



BALDWIN PUBLIC LIBRARY
MINUTES, REGULAR MEETING
MAY 17, 2010

1. Call to Order and Roll Call

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

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

2. Approval and Overview of Agenda

Conigliaro asked that item A (the minutes of the April 2010 meeting) be removed.

Motion to approve the consent agenda as presented with item A removed.

1st Brice

2nd Pisano

The motion was approved unanimously.

3. Financial Reports

Steve Pollack reported that April expenses were below budget, which had a positive impact on the fund balance and lower interest rates. The State Aid payment has still not arrived but should be deposited by the end of the current fiscal year. He then reviewed open POs and vouchers in excess of \$6,000. Harris asked why interest revenue was less than expected. Pollack said that was due to the decreasing fund balance. Brice asked if more information could be added to the line items in the register of claims so that the public could be better informed of Library expenditures. Koschik said more information could be added. Pisano asked for an update on parking fees for staff. Koschik said that he had not heard anything new but would follow up with Joe Valentine. Pisano reported that he would have an update on retirement issues at the next Board meeting, after he attends the next City Retirement Board meeting.

4. President's Report

Conigliaro reported that the Birmingham Commission received a letter from a member of A Better Beverly Hills Committee, which in part suggested that Koschik had colluded with other libraries to restrict library use by Beverly Hills residents. The Board has looked at the letter, and Koschik and Conigliaro have drafted a response. Harris reported that the letter suggested the Board was unduly advocating for a yes on the millage vote. After consulting the Michigan Campaign Act Section 57, Harris reported that it contains an exception that would allow Koschik and staff to disseminate information related to the millage vote and its consequences. That same section gives the Board a specific exemption, allowing it to advocate for a vote in either direction. Harris reported that he confirmed his

initial interpretation of the Section with the Michigan Secretary of State's office. Koschik summarized his drafted response by highlighting four points. First, that he had simply contacted other libraries to clarify their policies on selling library cards and other usage policies. Second, that the literature the Library distributed was a fact sheet on the millage, not an advocacy of a position on the vote. Third, in response to the letter's statement that 37% of Baldwin's registered users are outside of Baldwin's service communities, Koschik noted that these users are registered as a result of reciprocal privileges offered through TLN (The Library Network), and that residents of Baldwin's service areas are likewise able to use those same libraries without charge. He also noted that Baldwin has been placing more and more restrictions on users not in its service area. Fourth, Koschik reiterated that he appeared at the Save Our Services May 16 meeting to provide factual information and answer questions, not to advocate a position on the millage vote. Koschik said he would like to send his response in the form of a letter to the Birmingham City Commission. It will be included in the packet for the next City Commission meeting.

5. Board Committee Reports

Finance Committee: Earl stated that the Library's vacation policy needs clarification. Earl referred the issue to the Personnel Committee to clarify the policy. He also opined that the Library should look at vacation accrual on a quarterly basis instead of a yearly basis.

Earl also reported that the Library budget has been approved by the City Commission, and recommended planning for the possibility of the Beverly Hills millage vote not passing.

Policy Committee: Member of the public Melissa Mark reported that she had been working on a volunteer basis with Church and Koschik to revise the Library's meeting room policy. After researching other local venues she proposed changes that made the policy more succinct, flexible, and customer friendly. Harris also reported that a pamphlet will be created to serve as a marketing vehicle for the meeting room service. Member of the public Dorothy Conrad said she was disappointed that evening hours were not extended to allow groups to use the rooms after 9:00pm. She also asked why the Library policy prohibits charging admission. Conigliaro said that the Policy Committee would revisit the meeting room policy and consider all of the recommendations made.

6. Library Report

Koschik reported that circulation was down, which was mostly due to sharp decreases in non-resident circulation and a decrease in the number of Hot Picks circulating. Koschik reported that he will meet with Kathryn Hagaman of Bingham Farms to review library services to Bingham Farms. He will also meet with Jay Cravens of Bloomfield Hills to open discussion about the possibility of entering into negotiations for a contract for library services with Bloomfield Hills. He also reported speaking at the Save Our Services meeting on May 16 and reiterated that he would be happy to speak to any group that wanted information on the Baldwin Public Library. Church reported that the Library participated in the Celebrate Birmingham Parade, which had a good turnout. The Library will also participate in the Memorial Day Parade in Beverly Hills. The Library will also make changes to its delivery of MeL materials for a cost savings of \$2,400 annually.

