldwin's decision to limit the privileges of Bloomfield Township residents succeeded in freeing up the resources at Baldwin which were needed to satisfy the increased demand from Beverly Hills and Bingham Farms. The Birmingham Blockbuster is closed, and the two Borders stores in the service area will close soon, which may also affect circulation numbers in the future.

Church reported that the Civil War Commemoration with the Dodworth Saxhorn Band on August 7 was a success. Mayor Rinschler congratulated the organizers of the event. Member of the public Dorothy Conrad reported attending the Commemoration and congratulated the organizers. Church noted that the program will air on Bloomfield Community Television. He reported that Biggby Coffee will feature Baldwin as its monthly organization to receive donations in August 2012. The Library is continuing to work on developing the November 17 fundraiser in support of the youth room.

Koschik stated that two pages have resigned. The Library has relaxed its hiring freeze and hired two replacement pages. Koschik reported attending several TLN (The Library Network) meetings where

reciprocal borrowing was discussed. The TLN recommendations include mandating that contract communities be treated the same as other communities with respect to reciprocal borrowing policies. He noted that TLN has no enforcement mechanism. Harris asked why there is no way to enforce TLN policies. Koschik stated that TLN has never had strict rules about enforcement, and that it would be difficult to change that now. In addition, TLN receives state aid money for each member library and therefore does not want to alienate any member libraries, who, in retaliation, might then choose to leave the cooperative. Harris asked if a change in TLN rules would affect the BTPL policy of not lending materials to contract community residents. Koschik stated that he thought it was unlikely. Finally, Koschik noted that the citizens of Troy approved a millage for their public Library on August 2.

Church reported that the Library received, for free, a wheelchair and walker which the public can use in the building. They came from BASCC and the Birmingham Fire Department.

6. Liaisons

Village of Beverly Hills: Walter Briggs reported that the world's longest lemonade stand will be attempted in Beverly Hills on Saturday, August 20 from 12 to 4 pm. Brice also thanked the Friends of the Library for the work they've done in preparation for the November 17 fundraiser. Koschik thanked Brice for paying for the Library's stand at the upcoming event.

7. Information Only

Church gave an overview of upcoming events of interest at the Library.

8. Adjournment

Motion to adjourn the meeting.

1st Brice

2nd Pisano

Yeas: Brice, Conigliaro, Harris, Pisano, Underdown

Nays: None.

Absent and excused: Earl.

The motion was approved.

The meeting was adjourned at 8:27 p.m.

David Underdown, Secretary

Date