



BALDWIN PUBLIC LIBRARY
MINUTES, REGULAR MEETING
September 20, 2010

1. Call to Order and Roll Call

The meeting was called to order by President Ann Conigliaro at 7:32 pm.

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. Approval and Overview of Agenda

Motion to approve the consent agenda.

1st Brice

2nd Pisano

The motion was approved unanimously.

3. Financial Reports

Steve Pollack reported that the fiscal year closed out in August, pending the audit. He then reviewed August revenues and expenses, followed by expenses in excess of \$6,000.

4. President's Report

Conigliaro stated that the Baldwin Public Library and the Baldwin Public Library Board are neutral on the issue of the millage initiative that will appear on the November ballot in Beverly Hills. Board members who have volunteered to attend informational meetings in Beverly Hills are doing so only in the interest of disseminating information.

5. Board Committee Reports

Finance Committee: Pisano reported that the Finance Committee discussed the 2009-10 budget at its meeting. The Library is still waiting to hear what health care expenditure costs were for the past year. He also reported that bids were received for broadcasting equipment in the Rotary Tribute and Donor Rooms. Pisano reported on attending the City Retirement Board meeting on September 10.

Policy Committee: Harris reviewed the Policy Committee's discussion of the Library's use of a collection agency. The Committee recommended referring patrons to collections who have more than \$50 in fines. The Committee also spoke about the need for an Americans with Disabilities Act policy. The Committee recommended that outside counsel be consulted to draft this policy. The Committee also drafted a revised Code of Conduct policy for the Library.

Personnel Committee: Brice reported that the Committee decided that staff anniversary milestones for the current year would be recognized at a staff event in December. The Committee also discussed replacing the Library's current time clock system. Brice also reported that the committee discussed the benchmarking survey Koschik sent to other libraries on staffing levels.

6. Library Report

Conigliaro introduced Larry Neal, resident of Bloomfield Hills and Director of the Clinton Macomb Library. Neal stated that he was speaking in his capacity as a resident of Bloomfield Hills, not in any professional capacity. He reviewed a plan he prepared discussing options for getting Bloomfield Hills residents library service. He reported that he had collected signatures to place a millage initiative on the Bloomfield Hills November ballot that would create an elected library board and give them funds to either contract with an existing library for services or build their own library. He then answered several questions from Board members about specifics of the proposed millage and the possibility of contracting with Baldwin Library or Bloomfield Township Public Library.

Church stated that the Library was considering a subscription to Freegal, a digital music service, and offered a summary of its features. Various Board members gave their approval of using this service. Church reported that the renewed Check It Out campaign has begun, with 27 merchants signed up. The program was widely promoted. Church also reported that the Library has been in touch with the City about the possibility of adding bicycle racks outside of the Library. The Library will look at various options for funding the racks.

Koschik reported on the progress of the Strategic Planning process. There are now specific goals, action plans, timelines and measurements. The last Strategic Planning Team meeting will take place on September 21. After that there will be an all staff meeting. Koschik reported responses local libraries had made to a budget survey sent out by Southfield Public Library. Church stated that the proposal submitted to the University of Michigan School of Information was accepted, and that he and Koschik will meet with students of the School to evaluate Baldwin's circulation processes.

7. Liaisons

Friends of the Baldwin Library: Jan Hepburn reported that the Friends have received over 200 membership renewals since their mailing earlier in September. She reported that the next book sale will begin on Friday, November 12.

Village of Beverly Hills: Lee Peddie read a statement written by Beverly Hills Village Manager Chris Wilson about the use of student volunteers. She also reiterated that informational meetings in Beverly Hills do not take a stance on the millage ballot measure.

8. New and Miscellaneous Business

Church reported that the Library is considering referring patrons who have more than \$50 in fines to a collection agency. Currently patrons must have at least \$50 in fines as well as a lost item.

Motion to utilize the services of Unique Collection Agency to pursue patrons incurring fines of \$50 or greater.

1st Harris
2nd Pisano

The motion was approved unanimously.

Church reviewed the proposed changes to the Library's Code of Conduct, including stronger language on cell phone use, extending no smoking areas, and adding a patron right of appeal. Brice suggested including skateboards and other devices in Item P, and also suggested including spitting as a forbidden activity in Item I. Member of the public Dorothy Conrad asked whether or not the policy covered the ramp outside of the Library.

Koschik reviewed information relating to the grant received from the Birmingham Area Cable Board. He reported that the Library received four bids for broadcasting equipment and installation. He recommended that the Board award the bid to the second lowest bidder, ProVideo Systems. The lowest bidder – Advanced Lighting and Sound – based its bid on a piece of equipment that was not specified in the RFP and that was determined to be an unacceptable alternative. The ProVideo Systems bid was for \$54,814. An extra 10% would be added in case additional expenses were required during installation. On top of that, the Library will need to spend \$5,000 to install additional electrical outlets and establish a cable connection. The total amount would be \$65,295 or less. That will still fall under the \$70,000 grant with no impact on the Library's regular budget.

Earl asked who would operate the equipment. Koschik stated that Birmingham Television would still come out but would only need one employee. Member of the public Dorothy Conrad asked if the broadcasting capability was limited to Board meetings. Koschik stated that the equipment would also be used to broadcast certain library programs.

Motion to approve a contract with ProVideo Systems for \$60,295 to design, build and furnish all labor, material and equipment required to install cable broadcasting equipment in the Library's lower Level and to integrate that equipment with existing audiovisual equipment. The funding for this project is provided by a grant from the Birmingham Area Cable Board.

1st Brice
2nd Earl

The motion was approved unanimously.

Koschik reviewed a proposed budget line item adjustment relating to the Broadband Technology Opportunities grant. The grant will pay for new computers for the Library directly. The Library will have to pay for furniture, and will then be reimbursed for that expense. The furniture costs \$9,000, and the reimbursement will be \$9,000, which are both reflected in the budget line item change proposed below.

Motion to approve the following changes in the FY 2010-11 budget:

Account	Description	Increase Line Item	Decrease Line Item	New Budget Amount
Revenues				
469.08.00	Local Grants	\$9,000		\$79,000
Expenses				
861.50.04	Furniture	\$9,000		\$14,000

1st Pisano

2nd Brice

The motion as approved unanimously.

9. Information Only

Church reviewed several upcoming events of interest at the Library.

10. Adjournment

Motion to adjourn the meeting.

1st Harris

2nd Earl

The motion was approved unanimously. The meeting was adjourned at 8:56 pm.