



BALDWIN PUBLIC LIBRARY
MINUTES, REGULAR MEETING
July 18, 2011

1. Call to Order and Roll Call

The meeting was called to order by President Michael Earl at 7:31 p.m.

Library Board present: Ann Conigliaro, Michael Earl, Andrew Harris, Frank Pisano

Absent and excused: Sheila Brice, David Underdown

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

2. Consent Agenda

Motion to approve the consent agenda.

1st Pisano

2nd Conigliaro

Yeas: Conigliaro, Earl, Harris, Pisano

Nays: None

Absent and excused: Brice, Underdown

The motion was approved.

3. Board Reports

Earl noted that a draft letter to the Bloomfield Township Public Library Board appears on page 26 of the Board Packet.

4. Board Committee Reports

Personnel Committee:

Motion to meet in closed session for consideration of the Library Director's performance evaluation as requested by the Library Director before the close of the Board meeting.

1st Conigliaro

2nd Harris

A roll call vote was taken.

Yeas: Conigliaro, Earl, Harris, Pisano

Nays: None

Absent and excused: Brice, Underdown

The motion was approved.

Member of the public Dorothy Conrad commended Koschik on his performance as Director. Member of the public Joan Heinicke expressed the opinion that Koschik and the Board have done a fantastic job. Member of the public William Duffy stated that he was impressed with Koschik's case for the Library

Budget before the City Commission. Member of the public Jim Suhay complimented Koschik on his work as Director and noted the improvements in the relationship between the Library and the City during Koschik's time as Director. Walter Briggs thanked Koschik for his work to keep Beverly Hills a part of the Library's service area. Member of the public Bob Tera expressed a high opinion of Koschik as Director.

Conigliaro gave an overview of the process by which the Board would evaluate Koschik's performance.

Finance Committee: Pisano reported that the Finance Committee met on July 14. The Committee went over the FY 2010-11 budget. At the close of the fiscal year Baldwin had received 91.6% of its revenue and spent 92.7% of its budget, and was under in all expense areas. The Library will receive an estimated additional \$35,000 in revenue for the 2011-12 fiscal year. The fiscal year ended with revenues approximately matching expenses and an ending fund balance of just over \$900,000.

Policy Committee: Harris reported that the Policy Committee met on July 14. The Committee discussed the Library's proposed calendar for 2012, which includes recognized holidays when the Board will not conduct any public business. The Library will also develop a policy that requires it to notify the City when accidents occur which involve the Library's physical structure. The Committee also discussed a list of priorities the Library should focus on for the upcoming fiscal year.

Member of the public Joan Heinicke asked how many Library Board meetings will conflict with City Commission meetings. Koschik stated that unless the City changed their meeting dates, the only conflict would be the January 2012 Board meeting.

Motion to approve the 2012 Library calendar as found on Page 19 of the July 2011 Board packet.

1st Pisano

2nd Harris

Yeas: Conigliaro, Earl, Harris, Pisano

Nays: None

Absent and excused: Brice, Underdown

The motion was approved.

Bloomfield Hills Subcommittee: Conigliaro reported that the Subcommittee met on July 11. The Subcommittee discussed the wording of the proposed contract with the City of Bloomfield Hills. Since the time of that meeting, changes were made to the contract language, and the City Commission of Bloomfield Hills approved the contract.

Motion to approve the contract for library services with the City of Bloomfield Hills as found on Page 32 of the July 2011 Board packet.

1st Conigliaro

2nd Pisano

A roll call vote was taken.

Yeas: Conigliaro, Earl, Harris, Pisano

Nays: None

Absent and excused: Brice, Underdown

The motion was approved.

5. Library Report

Koschik stressed the importance of the Library's strategic plan. He reviewed the Library's 2010-11 fiscal year. Revenues were on target and expenses were lower than budgeted. Koschik stated that the Library laid off three full time employees. He reported that the Library significantly reduced its discretionary expenses and that material collection expenses came in \$60,000 under budget. He reported that circulation was down in 2010-11 due to the Library being open fewer days. He also noted that Birmingham, Beverly Hills, and Bingham Farms were responsible for 85% of all circulation, one percent above target. Use of databases and electronic content continued to grow. Computer usage decreased, due to the Library being open fewer days, stronger restrictions being placed on guest users, and more patrons bringing in their laptops. In addition, program attendance grew. The amount of foot traffic was slightly off target; however, this can be attributed to increased usage from home, such as downloadable content and database usage. The Library also saw an increase in volunteer hours.

Capital projects such as RFID tags, a new ILS, and self check out kiosks are at the top of the Library's list of priorities in the 2011-12 fiscal year. Various strategic planning projects will also be pursued, including a three year financial plan, evaluation of personnel roles, and updating the Library's volunteer program. A University of Michigan team might be assisting the Library to develop a more efficient volunteer program. Fundraising will also be a priority in the new fiscal year. Koschik reported that the Library has completed its survey of user needs, and is in the process of analyzing responses. The Library has recruited and began to use several volunteers with expertise in marketing. Baldwin has also sought an additional revenue stream in its proposed contract with Bloomfield Hills. The Library's organizational structure has been reviewed and updated. Lastly, the Library's telephone system has been successfully merged with the City's for a cost savings.

Member of the public Dorothy Conrad asked which public service desks would be combined. Koschik stated that the desk across from Circulation will be eliminated and that a combined desk will be placed in the Birkerts area. Conrad also asked about feedback from closing on Sundays in the summer. Koschik stated that he had so far not received any feedback from the public about the change in hours.

