



BALDWIN PUBLIC LIBRARY
MINUTES, REGULAR MEETING
June 20, 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 Pisano

2nd Harris

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

Nays: None.

Absent and excused:

The motion was approved.

3. Board Reports

Earl reported that the Library had received a letter concerning an incident in March when a patron fell on the front steps of the Library. The letter raises a number of issues, including how the Library staff responded to the incident. Koschik was present at the incident, and the letter reports the incident in a different manner than how Library staff documented it. The Library will review records of previous incidents to determine if something similar has happened before. The Policy Committee may review how the Library handles these situations. Koschik will respond to the patron. There will be further discussion at the July Board meeting.

4. Board Committee Reports

Personnel Committee: Brice read the retirement resolution in honor of Sarah Ormond's retirement that appears on page 16 of the June 2011 Board packet. Ormond thanked the Board for their gesture and expressed gratitude for the opportunity to work at the Baldwin Public Library for 27 years. Underdown thanked Ormond for her help over the years.

Conigliaro mentioned that the Board needed to evaluate Koschik's performance. Conigliaro recommended evaluating Koschik in a closed session during the July Board meeting.

Finance Committee: Pisano reported that the Library will have higher than usual personnel expenses in

June due to three paychecks as well as payout checks to employees who have left Baldwin. The Committee approved several line item adjustments. The Committee also discussed how revenue from a potential contract with Bloomfield Hills would be used. Pisano then discussed upcoming capital projects. He reported having attended the City retirement board meeting. Pisano thanked Gary and Linda Condo, who recently donated \$3,000 to the Library, as well as Elaine Ford, who left a bequest to the Library that has brought in \$2,600 to date.

Motion to approve the transfer of \$41,500 from 8 line items where there are overages, to 9 other line items where there are shortfalls.

<u>Account</u>	<u>Description</u>	<u>Increase Line Item</u>	<u>Decrease Line Item</u>
1008	Hospitalization	\$8,000	
1010	Retirement Health Care	\$11,000	
1017	Retirement Employer Contribution	\$12,000	
1019	Retirement-Def. Contrib. Employer	\$3,500	
1020	Retirement-Hlth Svgs. Contrib. Employer	\$1,000	
2020	Maintenance Supplies	\$1,000	
3120	ILS Services	\$1,000	
3203	Water & Sewer	\$3,500	
5318	Online Services	\$500	
	Total Increases	\$41,500	
2001	Postage		\$1,500
2003	Operating Supplies		\$5,000
2016	Computer Software		\$10,000
3022	Other Contracted Services		\$8,000
3121	Cataloging & ILL Service		\$5,000
3303	Parking		\$500
3304	Training		\$2,500
3502	Printing		\$9,000
	Total Decreases		\$41,500

1st Pisano

2nd Underdown

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

Nays: None.

Absent and excused:

The motion was approved.

Policy Committee: Harris reported that the Policy Committee met and discussed several topics, including the relationship with the Bloomfield Township Public Library, a possible reciprocal agreement with the Troy Public Library if it remains open past August, and the Board's policy on holding meetings during holidays. The Committee also gave Koschik and Church the go-ahead to start drafting a written agreement between the City and the Library that would clarify each side's responsibilities as to building

maintenance and repair. Finally, the Committee discussed the Library's circulation policies, especially with respect to families and borrowing items. Koschik and Church will bring more information to the Committee about this topic.

Motion to restrict the Baldwin Public Library from holding public meetings discussing Library business on the following holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Passover (First and second nights)
- Good Friday
- Easter Sunday
- Memorial Day
- Independence Day
- Labor Day
- Eid al-Fitr
- Rosh Hoshanah
- Yom Kippur
- Eid al-Adha
- Thanksgiving
- Christmas Eve
- Christmas
- New Year's Eve

1st Harris
2nd Brice

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

Nays: None.

Absent and excused:

The motion was approved.

Motion to apply the same circulation limits and fees to Bloomfield Township residents and property owners as Baldwin does to all other The Library Network (TLN) libraries and to cease providing homebound services to Bloomfield Township residents, effective July 1, 2011, unless the Baldwin Public Library Board of Directors receives notification before said date that the Bloomfield Township Public Library Board has rescinded or suspended its decision to stop circulating materials to residents and property owners of Beverly Hills and Bingham Farms.

1st Harris
2nd Underdown

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

Nays: None.

Absent and excused:

The motion was approved.

