



BALDWIN PUBLIC LIBRARY
MINUTES, REGULAR MEETING
July 19, 2010

1. Call to Order and Roll Call

The meeting was called to order by President Ann Conigliaro at 7:34pm

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

2. Approval and Overview of Agenda

Harris requested Item A (approval of the June 2010 minutes) be removed from the consent agenda.

Motion to approve Items B and C (approval of June 2010 vouchers and expenditures) of the consent agenda.

1st Brice

2nd Underdown

The motion was approved unanimously.

3. Financial Reports

Steve Pollack presented the financial reports. Brice expressed interest in reviewing expenses related to utilities. Koschik responded that new vendors for natural gas are being reviewed with the City and stated that the largest increase has been the expense for water. Member of the public Dorothy Conrad talked briefly about how water rates are determined. Earl suggested if water rates are being calculated differently, the Library would reevaluate how they have budgeted for water expenses.

Member of the public Dorothy Conrad inquired about credit card transaction fees. Koschik responded it is a fee paid to offer the credit card service and is based on total usage rather than fees per transaction. He feels the Library realizes increased revenue to offset the credit card transaction fees by provided users with an easy way to make payments.

Conigliaro inquired about the MML insurance premium. Pollack responded that it is a monthly allocation. Doug reported the MML insurance premium is dropping.

Harris asked if consent was given in advance for the legal fees associated with the cafeteria benefit plan research. Koschik understood that the Library would be paying for this legal opinion.

Koschik commented that he's pleased we're coming out ahead of projections. The Library is still operating a large deficit but is headed in the right direction.

4. President's Report

Conigliaro began her report by talking about the strategic planning process. Both she and Brice are

members of the strategic planning team. Brice continued by thanking the DESC consultants for their work. Drafts of the mission statement, long term vision, three year vision, and core values were read to the Board. Koschik shared that various opinions were held by strategic planning team members on the inclusion of "Birmingham" in the mission statement. General consensus by the Board that "Birmingham" should be included in the mission statement. Members of the public Dorothy Conrad and Joan Heinicke agreed. Discussion around the use of "contract communities" or "participating communities." Board generally supported "participating communities." Koschik indicated the strategic planning team is working on refining the wording for the draft elements. Brice requested the Board review written copies of these elements and provide any feedback before the next strategic planning team meeting on July 28. Earl commented that he preferred the second draft of the mission statement since it connected with the draft core values. He pointed out that "individuals of all ages" does not sound fully inclusive.

Conigliaro will send a letter to Bloomfield Township Public Library Board thanking them for restating renewal privileges for cardholders from Birmingham, Beverly Hills, and Bingham Farms.

5. Board Committee Reports

Finance Committee:

Earl stated the Finance Committee is focusing on strategies pertaining to potential responses to Beverly Hills should the contract for services be cancelled. Earl thanked Management for their performance in a difficult year. Pointed out the fund balance is in better standing than originally projected.

Conigliaro brought up cell phone usage in the Library. She would like to have this issue visited at some point in the future. Member of the public Joan Heinicke agreed and pointed out her neighbor complained to her about this issue. Church said this would be discussed further in the Library Report.

6. Library Report

Koschik pointed out that circulation declined again in June. The largest drop was in non-resident circulation, which is desired. Road construction in the area, fees, and additional closures due to furlough days likely contributed to overall circulation declines.

Church reported the Library is involved in the City's bid process for cleaning services. Bids are due by July 27.

Church stated the Library's Code of Conduct includes a section that addresses cell phone use in the Library. Patrons are approached only if someone complains about the use of a cell phone. The Board agreed the Library's policy in regard to cell phone usage should be evaluated by the Policy Committee. Church indicated the Code of Conduct as a whole could be reviewed as part of this process.

Church reported on the property theft that occurred in July. A laptop and briefcase were stolen from the Grand Hall. Earl asked if such things happened often. Koschik responded it is rare. Harris inquired about the cost of security cameras. Koschik did not have an exact figure but estimated several thousand dollars. Brice suggested consulting with Birmingham Public Schools since they are evaluating security camera options currently.

Church shared information on a request received by a Royal Oak resident for the Library to provide dictation services. The individual indicated the Library was required to do so per the Americans with Disabilities Act (ADA). Royal Oak Public Library and Blair Memorial Library in Clawson were consulted.

Both had legal opinions indicating libraries were only required to provide “reasonable accommodation” that does not entail “financial hardship.” The Board agreed with this analysis. It may be helpful to make a policy reflecting such a stance.

Church reported recruitment efforts for the Check It Out program are ongoing. Eleven merchants have committed thus far.

Koschik discussed a letter the Library received regarding fines and ideas for revenue. He provided a response to the individual explaining the Library’s position. Harris inquired about the Library’s overdue notice process. Koschik and Church explained the timeline and the collection agency process. Earl inquired if it is possible to send individuals to the collection agency for overdue fees, rather than just lost items. Koschik and Church will investigate this option and provide information to the Board. Koschik said he would determine the total amount of overdue fines owed to Baldwin for the Policy Committee’s next meeting.

A suggested motion regarding Baldwin’s health care plan was read by Koschik. Conigliaro talked about what “grandfathered” means for health benefits as well as health changes on federal level. Harris requested Assistant City Manager Joe Valentine’s written approval of this motion be provided in August’s Board packet. Underdown pointed out that the last paragraph provides an option out if this turns out not to work with federal changes. Conigliaro asked that actual contribution amounts related to employees should come from plan provider rather than library director.

