



BALDWIN PUBLIC LIBRARY
MINUTES, REGULAR MEETING
August 16, 2010

1. Call to Order and Roll Call

The meeting was called to order by President Ann Conigliaro at 7:30 pm.

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

Absent and excused: Frank Pisano

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

2. Approval and Overview of Agenda

Motion to approve the consent agenda.

1st Harris

2nd Brice

The motion was approved unanimously.

3. Financial Reports

Koschik stated that the 2009-10 fiscal year has not been closed yet due to one pending check. It will not close until the beginning of the audit, towards the end of August. The library will have a fund balance between \$915,000 and \$920,000. He then reviewed July expenditures, which were lower than normal due to several factors. He then reviewed the utility costs report on page 16. There will be a motion on health care coverage for staff member spouses and dependents in September.

4. President's Report

Conigliaro expressed thanks to Library staff for taking furlough days and making other sacrifices for the good of the Library budget. She recommended that the Board individually and as a group speak to various groups in Beverly Hills to inform them of Library services and issues relating to the Library.

5. Board Committee Reports

Finance Committee: Harris reported on the August 9 Finance Committee meeting. Employee contributions to health care began in August. The committee discussed contingency plans in the event that the Beverly Hills millage does not pass in November. Pisano will make a presentation on the City's retirement fund at the September Board meeting. Koschik stated that the Library will definitely proceed on self check-out soon, though nothing official has been done. Member of the public Dorothy Conrad asked what consulting services University of Michigan students might provide. Church stated that students from the University of Michigan School of Information would examine Baldwin's circulation process and look for ways to improve it.

Policy Committee: Harris reported on the August 9 Policy Committee meeting. The Committee reviewed the Library's Code of Conduct, which was last revised in 2004. The committee will consider cell phone usage in the library, criteria for sending patrons with overdue fines to a collection agency, and the issue of smoking outside the Library. Conigliaro asked about the Committee's discussion of the Americans with Disabilities Act. Koschik stated that this was discussed in response to a non-resident patron who had asked the Library to provide an atypical service. Member of the public Joan Heinicke asked about details of the proposed changes to the cell phone policy. Harris stated that while many issues were discussed, nothing has been finalized.

6. Library Report

Koschik noted that July 2010 circulation was down from July 2009, due to the Library being closed two additional days this year. Charging for Hot Picks is still having an impact on circulation as well. He noted that circulation was still up from three years ago.

Koschik reported that he attended the American Library Association conference in June, which he paid for with personal funds. He noted several highlights, including the Mango Languages exhibit, integrated library services vendors, discussion of E-book usage, new cataloging rules, and a private tour of the Conservation Division of the Library of Congress. Brice stated that it was generous of Koschik to finance his own way when many others who attended were sponsored by their employers.

Church stated that the upcoming Check it Out program now has 21 merchants on board. A press release will be sent to local media, and the program is advertised in the fall issue of Books and Beyond. There will be a staff cookout on August 17, funded by the Paul Francis Fund for staff appreciation. There have been several training sessions this month to get staff cross trained. The Library joined the City's cleaning services bid process. If approved by the City Commission, the winning bid will save the Library \$12,000 in the coming year. Church also said that the Library is investigating adding new, expanded bicycle racks. The Library is also considering the possibility of using security cameras.

Member of the public William Duffy introduced himself and recommended forming a group of citizens who support the Library and have experience working with City Hall that would strategize and work to further the interests of the Library. He asked the Board for their feedback on the idea. Conigliaro thanked Mr. Duffy and expressed support of the idea. Brice expressed support as well. Member of the public William Duffy stated that the proposed group would attend Board meetings, and then strategize on how to work with the various City Commission members to further Library interests. The other Board members expressed support for this idea. Member of the public Dorothy Conrad expressed support for forming such a group. She opined that issues will likely arise in the future that the Board alone won't be able to handle.