Bloomfield Hills Subcommittee: Conigliaro reported that the Subcommittee and Bloomfield Hills met on June 7. At that time both sides agreed to a yearly contract fee of \$268,681, an amount based on a per-household rate for library service based on what residents of Birmingham, Beverly Hills, and Bingham Farms residents pay for library service. The \$268,681 figure is approximately halfway between both sides' initial offers. On June 8, 2011 the full Baldwin Library Board agreed on the amount and Koschik sent the proposal to Bloomfield Hills. The Bloomfield Hills City Commission met on June 14 and approved the amount. A millage issue will go on the ballot in Bloomfield Hills in November. The Board will hold a special meeting prior to the July Board meeting in order to approve the contract language. Conigliaro noted that public awareness about the upcoming millage issue is paramount. Koschik reported that Bloomfield Hills has expressed hope that Baldwin would be welcoming to Bloomfield Hills'

residents prior to any contract.

Motion to approve the resolution commending the dedicated service of Ms. Sarah Ormond and congratulating her upon her retirement from the Baldwin Public Library.

1st Brice

2nd Underdown

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

Nays: None.

Absent and excused:

The motion was approved.

5. Library Report

Church reported that the Library is on track in most areas of the strategic plan. Koschik and Church will be meeting with Brice shortly to discuss the strategic plan. The Summer Reading program kicked off on Friday, June 17. Church stated that Baldwin was one of 65 libraries selected to participate in Let's Talk About It, a national grant that will fund programs and workshops in commemoration of the American Civil War. Church reported that the Baldwin Trust will receive \$584 from tickets sold for the Michael Connelly luncheon. \$467 was raised from the California Pizza Kitchen fundraiser. Church and Koschik have been working on a fundraising event in the Grand Hall showcasing Birmingham restaurants, with money raised going towards the improvement of the Youth Room. Koschik and Church met with William Duffy to discuss fundraising strategies and ideas. Brice suggested that the Communications Committee meet and discuss ways to assist in fundraising.

Koschik reported that three full-time staff members were given layoff notices this month. This was required due to the economic difficulties the Library is facing. Koschik took into account the Library's reduced hours of operation, new technology planned, reductions in the acquisitions budget, as well as staffing levels at libraries of comparable size. Koschik decided that the Library would not cut electronic services or reduce its web presence. After these considerations, Koschik decided to eliminate one position each from Adult Services, Circulation, and Technical Services. Adult Services and Youth Services have been combined into a single Public Services department with one Department Head. This approach will increase efficiencies and cooperation between departments. Church will now be in charge of the Circulation Department so that a single person would be in charge of policies and decisions.

Koschik pointed out that the Library's dealings and interactions with the City have increased in the last two years. Koschik will be meeting with a representative of Temple Beth El. The Troy Public Library is currently open and will remain so at least until August, when there will be a millage issue on the ballot in Troy. Koschik will meet with the Director of the Troy Public Library to discuss a potential reciprocal agreement, as well as RFID technology. Koschik also mentioned that the bid document for the new heating and cooling system will be discussed at the City Commission meeting on June 27.

6. Liaisons

Friends of the Baldwin Library: Bob Tera reported that the Friends of the Library Board met on June 14. At that point the Friends had 531 members. A mini book sale was held on Friday, June 17; 250 books were sold. Friends received the Library's wish list from Koschik two months ago; at the last meeting the Friends issued a check for \$26,000 to the Library.

Village of Beverly Hills: Walter Briggs thanked the Board for passing its resolution on BTPL and expressed hope that the BTPL Board would rescind its decision to stop checking out materials to Beverly Hills and Bingham Farms residents. He thanked the Board for their hard work with Bloomfield Hills. He suggested that representatives in Bloomfield Hills reach out to Beverly Hills for advice on passing the library millage in November. Briggs stated that several Beverly Hills representatives would be eager to give feedback on Koschik's performance as part of the evaluation process. Briggs recommended that the Library get in touch with the Birmingham Area Cable Board about a program through Comcast that would bring low cost internet access to low income individuals in the Birmingham School District. He thought that Baldwin could help facilitate this program by spreading word of it. Briggs also thanked the Library for participating in the Memorial Day parade in Beverly Hills.

7. Information Only

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

8. Adjournment

Motion to adjourn the meeting.

1st Harris

2nd Pisano

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

Nays: None.

Absent and excused:

The motion was approved. The meeting was adjourned at 8:23 p.m.