Motion to approve the following changes in the health care plan of Baldwin Public Library employees, effective August 1, 2010:

Increase the calendar year deductible to:

Individual	\$350	(combined in- and out-of-network)
Family	\$700	(combined in- and out-of-network)

Increase the out-of-pocket maximum for in-network to:

Individual	\$550	(including deductible)
Family	\$1,150	(including deductible)

Increase the out-of-pocket maximum for out-of-network to:

Individual	\$800	(including deductible)
Family	\$1,650	(including deductible)

Increase office visit co-pays, excluding Wellness Benefit office co-pays, to:

\$20

Increase the drug benefit co-pay to:

Generic drug:	\$15
Brand drug:	\$20

The employee contribution toward health care, including both medical and dental/vision, shall be:

5% of the health plan costs

All of these changes are contingent on their not endangering the “grandfathered” status of the City of Birmingham’s health care plan, as explained in the rules and regulations of the June 17, 2010, Federal Register, volume 75, number 116.

1st Earl
2nd Pisano

The motion was approved unanimously.

Koschik indicated changes in regard to spouses and dependents will be brought to the Board in August.

7. Liaisons

Friends of the Baldwin Library: The Friends will resume their monthly meetings in September, at which time they will select a new liaison. Brice discussed her experience at the Oakland County Library Trustee dinner. The importance of Friends groups was expressed by many library representatives at the dinner. Brice would like for a Baldwin Friends representative to attend the dinner next year. Brice would like to attend the September Friends meeting.

Village of Beverly Hills: Lee Peddie was present but had nothing to report.

8. Unfinished Business

Brice thanked Carol Woodard for her contributions as a Beverly Hills citizen to the Birmingham Area Cable Board.

9. New and Misc Business

Motion to adopt the Library’s 2011 calendar as found below.

1st Underdown
2nd Brice

The motion was approved unanimously.

Saturday, January 1, 2011	Closed	New Years Day
Monday, January 24, 2011	7:30 PM	Library Board Meeting
Monday, February 21, 2011	7:30 PM	Library Board Meeting
Monday, March 21, 2011	7:30 PM	Library Board Meeting
Monday, April 18, 2011	7:30 PM	Library Board Meeting
Friday, April 22, 2011	Closed (Furlough)	Good Friday
Saturday, April 23, 2011	Closed (Furlough)	Easter Weekend
Sunday, April 24, 2011	Closed	Easter
Monday, May 16, 2011	7:30 PM	Library Board Meeting
Saturday, May 28, 2011	Closed	Memorial Day Weekend
Sunday, May 29, 2011	Closed	Memorial Day Weekend
Monday, May 30, 2011	Closed	Memorial Day Weekend
Monday, June 20, 2011	7:30 PM	Library Board Meeting
Sunday, July 3, 2011	Closed (Furlough)	Independence Day Holiday
Monday, July 4, 2011	Closed	Independence Day Holiday
Tuesday, July 5, 2011	Closed (Furlough)	Independence Day Holiday
Monday, July 18, 2011	7:30 PM	Library Board Meeting

Monday, August 15, 2011	7:30 PM	Library Board Meeting
Friday, August 19, 2011	Closed (Furlough)	Dream Cruise
Saturday, August 20, 2011	Closed	Dream Cruise
Saturday, September 3, 2011	Closed	Labor Day Weekend
Sunday, September 4, 2011	Closed	Labor Day Weekend
Monday, September 5, 2011	Closed	Labor Day Weekend
Monday, September 19, 2011	7:30 PM	Library Board Meeting
Monday, October 10, 2011	Closed (Furlough)	Columbus Day
Monday, October 17, 2011	7:30 PM	Library Board Meeting
Monday, November 21, 2011	7:30 PM	Library Board Meeting
Wednesday, November 23, 2011	Close at 5:30 PM	Thanksgiving Holiday
Thursday, November 24, 2011	Closed	Thanksgiving Holiday
Friday, November 25, 2011	Closed (Furlough)	Thanksgiving Holiday
Monday, December 19, 2011	7:30 PM	Library Board Meeting
Saturday, December 24, 2011	Closed	Christmas Holiday
Sunday, December 25, 2011	Closed	Christmas Holiday
Monday, December 26, 2011	Closed (Furlough)	Christmas Holiday
Saturday, December 31, 2011	Closed (Furlough)	New Years Holiday
Sunday, January 1, 2012	Closed	New Years Holiday

10. Items Removed From Consent Agenda

Item A (approval of the June 2010 minutes) was removed from the consent agenda. Harris directed the Board to the sentence that reads “Conigliaro reported that new Federal government health care regulations on employer sponsored medical plans will curtail Baldwin’s ability to raise employee contributions and deductibles to the level previously planned.” Harris proposed changing the word “will” to “may.” Conigliaro shared what was discussed at the last meeting that led to this wording. Harris determined no changes were needed to the minutes.

Motion to approve Item A (approval of the June 2010 minutes) of the consent agenda.

1st Harris

2nd Pisano

The motion was approved unanimously.

11. Information Only

Church discussed upcoming programs of interest.

Brice inquired about the wording of the November 2 ballot proposal in Beverly Hills. Peddie reported that the ballot language has been finalized.

12. Public Comment

Member of the public Joan Heinicke attended the Library’s canoeing in Michigan program and was pleased with it.

Conrad inquired about Troy residents using Baldwin. Have we seen an increase? Koschik said that we are monitoring the situation.

13. Adjournment

Motion to adjourn the meeting.

1st Pisano

2nd Earl

The motion was approved unanimously. The meeting was adjourned at 9:10 pm.

Andrew Harris, Secretary

Date