

MINUTES

BALDWIN PUBLIC LIBRARY BOARD MEETING

February 20, 2006

Present Paul Vander Meer, Ileana Thal, Joan Heinicke, Seth Chafetz, Tom Sweeney

Absent Ann Conigliaro

Staff Martha Custer – Director, Wendy Lampert – Administrative Assistant, Julie Farkas – Associate Director, Doug Koschik – Associate Director, Theresa Hart

Guests Drew Pennington, Kent Johnson, Dorothy Conrad, Dorothy Pfeifer, Warren Spatz, Mary Jou Barker, Joe Pogi, David Bloom

Call to Order President Paul Vander Meer called the meeting to order at 7:30P.M.

Consent Agenda VOTE: Yeas, Tom Sweeney
Joan Heinicke
Seth Chafetz
Ileana Thal
Paul Vander Meer
Nays, None
Absent, Ann Conigliaro

Marti Custer presented the vouchers in the amount of \$227,708.62, to Tom Sweeney to be signed.

Joan Heinicke brought up the issue of the title of Board members: either Directors or Trustees. Paul Vander Meer said this should be under new business.

Financial Reports Ileana Thal made a motion to approve the resolution approving the purchase of printing services through winter 2007 for the quarterly printing of BOOKS AND BEYOND, the library newsletter, from Dearborn Lithograph for 8 page issue at a cost of \$2173.00, for a 10 page issue at a cost of \$3837.00, for a 12 page issue at a cost of \$4008.00, wafer seal cost per printing of \$240.00. Tom Sweeney seconded.

VOTE: Yeas, Tom Sweeney
Joan Heinicke
Seth Chafetz
Ileana Thal

Paul Vander Meer
Nays, None
Absent, Ann Conigliaro

President's Report

Paul Vander Meer suggested adopting the study session goals. The Board discussed the committee appointment procedure from the bylaws.

Tom Sweeney made a motion to inquire of legal counsel whether the committee appointment procedure in the bylaws is legal under the open meetings act. Ileana Thal seconded.

Dorothy Conrad said the city notified all boards that all committee meeting must be noticed to the public.

David Bloom said regardless of whether it is legal or illegal, it is bad for a member of the Board to call a friend to serve on a committee without noticing it to the public.

VOTE: Yeas, Tom Sweeney
Joan Heinicke
Seth Chafetz
Ileana Thal
Paul Vander Meer
Nays, None
Absent, Ann Conigliaro

Director's Report

Marti Custer reported that an elderly patron had gotten off the elevator in the rear basement with no lights on. The city will put lights in there with a motion sensor. Baldwin is participating in the fourth Everyone's Reading program and the author is speaking here on April 4th. After doing a cell phone survey, Marti showed the cards that will be handed to troublesome cell phone users in the library. There was more SIRSI training for staff last week. Marti said the committee looking into the international language collection is hoping to have a central collection and to have it resolved by the fall.

Associate Directors' Report

No questions.

Friends of the Library

Warren Spatz said the Friends' meeting focused on their annual meeting scheduled for April 2nd. The entertainment will be a Mark Twain impressionist. They also discussed the book sale, set for May 12th-15th. The next meeting is March 14th.

Beverly Hills

No report. Paul Vander Meer thanked Dorothy Pfeifer for the history report in the packet.

Committee Reports:

Building & Grounds

Kent Johnson and Drew Pennington from TMP gave a brief overview presentation on their company. Kent Johnson passed out a possible schedule and said the actual construction would only last about two months. He discussed the advantages of using construction management. Kent gave the Board a contract to review.

Finance

Tom Sweeney said Bingham Farms has asked to meet with the library because they don't think the amount is being calculated correctly. Tom said the meeting would be soon.

The Financial Policy and Purchasing Guidelines came back from legal review. The committee cleaned up the organization of the documents, providing consistency and removing redundancy. Tom Sweeney made a motion to reapprove the Financial Policy and Purchasing Guidelines now that counsel has approved it and the committee has cleaned up the language. Ileana Thal seconded.

David Bloom said the threshold of \$6000 under which the Director can make purchases without Board approval is too high.

The Board discussed the wording of the non-discrimination paragraph of the Purchasing Guidelines. Tom Sweeney moved to amend the Guidelines to read: "a vendor or contractor, while in the performance of a Library contract, will not discriminate against an employee or applicant for employment because of race, color, religion, national origin, disability, age, gender, or sexual orientation." Ileana Thal seconded.

VOTE: Yeas, Tom Sweeney
Joan Heinicke
Seth Chafetz
Ileana Thal
Paul Vander Meer
Nays, None
Absent, Ann Conigliaro

Vote to approve Financial Policy and Purchasing Guidelines as amended.

VOTE: Yeas, Tom Sweeney
Joan Heinicke
Seth Chafetz
Ileana Thal
Paul Vander Meer

Nays, None
Absent, Ann Conigliaro

Tom Sweeney moved to approve the updated Credit Card Policy. Ileane Thal seconded. Seth Chafetz moved to amend the policy to add: Only credit cards that offer no annual fees and no monthly charges will be used. Tom Sweeney seconded.