Church reported that Summer Reading is off to a healthy start, with 658 kids, 90 teens, and 62 adults already signed up. A fall fundraiser is tentatively scheduled for November 17, which will be held in the Grand Hall and will feature live music, food from local restaurants, and a silent auction. In June Library volunteers logged 412 hours. Koschik met with representatives from Temple Beth El about opportunities for collaboration. The City Commission gave permission for City staff to rebid a new HVAC system for the Library. The Library received 300 copies of a drawn map of Birmingham by Community Creations that will be sold for \$15 each. Proceeds will benefit the Library. Signed copies of the map may be included in the November fundraiser's silent auction.

6. Liaisons

Village of Beverly Hills: Walter Briggs commended the Library on its successful fiscal year and strategic plan and congratulated the Library on moving forward with a contract with Bloomfield Hills.

7. Information Only

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

8. Public Comment

Member of the public Margaret Betts recommended re-evaluating the topics covered in beginner computer classes.

Pisano noted that it would be possible to change the January 2012 Board meeting date so as to not conflict with the January City Commission meeting. Board members voiced support of changing the date of the January board meeting.

Motion to revise the Library's 2012 calendar, moving the January Board meeting from Monday, January 23 to Wednesday, January 18.

1st Pisano

2nd Harris

Yeas: Conigliaro, Earl, Harris, Pisano

Nays: None

Absent and excused: Brice, Underdown

The motion was approved.

The approved calendar for 2012 is:

**Baldwin Public Library
2012 Calendar**

Sunday, January 1, 2012	Closed	New Years Day
Monday, January 16, 2012	No Board activity	Martin Luther King, Jr. Day
Wednesday, January 18, 2012	7:30 PM	Library Board Meeting
Monday, February 20, 2012	7:30 PM	Library Board Meeting
Monday, March 19, 2012	7:30 PM	Library Board Meeting
Friday, April 6, 2012	No Board activity	Good Friday and Passover
Saturday, April 7, 2012	Closed (Furlough)	Easter Weekend
Sunday, April 8, 2012	Closed	Easter
Monday, April 16, 2012	7:30 PM	Library Board Meeting
Friday, May 11, 2012	7:00 PM - 9:00 PM	Friends of the Library Book Sale
Saturday, May 12, 2012	9:30 AM - 4:30 PM	Friends of the Library Book Sale
Sunday, May 13, 2012	9:30 AM - 4:30 PM	Friends of the Library Book Sale
Monday, May 14, 2012	10:00 AM - 2:00 PM	Friends of the Library Book Sale
Monday, May 21, 2012	7:30 PM	Library Board Meeting
Saturday, May 26, 2012	Closed	Memorial Day Weekend
Sunday, May 27, 2012	Closed	Memorial Day Weekend
Monday, May 28, 2012	Closed	Memorial Day Weekend
Monday, June 18, 2012	7:30 PM	Library Board Meeting
Wednesday, July 4, 2012	Closed	Independence Day Holiday
Monday, July 16, 2012	7:30 PM	Library Board Meeting
Friday, August 17, 2012	Closed (Furlough)	Dream Cruise
Saturday, August 18, 2012	Closed	Dream Cruise
Sunday, August 19, 2012	No Board activity	Eid al-Fitr

Monday, August 20, 2012	7:30 PM	Library Board Meeting
Saturday, September 1, 2012	Closed	Labor Day Weekend
Sunday, September 2, 2012	Closed	Labor Day Weekend
Monday, September 3, 2012	Closed	Labor Day Weekend
Sunday, September 16, 2012	No Board activity	Rosh Hoshanah
Monday, September 17, 2012	No Board activity	Rosh Hoshanah
Tuesday, September 18, 2012	No Board activity	Rosh Hoshanah
Wednesday, September 19, 2012	7:30 PM	Library Board Meeting
Tuesday, September 25, 2012	No Board activity	Yom Kippur
Monday, October 15, 2012	7:30 PM	Library Board Meeting
Friday, October 26, 2012	No Board activity	Eid al-Adha
Friday, November 9, 2012	7:00 PM - 9:00 PM	Friends of the Library Book Sale
Saturday, November 10, 2012	9:30 AM - 4:30 PM	Friends of the Library Book Sale
Sunday, November 11, 2012	9:30 AM - 4:30 PM	Friends of the Library Book Sale
Monday, November 12, 2012	10:00 AM - 2:00 PM	Friends of the Library Book Sale
Monday, November 19, 2012	7:30 PM	Library Board Meeting
Wednesday, November 21, 2011	Close at 5:30 PM	Thanksgiving Holiday
Thursday, November 22, 2012	Closed	Thanksgiving Day
Friday, November 23, 2012	Closed (Furlough)	Thanksgiving Holiday
Monday, December 17, 2012	7:30 PM	Library Board Meeting
Monday, December 24, 2012	Closed	Christmas Eve
Tuesday, December 25, 2012	Closed	Christmas Day
Monday, December 31, 2012	Closed (Furlough)	New Years Eve
Tuesday, January 1, 2013	Closed	New Years Day

The Board went into closed session at 8:23 p.m. to conduct Koschik's performance evaluation. The Board returned to open session at 8:58 p.m.

Conigliaro reported that the Board evaluated Koschik's performance during the closed session and that the Board's consensus was that Koschik had done an excellent job.

9. Adjournment

Motion to adjourn the meeting.

1st Harris

2nd Pisano

Yeas: Conigliaro, Earl, Harris, Pisano

Nays: None

Absent and excused: Brice, Underdown

The motion was approved. The meeting was adjourned at 8:59 p.m.