



BALDWIN PUBLIC LIBRARY
MINUTES, REGULAR MEETING
September 19, 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

Conigliaro asked that the August 2011 minutes be removed from the consent agenda.

Motion to approve the consent agenda minus the August 2011 minutes.

1st Harris

2nd Pisano

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

3. Board Reports:

Brice gave an overview of last month's discussion about the Board member self-evaluation form. She suggested that Board members receive copies of a Library Board trustee handbook instead of completing a self-evaluation form. Brice said that the idea of a survey or evaluation was still a good idea. Conigliaro and Earl expressed support for the idea of providing advice and guidance to incoming Board members.

Earl noted that the election in Bloomfield Hills will be taking place in November. Koschik has been invited to a meeting of the Bloomfield Hills City Commission on October 11. Koschik noted that the League of Women Voters will be holding a candidate forum at Baldwin on October 12 at 6:30 pm.

4. Board Committee Reports

Finance Committee: Pisano reported that the Finance Committee met on September 12. The Committee reviewed the final revenue and expense reports for the 2011-12 fiscal year. The Library only used \$26,000 of the fund balance last fiscal year, which was less than had been anticipated. The Committee also discussed the potential impact of the elimination of the personal property tax, as well as an upcoming state law that would require government employees to pay a greater portion of their

health care costs. The fundraising group is still working to get corporate sponsorship and items for the silent auction for November's Books & Bites fundraiser. Pisano attended the City's Investment and Retirement Plan meetings. The Finance Committee also went over expenditures made with Friends' funds in August. Eric and Julie Gheen have started an endowment fund to support the purchase of adult reading materials. Member of the public Dorothy Conrad asked about the definition of the term "adult reading". Koschik responded that all non-children's circulating materials are referred to as "adult".

Personnel Committee: Conigliaro reported that the Personnel Committee met on September 14. The Committee discussed potential revisions to the current Employee Handbook, which must be brought up to date. The handbook will need to be reviewed in light of current best practices. Conigliaro volunteered to continue working on this project even if it extends past her term as Board member.

5. Library Report

Church reported that the Summer Reading program was a success. Next month full reports will be included in the Board packet. The Library has made a MetroNet brochure about keeping up with the new health care laws available to the public. Koschik participated in a TV program with Representative Chuck Moss and Oakland County Commissioner Dave Potts called "Eye On Oakland" which will probably be broadcast the week of October 2. Church reported that he participated in a marketing workshop.

Koschik reported that the Michigan State Court of Appeals handed down a decision on a lawsuit brought by Herrick District Library against the Library of Michigan. The Court found that the Library of Michigan could not mandate that state aid is contingent upon libraries offering each of its service areas the exact same services. Koschik does not know whether the decision will be appealed.

Church stated that he would attend the TEDxDetroit conference later this month. He reported that Jim Mumby of Fanning Howey has been evaluating the building and its future use. Koschik stated that the Library is taking a two-pronged approach to the building plan. The first is the building's short term building needs within the current footprint, and the second approach focuses on a long term vision of the Library. Architect Victor Saroki has been working on sketches of what Baldwin could look like in the future. Part of the December Board Meeting will be devoted to discussing both aspects of the building plan.

Pisano stated that the long term plans looked great and was something for the community to strive for. Underdown called to attention several building issues that should be addressed in the near future. Koschik stated that some of the ideas included in the plan were more meeting and study rooms, and an expanded teen area. Furthermore, he indicated that the long-term plans would be carried out only if the City government and the public were involved in and committed to the project. Harris asked if a budget or funding were discussed at the meeting. Koschik stated that budget numbers would be included in the building plan. Brice expressed concern that the heating and cooling issues be addressed as soon as possible. Koschik stated that bids have been received on a new HVAC system and the issue will be discussed at the City Commission meeting in October.

Church reported that the RFID conversion and self check out projects are underway. Backstage Library Works will start work on site in mid-October and the conversion should be completed by the end of December. Harris asked about a recent FOIA request submitted to the Library. Koschik stated that the request was made by someone seeking information about the Library's energy and natural gas usage.

6. Liaisons

Village of Beverly Hills: Walter Briggs thanked the Library for participating in the longest lemonade stand event in Beverly Hills. Briggs commented that the health care brochure that the Library has made available is an excellent example of how libraries can provide unbiased information.

Friends of the Library: Bob Tera commented that the Library of Michigan has published a Library Board Trustee manual that may be of use to incoming Board members. He reported that the Friends Board has elected Pam DeWeese and Annie Thomis as new Board members. The annual membership drive is under way and the fall book sale will take place November 11 through 14. Brice thanked the Farnsworth family for their large donation of books. Koschik reported that that the Friends will hold a mini book sale the weekend of October 1 and 2.

Brice asked that the idea of student liaisons for the Board be discussed at the October Board meeting.

7. Items Removed From Consent Agenda

Conigliaro asked that the August 2011 Board minutes be amended to add that the slight pay raises given to some staff members were done in part to retain people in critical positions.

Motion to amend the August 2011 minutes to include Conigliaro's proposed changes.

1st Underdown

2nd Brice

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

8. Information Only

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

9. Adjournment

Motion to adjourn the meeting.

1st Underdown

2nd Brice

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

The meeting was adjourned at 8:30 p.m.