

MINUTES

BALDWIN PUBLIC LIBRARY BOARD MEETING

December 18, 2006

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

Staff Martha Custer – Director, Wendy Lampert – Administrative Assistant, Julie Farkas – Associate Director, Doug Koschik – Associate Director, Sarah Neidert – Adult Services Librarian

Guests Dorothy Pfeifer, Lee Peddie, Warren Spatz

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

Consent Agenda Paul Vander Meer asked if there were any questions regarding the consent agenda. None.

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

Marti Custer presented the vouchers in the amount of \$285,537.13 to Tom Sweeney to be signed.

Financial Report Marti Custer clarified several of the charges for the month.

President's Report Paul Vander Meer said that Board representatives met with City representatives on the renovation agreement. Tom Sweeney brought a new draft developed by Stuart Sherman. Tom Sweeney reviewed the revisions with the Board and said that he thinks the city commission will be reviewing it tonight as well. Tom Sweeney moved to approve the agreement. Joan Heinicke seconded.

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

Nays, None
Absent, None

The Board directed Marti Custer to wait until the city approves the agreement, then contact Gary Quesada to insert the language into a contract to present to TMP.

Director's Report

Marti Custer hopes to change the board packet to a better format next year. Marti Custer announced a new Department Head of Adult Services has been hired: Lois Griffin who will start on January 22nd. Marti Custer discussed the Sirsi training webinars and how helpful they have been.

Demo

Sarah Neidert of Adult Services demonstrated the Sirsi Rooms program which staff are working to develop.

Associate Directors' Report

A bid request was placed for a color copier for the administration area. The five lowest price machines were evaluated. Based on the demo and library needs, Marti Custer is recommending buying the Konica copier. Doug Koschik discussed the purchase of computers, network switches, and internet access. MeLCat is scheduled to go live on January 16th. The library has been having trouble with the telephone system support. Doug Koschik said he is looking at alternatives for support of the telephone system.

Friends of the Library

Warren Spatz reported the Friends had no meeting in December.

Beverly Hills

Dorothy Pfeifer introduced her replacement as liaison, Lee Peddie.

Committee Reports:

Finance

Tom Sweeney reported that the committee had met and reviewed the proposed budget. The Board discussed the issue of the City retaining the library's interest in exchange for services and that there should be accounting for the charges of services rendered. A new budget line was inserted to accommodate the new defined contribution benefit packages currently in development. \$30,000.00 was budgeted but the amount may need to be adjusted after the plans are fully formulated. The new plan has a participation and match function with a double match up to 6% of an employee's salary. The plan has quarterly entry after 90 days of service with three year vesting. Employees can participate if half-time or better.

Ann Conigliaro made a motion to accept the 2007/2008 budget as presented and forward to the City Commission to levy the millage to support the budget. Ileana Thal seconded.

VOTE: Yeas, Tom Sweeney

Seth Chafetz

Ileana Thal

Paul Vander Meer

Joan Heinicke

Ann Conigliaro

Nays, None

Absent, None

Friends

Joan Heinicke asked about books being sold at author events at the library when the Meeting Room Policy prohibits selling items. The Board discussed that author events are library programming; the policy applies to public groups renting the meeting rooms. Paul Vander Meer said the policy committee will review the policy.

Personnel

The board discussed the new retirement plan. The board members agreed eligibility should be the first of the month following 90 days of employment. Vesting will be retroactive for long time employees.

Tom Sweeney made a motion to accept the ICMA Retirement Corporation Governmental Money Purchase Plan and Trust Adoption agreement and to direct Martha Custer to sign the agreement on behalf of the Baldwin Public Library. Ann Conigliaro seconded.

VOTE: Yeas, Tom Sweeney

Seth Chafetz

Ileana Thal

Paul Vander Meer

Joan Heinicke

Ann Conigliaro

Nays, None

Absent, None

Ileana Thal made a motion to pay \$1000 to the Staff Association to support the holiday staff party from budget line 1001. Ann Conigliaro seconded.

VOTE: Yeas, Tom Sweeney

Seth Chafetz

Ileana Thal

Paul Vander Meer

Joan Heinicke

Ann Conigliaro

Nays, None

Absent, None

Paul Vander Meer stated the Director's review was in June but compensation was never addressed. Tom Sweeney said the recommendation of the committee is to increase Marti Custer's salary \$2000/year. The committee wants to add the Director's salary to the salary study this year. Ann Conigliaro made a motion to increase Marti Custer's salary \$2000/year retroactive to July 1, 2006. Ileana seconded. The board discussed it and decided the information should have been in the packet. Ann Conigliaro withdrew her motion; the issue will be postponed until next month's meeting.

Miscellaneous

Ileana Thal made a motion to approve the purchase of seven desktop computers and one laptop from Dell for \$9,097.58 to be paid from budget line 5004 Furniture and Equipment. Tom Sweeney seconded.

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

Seth Chafetz made a motion to approve the purchase of a Konica color copier for the administrative area from Xerographic Solutions at a cost of \$7,998.00 to be paid from budget line 5004 Furniture and Equipment. Tom Sweeney seconded.

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

Doug Koschik explained that the current computer switches are seven years old. Doug Koschik researched where to buy the switches and found switches for half the price of the state bid list.

Seth Chafetz made a motion to purchase HP Procurve Switch 2824 and HP Procurve Switch 2650 from CDW_G for a total cost of \$7,180.00 to be paid from budget line 5004 Furniture and Equipment. Ann Conigliaro seconded.

VOTE: Yeas, Tom Sweeney

Seth Chafetz
Ileane Thal
Paul Vander Meer
Joan Heinicke
Ann Conigliaro
Nays, None
Absent, None

Doug Koschik discussed the upgrade of internet access for the library. A new fiber data line will have to be run into the building. Due to time constraints and the need to coordinate with the AT&T technicians this work which is expected to exceed \$6,000.00 will have to be done on a single source emergency basis.

Public Comment None.

Adjournment The December 18, 2006 meeting of the Baldwin Public Library Board of Directors was adjourned at 9:13 P.M. Motioned by Ileane Thal. Tom Sweeney seconded.

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

Next Meeting January 22, 2007 at 7:30 P.M. in the Board Room

Tom Sweeney
Secretary, Board of Trustees
Baldwin Public Library

Minutes prepared by Wendy Lampert