



BALDWIN PUBLIC LIBRARY
MINUTES, REGULAR MEETING
January 25, 2010

1. Call to Order and Roll Call

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

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

Library Staff present: Matt Church and Doug Koschik, Interim Directors; Connie Ilmer, Josh Rouan

The meeting was held at the Baldwin Public Library, Rotary Tribute and Donor Rooms, 300 W. Merrill, Birmingham, MI 48009.

A quorum was established.

2. Consent Agenda

President Ann Conigliaro read each item on the consent agenda.

Motion to approve the consent agenda.

1st Underdown

2nd Earl

The motion was approved unanimously.

3. Financial Reports

Steve Pollack reported that expenses in January were below budget by 4%. The Year to Date budget is under by \$12,000. The six month spending was reviewed in preparation for the budget process. Also presented were budget scenarios for the upcoming fiscal years. Pollack then reviewed open POs. Earl asked for clarification about the fund balance at the end of the 2010-11 fiscal year in one possible scenario. Pollack responded that it was \$125,414. Earl noted that \$125,000 was the minimum amount that the Library could have in the fund balance and still be able to pay the insurance deductible. Underdown asked about capital expenses for RFID tags and self check out. Pollack stated that these were included for the 2010-2011 fiscal year. Pollack stated that there are currently zero increases in pay rates in the projected budgets.

4. President's Report

Conigliaro stated that she had nothing to add for this section but would comment on various issues later in the meeting as they arose.

5. Board Committee Reports

Finance Committee: Earl stated the main points of the report are the revisions to the Trust Investment Policy. Harris gave an overview of the process and chronology that led to the final draft as it appears in the packet. The final legal review was made by Tom Sweeney. As part of the policy, ~~Earl, Harris and Pisano~~ the Finance Committee will review the policy every year and it will also be reviewed by Ron Carpenter at Raymond James to see that the investment goals are being met. Harris also noted there are new spending limits.

Koschik then spoke to preparation of the Library budget. The Library is continuing to examine line items. The Library will learn how to input budget data into the City's system. On February 9 and 11 Koschik and Church will meet with the City manager and will update the Board. In February the Library will announce the date and venue of the public budget meeting to take place in March. At the March 15 Board Meeting the Library Board will likely approve budgets for the upcoming fiscal years. Then the budgets will be formally submitted by March 31 and at the end of April or beginning of May the Board will present the budget to the City Commission.

Koschik brought up the issue of Library representation on the City's retirement board, and possible modifications to employee benefits. Conigliaro noted that it is possible for the Board to consider benefits of Library employees differently than City employees. She stated the Board's intent was to minimize the impact of decisions on Library staff.

Communication Committee: Lovio George Communications then made a presentation on the Check It Out program that ran from November 24 through January 2. Christina Lovio-George summarized the importance of libraries and the potential value to the business community. She stated that the program's goals were to forge closer relationships with local businesses, connect the Library to the City in various ways, expand visibility of the Library's importance, and to keep money circulating downtown. Jim Boyle provided an overview of the campaign's execution.

After the program ran Lovio George surveyed the participating businesses. Numbers indicate that 90% of the businesses who responded displayed promotional items, 70% thought more positively of the Library, and the other 30% reiterated a positive view of the Library. 80% of responding merchants said the program generated awareness, and 60% said it added value for their specific business. Most businesses indicated they joined to raise awareness of the need to shop locally, and 100% of the respondents said they would participate again. Christina Lovio-George recommended rerunning the Check It Out program. She also recommended conducting a public information campaign to spread awareness of the Library's importance in the community. Pisano suggested expanding the program to include Beverly Hills businesses. Earl complimented Lovio George for getting the program off so quickly. Conigliaro stated that given the time frame the results were excellent and the Board should find an affordable way to expand the momentum. Warren Spatz recommended the Library make use of the

fact that the Friends' book sale will take place over Mother's Day. Brice noted that the art fair will not be located in Shain Park this year, so it would be important to advertise the book sale more vigorously.

Church noted that the Library had been actively informing the public of fee and fine increases that will go into effect February 1. The Library has printed bookmarks, placed information around the Library, and sent a press release to media outlets. Stories ran in the Free Press and the Eccentric. The Eagle will run a short piece soon. Earl asked about feedback. Church said the changes were generally well received.

Personnel Committee

Conigliaro stated that the Personnel Committee had met recently and asked Brice to speak to the results of the meeting. Brice stated that an outside search Committee was not used to look for a new director to avoid spending Library funds unnecessarily. She enumerated the criteria used in evaluating potential candidates for the position of Director. She stated that Baldwin was lucky to have two great co-Interim Directors. She stated that Doug Koschik had applied for the position of Director, and that Matt Church had recommended Koschik. She summarized Koschik's many professional and academic accomplishments, and stated that the Personnel Committee was very pleased to recommend Koschik for the position of Director.

Motion to meet in closed session to review and consider an application for employment pursuant to Section 8(f) of the Open Meetings Act.

1st Harris

2nd Pisano

A roll call vote was taken. Yeas: Earl, Pisano, Brice, Harris, Underdown, Conigliaro. Nays: none.

The motion was approved unanimously.

The Board went into closed session at 8:22pm.

Motion to reconvene to open session.

1st Underdown

2nd Pisano

The motion was approved unanimously. The Board reconvened to open session at 9:33pm.

