



BALDWIN PUBLIC LIBRARY
MINUTES, REGULAR MEETING
January 24, 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 Underdown
- 2nd Conigliaro

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

Nays: None

Absent and excused: None

The motion was approved unanimously.

3. Board Reports

Earl reported that Bob Bruner, the new City Manager of Birmingham, plans to attend the February 2011 Board Meeting. He also reported that the members of the President's Council voted to form a subcommittee whose purpose would be to support the Baldwin Public Library. Earl then recognized Koschik for his 20 years of service at Baldwin. Earl stated that he attended the January 22nd Birmingham City Commission's Long Range Planning session, where Koschik presented the Library's strategic plan.

Member of the public Dorothy Conrad commended Koschik for his presentation at the City's long range planning session as well as his presence at the Presidents' Council of Neighborhood Associations meeting.

Brice thanked Koschik and Church for organizing the Library Report section of the Board packet to correspond to the Library's strategic plan, and suggested that individual committees use the strategic plan to guide their work.

4. Board Committee Reports

Finance Committee:

Harris reported that the Finance Committee met on January 17. The Committee discussed the financial

audit of FY 2009-2010, the current fiscal year's budget, and the upcoming two year budget that Koschik is preparing to submit to the City. Harris stated that the increase in the Library's water bill continues to be investigated, though the City will not be able to fully investigate until spring. He also reported that the IRS form 990 has been submitted.

Motion to accept Plante & Moran's audit report for FY 2009-2010.

1st Underdown

2nd Pisano

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

Nays: None

Absent and excused: None

The motion was approved unanimously.

Member of the public Dorothy Conrad asked if the water bill increase was a result of the sewage rate and water rate increases. Koschik stated that in addition to those increases, the bill for actual usage had increased two-fold. Church noted that water usage has returned to normal.

Policy Committee:

Pisano reported that the Policy Committee met on January 2. In response to a disabled patron's request for library assistance, the Policy Committee sought input from the City's legal counsel on forming an American with Disabilities Act Policy. Pisano gave an overview of the Policy.

Motion to approve the Americans with Disabilities Policy as found on Page 16 of the January 2011 Board packet.

1st Harris

2nd Brice

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

Nays: None

Absent and excused: None

The motion was approved unanimously.

Motion to move the April 18, 2011 meeting of the Library Board to April 20, 2011 so as not to conflict with the Passover holiday.

1st Brice

2nd Underdown

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

Nays: None

Absent and excused: None

The motion was approved unanimously.

Brice requested that the Policy Committee meet to discuss potential Board meeting conflicts with holidays before the deadline for submitting dates to the City for the 2012 City calendar.

Bloomfield Hills Subcommittee:

Conigliaro reported that the Bloomfield Hills Subcommittee met on January 20 to discuss the potential

of forming a contract with Bloomfield Hills. She reported that Bloomfield Hills resident Mark Kapel was present, and gave a report on current library service to Bloomfield Hills. Conigliaro went on to discuss the need to be sensitive to Baldwin's current contract communities and Birmingham taxpayers while discussing a possible contract with Bloomfield Hills.

5. Library Report

Koschik introduced University of Michigan School of Information students Liz Allen and Ryan Clement, who along with other students conducted a survey and analysis of Baldwin's circulation department's procedures.

Ryan Clement gave an overview of the project. He reported that seven staff members were interviewed, and from those interviews the group created models showing how the Circulation Department worked. From there the group formed several recommendations about how to improve the efficiency of the Department. Liz Allen reported on the group's recommendations for changes in the Department, including updating the Circulation Department's policy manual, reorganizing the structure of the department so that there was only one head of Circulation, and establishing a volunteer questionnaire and training sessions in order to better select and prepare volunteers. Ryan Clement stated that the group also recommended implementing a self check out machine.

Board members discussed the idea of charging non-residents for use of the Library's public computers and wireless network. It was agreed that any recommended changes to the Library's current practice would be done with input from staff and go through the Policy Committee before final Board approval.

Koschik gave an update on the progress of the Strategic Plan. An expanded management team has been meeting monthly with Jim Suhay of the Detroit Executive Service Corps. Currently the team is working on the design of a survey. Church gave an update on Freegal, the Library's music download service. The Library has upgraded to an unlimited plan. He also reported that the Check It Out campaign ended at the beginning of January, and a survey has been sent to all participating merchants. The Library will host the Birmingham Bloomfield Chamber Member Coffee on Thursday, January 27.

Koschik reported that the FY 2009-2010 State Aid report has been submitted. He also stated that Baldwin would receive an additional \$3,000 in state aid this year. Koschik mentioned that the Library's use of volunteers has continued to increase. He also reported that a part time operations assistant resigned on January 6. He stated that another group of University of Michigan School of Information students will be working with the Library to develop a survey method to assess customer satisfaction.

Church reported that the Library would be holding a fundraiser along with The Community House in the form of a luncheon with author Michael Connelly on April 14. The Library will also work with the Birmingham Historical Museum to present programs for the Civil War 150 year anniversary. He reported that several staff members attended the Martin Luther King, Jr. breakfast on January 17. The Sleep Issues for Seniors program was successful, and the Library hopes to collaborate with Beaumont and BASCC on similar programs in the future. The Red Cross has agreed to pay for meeting room space to hold blood drives at the Library. Church also reported that the Library will be partnering with the Oakland County Mental Health Authority to hold several mental health programs. The Library will also host author Heather Sellers in collaboration with Hope College.

Koschik reported that the phone system upgrade and merger with the City's system is on track to go live

in early March.

6. Liaisons

Friends of the Baldwin Library: Jan Hepburn reported that the Friends are finishing up processing membership dues received in 2010. She stated that the Friends table set up during Winter Markt was successful, and the Friends would be considering selling items in this way again. The Friends will hold their annual meeting in late April or early May.

Village of Beverly Hills: Walter Briggs congratulated Koschik for 20 years of service. He notified the Board that Beverly Hills would be going through a long range planning session on February 12, part of which will include a discussion of library services. He thanked the Board for approaching the potential contract with Bloomfield Hills methodically and with sensitivity to Baldwin's current contract communities.

7. Information Only

Church gave an update on upcoming Library events.

8. New and Miscellaneous Business

Brice asked that the Board consider the possibility of having a student liaison.

Member of the public Dorothy Conrad also recommended the Board having a student liaison.

9. Adjournment

Motion to adjourn the meeting

1st Underdown

2nd Pisano

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

Nays: None

Absent and excused: None

The motion was approved unanimously. The meeting was adjourned at 8:57 p.m.