Joe Pogi recommended that any users of the credit card sign a personal guarantee.

David Bloom thinks the Credit Card Policy should be tied back to the Financial Policy and Purchasing Guidelines.

Vote on amendment:

VOTE: Yeas, Tom Sweeney
Joan Heinicke
Seth Chafetz
Ileane Thal
Paul Vander Meer
Nays, None
Absent, Ann Conigliaro

The Board discussed the issue of personal guarantees and decided the policy covers this.

Vote on the amended Credit Card Policy.

VOTE: Yeas, Tom Sweeney
Joan Heinicke
Seth Chafetz
Ileane Thal
Paul Vander Meer
Nays, None
Absent, Ann Conigliaro

Marti Custer told the Board that she is looking into hiring a financial consultant for the last quarter of the fiscal year. A consultant wouldn't affect the library's headcount and would be someone available on an as needed basis.

Friends

Joan Heinicke reported that the Friends have asked Marti Custer for a wish list for \$20,000.00.

Policy

Seth Chafetz said he still isn't satisfied with the Meeting Room Policy. Paul Vander Meer tabled the policy.

Seth Chafetz made a motion to approve the Privacy Policy. Ileane Thal seconded.

VOTE: Yeas, Tom Sweeney
Joan Heinicke
Seth Chafetz
Ileane Thal
Paul Vander Meer
Nays, None
Absent, Ann Conigliaro

Ileane Thal explained the changes to the Public Comment Policy. Seth Chafetz moved to approve the new Public Comment Policy. Ileane Thal seconded. The Board discussed the issue of time limits.

Dorothy Conrad said the city doesn't have time limits, but sometimes sets one.

Joe Pogi agreed that there shouldn't be time limits; it sends a bad message.

David Bloom thinks the Public Comment Policy is condescending. The city commission meetings run the public comment section very well. The Library should encourage the public to attend and to participate.

VOTE: Yeas, Tom Sweeney
Joan Heinicke
Seth Chafetz
Ileane Thal
Paul Vander Meer
Nays, None
Absent, Ann Conigliaro

The Code of Conduct remains the same.

The Volunteer Policy is all new. Seth Chafetz made a motion to approve the Volunteer Policy. Tom Sweeney seconded.

Dorothy Conrad asked if someone on staff is in charge of the volunteers. Marti Custer responded that the policy designates who is in charge of the volunteers.

Warren Spatz said the policy affects the Friends and they should have been given a copy of it before it is voted on.

The Board decided to table the policy. Seth Chafetz withdrew his motion.

Miscellaneous

The Board discussed Board membership in ALA. Ileana Thal moved that the president of the Board have a membership in ALA paid for by the Library Board. Joan Heinicke seconded.

David Bloom wanted to know what the membership costs.

Dorothy Conrad doesn't think it makes sense that the individual Board members have to join rather than the Library as an institution.

Joe Pogi thinks the Board would generally benefit from a \$200 membership. He said most taxpayers have seen ever increasing government organizations and should look at cuts as a good thing.

VOTE: Yeas, Tom Sweeney
Joan Heinicke
Seth Chafetz
Ileana Thal
Paul Vander Meer
Nays, None
Absent, Ann Conigliaro

The Board discussed using Mr. Robert Harrison for legal counsel on issues pertaining to the open meetings act and municipal matters. Tom Sweeney made a motion to authorize Marti Custer to sign an engagement letter. Ileana Thal seconded.

Dorothy Conrad said she is happy to see the Library take this step. She thinks the Library should have its own attorney, not the city's attorney.

Joe Pogi wondered how much interaction the Library expected on just the open meetings act.

Dorothy Conrad said she hoped the Library would engage someone who has expertise on libraries.

Dorothy Pfeifer asked if the attorney had expertise in municipal law.

VOTE: Yeas, Tom Sweeney
Joan Heinicke
Seth Chafetz
Ileana Thal
Paul Vander Meer
Nays, None

Absent, Ann Conigliaro

The Board discussed having policies in the packet a month before they are voted on to give the Board and the public time to review them. It was agreed to do so.

Public Comment

Dorothy Conrad said it didn't matter if the Board members are called Directors or Trustees, but they must remember the Board is a public body and must do its business in public.

Warren Spatz wanted to endorse the idea of construction management.

Adjournment

The February 20, 2006 meeting of the Baldwin Public Library Board of Directors was adjourned at 10:04 P.M. Motioned by Tom Sweeney. Seconded by Ileana Thal.

VOTE: Yeas, Tom Sweeney
Joan Heinicke
Seth Chafetz
Ileana Thal
Paul Vander Meer
Nays, None
Absent, Ann Conigliaro

Next Meeting

March 20, 2006 at 7:30 P.M. in the Board Room

Tom Sweeney
Secretary, Board of Trustees
Baldwin Public Library

Minutes prepared by Wendy Lampert