



BALDWIN PUBLIC LIBRARY
MINUTES, REGULAR MEETING
February 15, 2010

1. Call to Order and Roll Call

The meeting was called to order by President Ann Conigliaro at 7:30pm.

Library Board present: Sheila Brice, Ann Conigliaro, Michael Earl, Andrew Harris, Frank Pisano

Absent and excused: David Underdown

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

The meeting was held at the Baldwin Public Library, Rotary Tribute and Donor Rooms, 300 W. Merrill, Birmingham, MI 48009.

A quorum was established.

2. Consent Agenda

President Ann Conigliaro read each item on the consent agenda. Earl moved to have the January 25, 2010 minutes removed from the consent agenda.

Motion to approve the consent agenda with the January 25, 2010 minutes removed.

1st Harris

2nd Brice

The motion was approved unanimously.

3. Financial Reports

Steve Pollack noted that the Library is seeing the effect of the lower interest revenue on the fund balance. The Library was below budget in January in expenses. Pollack stated that the Library had prepared some different budget scenarios. He then reviewed the open POs and the vouchers in excess of \$6,000. Pollack noted that the Library would pay former Library Director Martha Custer's COBRA premiums for ninety days. Conigliaro confirmed that this was part of Custer's severance agreement. Earl stated that the Library is still on target financially for the end of the year. Brice asked about the patron use revenue and specifically what portion of that number came from room rentals. Conigliaro noted that Board packets are intentionally concise which is why that information was not included in the Board packet. Koschik will supply Brice with this information.

4. President's Report

Conigliaro stated she had nothing to report that is not already covered in the packet. She did note that opinions on the findings and actions of the various committees are welcome from Board members as well as the public. Joan Heinicke asked what the new Director's salary is. Conigliaro stated that this number was not made available to the public, although it could be requested pursuant to the Freedom of Information Act.

5. Board Committee Reports

Earl spoke about the Finance Committee meeting. The current outlook compels the Board to examine ways to engage revenue initiatives and trim expenses. The Committee has asked Koschik to gather a list of cost initiatives and frame them in a timeline and show what each savings would yield.

Harris stated that the Policy Committee met to consider member of the public Dorothy Conrad's request to waive the meeting room fee for a meeting of the Birmingham President's Council of Neighborhood Associations. Harris reported that the Library's policy was not to waive fees for meeting room usage and as such that the Committee voted to deny Conrad's request. Conrad stated she had hoped that the President's Council would be joined by the Library to sponsor the program. She stated that they were taxpayers and that as such the Library is their facility. Harris noted that the request was presented to the Committee as an independent venture and no mention was made of co-sponsoring an event with the Library. Koschik stated that in the future Conrad should ask the Library further in advance to co-sponsor a program.

Conigliaro stated that the employment contract with Koschik had not been finalized. She stated that it was a typical employment contract and that there would be a legal review of the new contract with Koschik prior to being finalized. She noted that the terms of employment were not made public but that they are part of the public records and as such available under the Freedom of Information Act. Member of the public Dorothy Conrad asked if the Board voted to hire Koschik in open session. She also asked if the contract had a time frame. Conigliaro responded that it was a two year contract with a perpetual renewal clause. She stated that those terms would give Koschik time to acclimate to the position as well as give the Board time to critique his performance.

Harris suggested the Board wait until the next Board meeting to officially vote to approve Koschik as director. Conrad said in order to protect the new director the Board must vote to approve the recommendation. Earl proposed a vote to approve Koschik as Library Director contingent upon finalizing and signing an employment contract.

Motion to appoint Doug Koschik as director of Baldwin Public Library subject to a final review and signature of the employment contract.

1st Earl

2nd Harris

Yeas, 5 (Brice, Pisano, Harris, Earl, Conigliaro)

Absent, 1 (Underdown)

The motion was approved unanimously.

6. Library report

Church noted that the new fines and fees began on February 1. A report will be given at the Board's meeting next month. The fee to check out Hot Picks movies will impact ordering. Church opined that more people will be inclined to pay the fee as times goes on. Church and Koschik met with the City on February 9 to discuss Library building maintenance. The installation of a HVAC system in the Library was discussed at the meeting. Installation will happen sometime in 2011. The Library is anticipating the new system will be a cost savings, and these are being worked into the budget for upcoming years. Church reported that he and Koschik attended the City's long range planning meeting. The Martin Street entrance project is on hold, and nothing will be included in the budget for architectural plans as a result. It has also been decided that the meters on Martin Street would be two hour meters, which the Library supported. The Community House requested consideration for longer parking times in the area. Church went on to note that there would be staffing shortages in the youth department this summer due to one librarian's pregnancy leave and another taking time off for her wedding. This shortage will be filled by giving some existing part time staff more hours. The Library will also focus on youth programming that does not involve as much preparation, as well as collaborating with the City and the Community House. It is estimated that Summer Reading attendance will decrease this year due to construction and parking issues.

Koschik reported that a Birmingham resident and Friends member, Melissa Mark, is interested in doing volunteer work for the Library in the area of marketing. In particular the Library will be working with her to promote meeting room rentals. Koschik went on to say that Baldwin was the recipient of a stimulus grant. The Library will be receiving twelve computers, for which the Library will have to pay \$3,000 out of pocket. The computers will have to be for public use and Koschik is looking at locations in the Library to install them. It is expected the computers will arrive within three months. Conigliaro asked if there will be additional costs related to accommodating and installing the computers. Koschik stated that he believes the stimulus money would cover any additional costs.

Koschik reported that he had received many letters of congratulations after his appointment as Director. He will be meeting with a representative of Congressman Gary Peters to discuss ways in which the two can work together to benefit the Library. Koschik stated that the Library was still waiting for a final quote from Roscor Corporation on installing the equipment necessary to broadcast Board meetings live. Koschik noted that at the March Board meeting there will be a public hearing on the budget for the upcoming fiscal year. Brice recommended posting notice in Beverly Hills and Bingham Farms as well as Birmingham. Koschik said that notice must also be posted in a newspaper. Brice suggested honoring volunteers during National Library Week, which takes place April 11-17.

7. Liaisons

Warren Spatz reported that the February Friends meeting had been cancelled due to weather. Koschik stated that the date of the Friends' Annual Meeting had not been finalized but would likely be April 25, 2010. Spatz stated that the Friends' spring book sale will occur on Mother's Day weekend, May 7 -10.

Lee Peddie stated that she had nothing to report.

Brice stated that she plans to attend the February 16 Beverly Hills Village Council meeting to answer questions and show Library support.

8. Miscellaneous and New Business

Brice expressed pleasure that the Library remained open during the storm last week. Koschik stated that the Library was pleased to be open when the schools were closed. Brice recommended exploring the possibility of offering Library tours as a way to get seniors or people new to Birmingham more comfortable with coming to the Library.

9. Items Removed from Consent Agenda

Earl asked that in the third line of the Board Committee Reports section of the January 25, 2010 minutes that the wording be changed to reflect that the Finance Committee will review the Trust Investment Policy on a yearly basis, not Earl, Pisano, and Harris.

Motion to approve the January 25, 2010 minutes as amended.

1st Earl

2nd Harris

The motion was approved unanimously.

10. Adjournment

Motion to adjourn the meeting.

1st Harris

2nd Earl

The motion was approved unanimously. The meeting was adjourned at 8:11 p.m.