Koschik reported that the strategic planning process is still under way. He circulated drafts of the mission statement and core values. He also presented and reviewed six key issues and strategic goals developed by the strategic planning team. He noted that each goal was accompanied by a description, and would be followed with specific objectives. He encouraged the Board to look over all the goals and provide feedback. Brice stressed the importance of feedback on the strategic planning goals. Earl asked about the place of fundraising in the strategic plan. Koschik stated that the issue had been brought up in strategic planning, and that this would fall under the marketing and community relations and financial stability sections of the strategic planning goals. Koschik noted that Baldwin has an excellent endowment. Member of the public William Duffy stated that he was a member of the Detroit Chamber

Winds and Strings, which had a great fundraising system. He suggested contacting Maury Okun, who heads the group, for information and ideas on fundraising.

Koschik reported that the Library has gone out for bids for broadcast equipment in the Rotary Tribute and Donor Rooms. The Library has received a grant from the Birmingham Area Cable Board, which will cover the cost of the equipment. There will be a pre-bid meeting on August 26, and final bids will be due September 2. Koschik also reported that he met with City staff about possibly merging phone systems. The Library's phone system's hardware and software needs to be updated.

Koschik also reported that program attendance was down in July 2010 compared to July 2009, due to fewer programs, reduced staff, and limiting attendance for many programs to residents of Birmingham, Beverly Hills, and Bingham Farms. He also reported on efforts in Bloomfield Hills to include a library millage on the November ballot.

7. Liaisons

Friends of the Baldwin Library: Jan Hepburn, Vice President of the Friends of the Library Board, introduced herself. She reported that the Friends' fiscal year ends August 31. Fourteen members have already renewed their memberships for the upcoming fiscal year. Membership renewal letters will be mailed out soon.

Village of Beverly Hills: Lee Peddie stated that the Village is actively contacting neighborhood associations and other groups. The Village is assembling an information package to present to these groups. She reiterated that the goal of the Village is to make sure citizens are informed of the facts before voting in November.

8. New and Misc Business

Koschik reported that the amount of money collected from this year's millage will be less than forecasted. He also reviewed adjustments related to the \$70,000 grant from the Birmingham Area Cable Board.

Motion to approve the following changes in the FY 2010-11 budget:

Account	Description	Increase Line Item	Decrease Line Item	New Budget Amount
Revenues				
401.00.00	Appropriation from Fund Balance	\$5,128		\$215,462
421.01.00	Birmingham Tax Revenue		\$5,128	\$2,065,240
469.08.00	Local Grants	\$70,000		\$70,000
Expenses				
861.30.22	Other Contracted Services	\$5,000		\$58,000
861.50.08	Equipment	\$65,000		\$115,000

1st Harris
2nd Earl

The motion was approved unanimously.

Koschik reviewed the proposed motion concerning the designated capital projects fund and the unrestricted fund balance. A year and a half ago the Board established a Designated Capital Projects Fund and placed \$875,000 in it. The City of Birmingham never recognized that move. It has been recommended that the Library move money from the capital projects fund to the Unrestricted Fund Balance, to allow the Library's budget to balance properly.

Motion to approve the transfer of \$215,000 from the Library's Designated Capital Projects Fund to the Library's Unrestricted Fund Balance.

1st Brice

2nd Underdown

The motion was approved unanimously.

Motion to approve the Baldwin Public Library's participation in the City of Birmingham's proposed service agreement with R.N.A. Janitorial Inc. at a cost to Baldwin of \$2,800 per month. Baldwin's actual participation is contingent upon the approval of the contract by the Birmingham City Commission.

1st Brice

2nd Underdown

The motion was approved unanimously.

9. Public Comment

Member of the public Joan Heinicke asked if the 2010-11 calendar of Board meetings agreed with the Board's bylaws. Conigliaro stated meeting on the third Monday of every month is in line with the bylaws.

10. Adjournment

Motion to adjourn the meeting.

1st Harris

2nd Underdown

The motion was approved unanimously. The meeting was adjourned at 8:55 pm.