



BALDWIN PUBLIC LIBRARY
MINUTES, REGULAR MEETING
October 18, 2010

1. Call to Order and Roll Call

The meeting was called to order by President Ann Conigliaro at 7:31 pm.

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

Absent and excused: Michael Earl

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

2. Approval and Overview of Agenda

Motion to approve the consent agenda.

1st Underdown

2nd Pisano

The motion was approved unanimously.

3. Financial Reports

Koschik reviewed September expenses and revenues and the progress of the current fiscal year. He then reported that the FY 2009-2010 year-end fund balance would be reduced slightly to accommodate several unexpected unemployment charges from last fiscal year. He stated that the Library and City had signed a one year contract with a new natural gas provider.

4. President's Report

Conigliaro stated that the Board will elect officers in November.

5. Board Committee Reports

Finance Committee: Harris reported that the Finance Committee met on October 12. The 2009-2010 fiscal year was closed, and auditors are close to completing their report. Later in October the Library will hear what last year's health care expenditures were. Pisano reported on the September 30 meeting of the City of Birmingham Retirement Board Committee, which he attended.

Building Committee: Pisano reported that the Building Committee met on September 27. They discussed the possibility of adding new bike racks to the front of the Library, the new heating and cooling system that will be installed next year, and a memorial bench that a family has purchased to be placed on Library grounds. Member of the public Joan Heinicke asked for clarification about where the bench would be placed.

6. Library Report

Koschik noted that the Library was closed on Columbus Day for an unpaid furlough day. He reported that he hoped the Library will be collaborating with the Optimist Club in the future. Church reported that the Library had partnered with the Idea Lab Network, a local non-profit, and would be participating in the Principal Shopping District's Winter Markt. The Medieval Tapestry sculpture was cleaned professionally, with costs paid for by the Friends.

7. Liaisons

Friends of the Baldwin Library: Jan Hepburn reported that of 700 membership renewal forms mailed 318 memberships have been received so far, raising a total of over \$13,000. The semi-annual book sale will begin Friday, November 12. The Friends plan to have a table inside the Library during the Winter Markt on December 4.

Village of Beverly Hills: Lee Peddie noted that the November election was coming up in two weeks. The Village of Beverly Hills has held numerous town hall informational meetings. She thanked the Board for all of their efforts.

8. New and Miscellaneous Business

Koschik gave a presentation on the draft of the Library's 2011-13 Strategic Plan. He gave an overview of the Library's previous strategic plan and the circumstances leading up to the development of a new plan. The Library hired Detroit Executive Service Corp (DESC), a non-profit, to oversee the process. Koschik then introduced Jim Suhay, one of three DESC executives who worked with the Library on the plan.

Jim Suhay introduced himself and gave an overview of the Detroit Executive Service Corp. He explained the DESC Strategic Management Model, and then gave an overview of the process DESC used to help Baldwin create its strategic plan. He stated that DESC would be working with the Library for the next six months to ensure implementation of the plan.

Koschik reviewed the completed draft of the 2011-13 Strategic Plan, including its mission statement, long term vision, three year vision, and core values. He went on to review the strategic goals and objectives. Goals included services and programs, marketing and public relations, financial stability, personnel and organization, and community relationships and partnerships, and facilities and technology. Koschik then went over the implementation of the strategic plan.

Brice commented that it would be crucial to coordinate the various Board committees' work to fit in with the objectives of the strategic plan. Brice volunteered to serve as Board liaison to oversee the strategic plan.

Motion to approve the Library's strategic plan for 2011-2013.

1st Underdown

2nd Pisano

The motion was approved unanimously.

9. Information Only

Church gave an overview of upcoming Library programs.

10. Adjournment

Motion to adjourn the meeting.

1st Harris

2nd Brice

The motion was approved unanimously. The meeting was adjourned at 8:54 pm.