

MINUTES

BALDWIN PUBLIC LIBRARY BOARD MEETING

November 21, 2005

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

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

Guests Janet Mooney, Warren Spatz, Martha Hodge, David Bloom, Andrew Harris

Call to Order President Ileana Thal called the meeting to order at 7:30P.M.

Paul Vander Meer made a resolution of appreciation and gratitude to Jan Bird for her service on the Library Board. Ann Conigliaro seconded.

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

Election of Officers Ileana Thal called for nominations. Ann Conigliaro nominated Paul Vander Meer for president. All agreed. Paul Vander Meer was elected president.

Tom Sweeney nominated Ann Conigliaro for vice president. All agreed. Ann Conigliaro was elected vice president.

Ileana Thal nominated Tom Sweeney for secretary. All agreed. Tom Sweeney was elected secretary.

Approval of Minutes Tom Sweeney moved that the minutes of the October 17, 2005 meeting be approved as written. Ileana Thal seconded. The Board discussed amending the minutes. David Bloom said the cease and desist letter should have been amended before it was sent. He will be filing a grievance.
VOTE: Yeas, Ileana Thal
Paul Vander Meer
Tom Sweeney

Ann Conigliaro
Nays, Joan Heinicke
Seth Chafetz
Absent, None

Financial Reports

The Board discussed the increased costs of the water bill. A motion to approve vouchers for October and certifying of claims was initiated by Ileana Thal. Ann Conigliaro seconded the motion.

Joan Heinicke asked if the library pays for two parking garages. Marti Custer will get more information on it. David Bloom thinks the library should have the city do the landscaping and watering on the library premises; it is an area the library could save money on.

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

Marti Custer presented the vouchers in the amount of \$255,157.73, to Tom Sweeney to be signed.

The Board discussed the Beier Howlett invoice. Seth Chafetz made a motion to send a letter to the city treasurer directing that nothing be paid without being approved by the Library Board. Ileana Thal seconded.

Janet Mooney wondered if there was a conflict of interest because Beier Howlett is the attorney for the city as well. David Bloom said the library should reconsider payment of that invoice because the library hadn't been consulted on the services.

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

Ann Conigliaro made a motion to transfer \$3000 from line 7001 contingency to line 3202 water. Ileana Thal seconded.

David Bloom thinks the library should have a plumber look for leaks.

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

Doug Koschik reported to the Board that the last technology audit was done in 1998. It is time to evaluate the network. Tom Sweeney made a motion to authorize the staff to identify a suitable consultant to conduct a technology audit on the library's technological infrastructure not to exceed \$5,000. Ann Conigliaro seconded.

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

Marti Custer reviewed the information on copiers. Seth Chafetz made a motion to authorize the leasing of two black and white copy machines with a 35 ppm copy speed at a not to exceed lease price of \$133.93/month and a service and supply fee not to exceed \$.0065 per page for the first 24 months and \$.0068 for the next 12 months. Total cost of the contract \$13,667 @ \$6,833.52 per machine – maintenance not included. Ann Conigliaro seconded.

The Board discussed it.

David Bloom said this was the second meeting where there was one or more items on the agenda that wasn't in the packet. Paul Vander Meer pointed out that the packet agenda is labeled proposed. The revised agenda at the meeting has the items on it.

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

President's Report

Paul Vander Meer said he thinks another Saturday working session would be a good idea. He asked the Board members to bring their calendars to the next meeting.

Director's Report

Marti Custer updated the Board on the DVD theft problem. The security gates are not reliable. The DVDs will have to be moved to behind the librarian's desk to be requested. It is a frustrating situation.

Paul Vander Meer read the letter on the post office building which will be sent to federal legislators under his signature.

Associate Directors' Report

No questions.

Friends of the Library

Warren Spatz said the Friends' book sale had ended this afternoon, but they didn't have the results yet. Their membership has grown. The Friends of the Library annual meeting will tentatively be on March 26, 2006.

