



BALDWIN PUBLIC LIBRARY
MINUTES, REGULAR MEETING
February 21, 2011

1. Call to Order and Roll Call

The meeting was called to order by President Michael Earl at 7:30 p.m.

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

Absent and excused: None

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

2. Consent Agenda

Motion to approve the consent agenda.

1st Harris

2nd Underdown

Yeas: Brice, Conigliaro, Earl, Harris, Pisano, Underdown

Nays: None

Absent and excused: None

The motion was approved unanimously.

3. Board Reports

Earl reported that City Manager Bob Bruner was unable to attend tonight's meeting due to illness. He is tentatively scheduled to attend the Wednesday, April 20 Library Board meeting.

Brice noted that a positive editorial article about the value of libraries appeared in the Eccentric on February 20. She also noted that author Scott Turow wrote an article in support of libraries for the Huffington Post.

4. Board Committee Reports

Finance Committee: Harris reported that the Finance Committee met on February 14. The current fiscal year is 58% through and the Library has only spent 53% of its budget. At the end of June the fund balance is anticipated to be \$808,000. The Committee looked at self checkout return on investment information. A radio frequency identification (RFID) study was conducted last week by 3M, and results will be received by March 1.

The main topic of the Committee meeting was the Library's budget for the next two fiscal years. Koschik and Church will meet with City Manager Bob Bruner on Thursday, February 24. The 2011-12 budget projection includes keeping the nine unpaid staff furlough days and health care charges to staff. The current projected 2011-12 budget shows a deficit of approximately \$338,000. The projected budget

deficit for 2012-13, under the same assumptions, would be about \$462,000. Currently, the Library's projected fund balance would be \$431,101 at the end of 2011-12 and (\$30,518) at the end of 2012-13. The Finance Committee discussed several options to reverse the deficit: 1) Reduce personnel costs and close the Library for a certain number of hours; 2) Reduce personnel costs, keep the Library open the same number of hours, but reduce desk coverage and programs; and 3) Ask the City to increase the millage rate, which is currently at 1.1 mills.

Earl stated that in two years the Library would run out of money if expenses were not reduced or revenues increased. Earl stated that internal decisions on how to address the deficit must be made by March 14. Board members discussed the possibility of reducing the number of hours that the Library remains open and the implications of doing so. Earl suggested looking at technological solutions to make the Library more efficient. Pisano noted that the Library staff members have already been hit hard with cuts over the last two years and have not received compensation increases for the last two years. The draft budget for the next two years factors in no increase. Koschik noted furlough days have reduced staff compensation. Concern for the ability to retain a high performing staff was noted by Earl.

Member of the public Dorothy Conrad asked if 1.46 mills was the maximum millage that could be levied. Koschik stated that it is. Conrad asked if the two year budget could ask for a certain millage rate for the first fiscal year and a second millage rate during the second year. She also asked about the possibility of utilizing more part time staff in place of full time staff. Koschik stated that when the City Commission approves the Library's proposed budget, it will only approve the 2011-12 budget. He added that the Library is not replacing full time staff as they leave. Conrad asked about the impact of the State's budget on the Library. Koschik stated that state aid to libraries will be cut by 40%. Worse side effects would be caused if the drop in state aid triggers a drop in federal aid. Member of the public Dorothy Conrad asked how much could be saved by opening the library later during the week. Koschik reported that reducing hours by one shift would save about \$120,000. Conrad also stated that she would like to see the Library ask for a higher millage rate for the 2011-12 fiscal year, and the maximum millage rate in the 2012-13 fiscal year, in addition to exploring various cost savings. Conrad also stressed that each year the millage is bringing in less money due to decreasing property value. She noted that asking for a greater millage does not necessarily mean asking for a greater amount of money. Earl asked Library Board members and residents of the Library's service area to give Koschik their opinions on how to deal with the budget situation.

Bloomfield Hills Subcommittee: Conigliaro reported that the Bloomfield Hills subcommittee met on January 27. Representatives from Baldwin as well as the City of Bloomfield Hills were present, in addition to citizens of Bloomfield Hills. Conigliaro reported that at this point in the discussions both sides were primarily focused on fact-finding. The date of the next meeting has yet to be determined, but is expected to take place in March.

5. Library Report

Church gave an update on the implementation of the strategic plan. The team is working on a survey to assess the wants and needs of the public. He also reported that the Library has created a strategic plan brochure. Everyone's Reading has officially kicked off, with Michael Connelly as the featured author. The Check It Out survey was completed by 16 vendors, all of whom had generally positive feedback on the program but saw no increase in business. Koschik reported on certain financial threats, such as the possibility of losing Library Services and Technology Act funding, as well as the proposed revision of Michigan Public Act 164 of 1877. The Library has put together a fact sheet for Troy cardholders on what

would happen should the Troy Public Library close as scheduled in April. Koschik reported on touring the Novi Public Library with Birmingham residents William Duffy and Jeffrey Van Dorn. He reported that the air conditioning unit in the server room had to be replaced, and the cost of replacement was split between the Library and the City. The integration of the Library's telephone system with the City's is still on track to take place in early March. Church and Koschik gave an overview of departmental goals. Brice thanked Bloomfield Cable for all they have done to make live broadcasting of Library Board meetings and Library programs possible. Harris asked about the possibility of seeking a contract with the City to delineate responsibility for various building issues.

6. Liaisons

Friends of the Baldwin Library: Jan Hepburn reported that the Friends have received 446 new or renewed memberships between September 1 and December 31, 2010, which netted approximately \$20,000 in membership dues. She reported that the next used book sale will be held from May 6 to 9. The Friends' annual meeting will be held on May 1 at the Library. Koschik thanked Janelle Boyce for volunteering to distribute a Friends membership recruitment letter to two different local homeowner associations.

7. Information Only

Church gave an overview of upcoming events interest.

8. Adjournment

Motion to adjourn the meeting

1st Underdown

2nd Brice

Yeas: Brice, Conigliaro, Earl, Harris, Pisano, Underdown

Nays: None

Absent and excused: None

The motion was approved unanimously. The meeting was adjourned at 8:48 p.m.