Church reported on the status of strategic planning. A staff focus group is scheduled for June 15, a focus group for community leaders on June 19, and a focus group for Library users for June 19 as well. All Board members will be asked to participate in the management and Board focus group. The Library

would like two Board members to participate in regular strategic planning meetings, which will commence on June 23 with subsequent meetings every other Wednesday.

7. Liaisons

Friends of the Baldwin Library: Warren Spatz reported that new officers were elected at the last Friends meeting. The Friends raised \$13,286.95 at the May book sale. He also reported that the Friends gained sixteen new members over the sale weekend. There are now 456 Friends members, which is a record high. He also reported that the Friends contributed \$25,000 to the Library to spend on the Library's wish list. \$4,360 of the contribution went to continue the fall Books and Beyond newsletter. There will be no Friends meetings in June, July, or August.

Village of Beverly Hills: Lee Peddie thanked Koschik for attending meetings in Beverly Hills to provide information to residents.

8. Old Business

Brice asked for an update on the status of employees in our service areas who have Library cards. Koschik stated that the Library will be addressing that issue at the May 18 Library management meeting.

9. New and Misc Business

Koschik discussed several issues relating to library usage. Koschik reviewed the reciprocal relationship Baldwin has with the Troy Library and asked if the Board would like to cease reciprocal borrowing with Troy prior to the Troy Library's anticipated closing date of June 2011. Koschik noted that two years ago Baldwin residents checked out 9,000 items from the Troy Library, whereas Troy residents checked out 18,000 items from Baldwin. Conigliaro asked about the possibility of contracting with Troy for limited services. Koschik stated that he believed this would not be possible as per Library of Michigan rules. Conrad stated that a large number of Birmingham residents in her neighborhood use the Troy Library and that she would hate to see the relationship with Troy completely cut off. Board members agreed to keep the option of negotiating a contract with Troy open. Koschik said that he would gather more information on possibly extending library services to Troy residents.

Koschik reported that the Bloomfield Township Public Library recently decided that only Bloomfield Township residents will be able to use their study rooms. Koschik proposed that Baldwin adopt a similar policy. Brice opined that trying to enforce such a policy would be challenging, but it was explained that the Library already requires a photo ID for use of the study rooms. Church stated that the proposal would include a two hour time limit on using the study rooms. Board members agreed that restricting study room usage to residents was advisable.

Koschik reported that some libraries charge non-residents to use library computers. Currently Baldwin's computer software can restrict a particular area of computers to a certain category of user but cannot allow residents to have longer time period than non-residents. He stated that the Library will soon receive twelve new computers as part of a stimulus grant. Koschik proposed restricting those computers to members of Baldwin's service area. Koschik asked if the Board wanted to charge users outside of the Library's service area and outside of The Library Network libraries. Koschik also asked if Baldwin should limit use of the wireless connection to residents. Board members agreed not to charge for computer use or internet access for now, but to favor residents and contract communities in Library

policies.

Koschik reported that Bloomfield Township Public Library recently prohibited non-residents from renewing materials. Koschik recommended not allowing Bloomfield Township residents to renew materials at Baldwin effective sometime in June. Board members recommended that the Baldwin Library Board draft a letter addressing the Bloomfield Library Board and asking for clarification on the renewal policy, in hopes of working towards an agreement with Bloomfield Township Public Library, given Baldwin's close relationship with them.

10. Items Removed From Consent Agenda

Conigliaro asked that page 5 of the April minutes should read that the Communication Committee "recommended" that the Library continue the Check It Out program; it did not decide to "continue" it.

Motion to approve the April 19 minutes as amended.

1st Harris

2nd Earl

The motion was approved unanimously.

11. Information Only

Regarding the Beverly Hills Fact Sheet, Brice suggested including "private schools" in the wording of the question "Will Baldwin actually stop serving my children even though they go to the Birmingham Public Schools?" Koschik agreed to change the wording. Harris asked if the last paragraph in the Oakland Press article on page 42 of the packet was correct in stating that the City Commission had to approve the Library's furlough days. Koschik stated that the City does not need to approve the furlough days.

12. Public Comment

None.

13. Adjournment

Motion to adjourn the meeting.

1st Harris

2nd Earl

The motion was approved unanimously. The meeting was adjourned at 9:17pm.