Conigliaro announced that the Board accepted Koschik's application and fully intends to enter into a contract with him. He will assume the position of Executive Director effective February 1, 2010. Koschik stated that he hopes to repay the honor of his appointment with high dividends. He thanked Church and stressed the positive working relationship that they had developed. Conigliaro said that the Board would make the decision known to the public as quickly as possible. Member of the public Joan Heinicke asked if there were decisions made in the closed session. Conigliaro stated that the Board did not vote in closed session, and that the Board will vote formally on the employment contract at its February 15 meeting. Harris stated that the Board's decision to appoint Koschik was disclosed to the public in accordance with the Open Meetings Act.

6. Library report

Koschik reported that he and Church continued to meet with City officials, and that he and Church gave a report at the Long-Range Planning Commission meeting. The Library and City agreed to share the cost of an architect who would explore external and internal ramifications of a Martin Street entrance. There was some concern expressed about harm to Grand Hall seating and shelving. On January 18 five staff members and two Library Board members, Brice and Underdown, attended the Martin Luther King Jr. breakfast, an event organized by the Race Relations & Diversity Task Force. Brice passed around the program from the event, and noted that the Baldwin librarians put together a book display. She noted that Adult Services Coordinator, Lois Griffin, was instrumental in guiding the committee, put together the program, and dedicated much of her personal time to making the breakfast a success.

Church reported increased activity by roaming teens in the Library's lower level. The Library removed cushions as preemptive measure, locked the doors leading into the maintenance hallway, and increased staff patrols of the area. On the afternoon of Friday, January 22 the family restroom was vandalized with vulgar writings and drawings. The police were contacted, and the Library filed a report. All three lower level restrooms are now locked as a result. The Library will monitor the situation and decide what to do next. Koschik said he was in favor of blocking off the lower level for a while, and would then try opening it up again. The Board agreed with this suggestion.

Koschik reported that the Beverly Hills Village Council decided to put an issue on the ballot to increase the millage rate. This would provide dedicated millages for public safety, general purposes, and to fund the Library, all under a single vote. The Library will put together information for the public. This could be used to clear up misconceptions about the ability of non-residents to buy library cards at Baldwin. While some cities allow individuals to buy library privileges, that has not been Baldwin's policy. Koschik requested that the Board reiterate their policy on selling library cards. The Board discussed and Conigliaro stated that the Library takes the position not to sell cards. Underdown noted that in Bloomfield Hills, a city with no library contract, residents who bought Troy Library cards only brought in about \$15,000 in revenue to the Troy Library. Harris stated that voters should not think there is a safe fallback in buying cards. Koschik noted that since the contract with Beverly Hills is based on housing values, the amount of money coming into Baldwin is dropping. Beverly Hills liaison Lee Peddie stated she was very appreciative of efforts to get the millage passed.

Conigliaro reported that she received a call from one of the attendees at the Long-Range Planning Session who had opposed a Martin Street entrance. The attendee called to say that she felt that ultimately any renovation should be the Library Board's decision. The caller suggested that the Board look into gratis architectural work, possibly through Lawrence Technological University. Brice also suggested looking at the University of Detroit Mercy. Underdown stated that in this economy even local architects might be willing to do an analysis for free. Member of the public Joan Heinicke stated that she was at the Long-Range Planning Meeting and saw many pros and cons to the project. She thought that the Library was headed in right the direction as far as the process was concerned, even though she was adamantly against it.

7. Liaisons

Friends: Warren Spatz brought two dates to the attention of the Board. The 2010 annual Friends meeting will take place on a Sunday this spring. The annual meeting is a short meeting with new Friends Board members, followed by a program for the public to enjoy. He also reported that the semi-annual book sale will take place on May 7th through the 10th. The tentative book sale dates in November 2010 are the 12th through the 15th.

Beverly Hills: Lee Peddie had nothing else to report, but congratulated Koschik on being appointed Director.

8. Old business

Koschik reported on the 2010-2015 strategic plan process. He anticipated the process starting in earnest in May or June. He said the purpose of the plan is to find out from the community what the Library should be doing, which would include input from Birmingham, Beverly Hills, and Bingham Farms and also from elected officials, City employees, City managers, business leaders, etc. To avoid expenses the Library does not intend to hire an outside consultant, but will likely want a facilitator. Church stated the timeline would be broken into months, with the process moving from one phase to another. Koschik stated that at the beginning of the process there will likely be more input from members of the public with later stages involving more effort on part of the Board and staff. The strategic plan process will begin as soon as the budget process is done. Brice suggested that business and City leaders be invited as early as possible to guarantee the most input.

9. Miscellaneous and New Business

Conigliaro reported that she had received an inquiry from member of the public Dorothy Conrad, who wanted to know if the Board would consider reducing or waiving the meeting room fee for a meeting whose purpose was to provide the public with tax assistance. Harris asked if there was enough time for the Policy Committee to address the issue. It was determined that the Policy Committee would meet and have an answer by February 15.

Harris thanked Koschik and Library employee Darlene Poprafsky for providing the Board with the Michigan Municipal League Liability and Property insurance policy. He noted that it was an old policy, dating back to 2001. Koschik said he had not been able to follow up with the City regarding whether Board members were covered as both elected directors of the Board and as trustees, but that he would be following up with Chris Underwood at the City.

10. Adjournment

Motion to adjourn the meeting.

1st Pisano

2nd Brice

The motion was approved unanimously. The meeting was adjourned at 10:18 p.m.

Andrew Harris, Secretary

Date