Committee Reports:

Finance

Tom Sweeney reviewed the changes to the financial policy and purchasing guidelines. Tom Sweeney made a motion to adopt the financial policy and purchasing guidelines correcting the typos and changing manual check to early release and to send it for legal review. Ann Conigliaro seconded.

David Bloom thinks there should be more restriction on the amount of authority needed on some purchases.

VOTE: Yeas, Ileana Thal

Paul Vander Meer

Ann Conigliaro

Tom Sweeney

Seth Chafetz

Joan Heinicke

Nays, None

Absent, None

The policy will now go to the attorney for review.

Tom Sweeney made a motion that a copy of the monthly credit card statement will be provided in the board packet. Seth Chafetz seconded.

VOTE: Yeas, Ileana Thal

Paul Vander Meer

Ann Conigliaro

Tom Sweeney

Seth Chafetz

Joan Heinicke
Nays, None
Absent, None

Personnel

Ann said she and Marti had met with Dan Schulte and the city's insurance broker to review the increase in healthcare costs. The broker indicated the increase was due to adverse experience by the library. There has been some difficulty in getting accurate figures and information from the city. The Board discussed the situation. Ileana Thal recused herself from the discussion. Tom Sweeney made a motion to direct the personnel committee to

- 1) Through the use of an independent broker, secure quote options separate from the city programs.
- 2) Using the city's broker, Bob Carroll, and/or other broker/consultants create proposed plan cost changes for review.
- 3) Secure copies of original report documentation from the outside Plan Administrator, ABS, that reflects the actual Library costs.
- 4) Clarify why the city reports do not coincide and require that the reports provided for monthly premium debit are accurate and consistent.

Seth Chafetz seconded.

VOTE: Yeas, Paul Vander Meer

Ann Conigliaro

Tom Sweeney

Seth Chafetz

Joan Heinicke

Nays, None

Abstain, Ileana Thal

Absent, None

The staff development policy came back from legal review. Change wording to add professional library functions to page one, paragraph two. Ileana Thal made a motion to adopt the policy as amended. Tom Sweeney seconded.

VOTE: Yeas, Ileana Thal

Paul Vander Meer

Ann Conigliaro

Tom Sweeney

Seth Chafetz

Joan Heinicke

Nays, None

Absent, None

Miscellaneous

President Vander Meer will make committee appointments at the December meeting.

The Board discussed future legal representation for the library. It was decided to invite Tim Carrier of Beier Howlett to the January meeting.

Motion to send Julie Farkas to the PLA conference in Boston, March 21-25,2006 and Tracy Mohaidheen to Gaming in Libraries in Chicago, December 5-6,2005 was made by Seth Chafetz. Tom Sweeney seconded.

David Bloom thinks the gaming conference is a great idea; it's better for kids to be at the library than congregating in front of the Palladium. He wanted to know if the library was getting value out of the Boston conference.

VOTE: Yeas, Ileana Thal

Paul Vander Meer

Ann Conigliaro

Tom Sweeney

Seth Chafetz

Joan Heinicke

Nays, None

Absent, None

There has been quite a bit of communication with Beverly Hills concerning the contract. They have agreed to address all questions to the Director. The Beverly Hills council has appointed Roseanne Koss as the contact person for the village council. Marti shared the memo she sent to Renzo Spallasso

Public Comment

Andrew Harris thinks it is important to broach the conflict of interest issue with an attorney other than the city's.

David Bloom thinks it would be useful to get a geographic breakdown of material usage. He also had a letter he wanted to read. Paul Vander Meer told him to give it to the Director for next month's packet.

Adjournment

The November 21, 2005 meeting of the Baldwin Public Library Board of Directors was adjourned at 9:59 P.M. Motioned by Tom Sweeney. Seconded by Ann Conigliaro.

VOTE: Yeas, Ileana Thal

Paul Vander Meer

Ann Conigliaro

Tom Sweeney

Seth Chafetz

Joan Heinicke

Nays, None

Absent, None

Next Meeting

December 19, 2005 at 7:30 P.M. in the Board Room

Tom Sweeney
Secretary, Board of Trustees
Baldwin Public Library

Minutes prepared by Wendy Lampert