

## MINUTES

### BALDWIN PUBLIC LIBRARY BOARD MEETING

December 19, 2005

- Present** Ileana Thal, Joan Heinicke, Paul Vander Meer, Seth Chafetz, Ann Conigliaro, Tom Sweeney
- Staff** Martha Custer – Director, Wendy Lampert – Administrative Assistant, Julie Farkas – Associate Director, Doug Koschik – Associate Director
- Guests** Scott Custer, Rose Weber, Warren Spatz, Andrew Harris, Dorothy Pfeifer, Anne Honhart, Nancy Duffy, Dorothy Conrad, Gordon Rinschler, David Bloom
- Call to Order** President Paul Vander Meer called the meeting to order at 7:30P.M.
- Consent Agenda** Joan Heinicke wanted items A. and C. removed. Ileana Thal made a motion to approve item B. Ann Conigliaro seconded.  
VOTE: Yeas, Ileana Thal  
Joan Heinicke  
Tom Sweeney  
Ann Conigliaro  
Paul Vander Meer  
Seth Chafetz  
Nays, None  
Absent, None
- Approval of Minutes** Ileana Thal moved that the minutes of the November 21, 2005 meeting be approved as written. Tom Sweeney seconded. Joan Heinicke made a motion to amend the minutes to read: Tom Sweeney pointed out to Ann Conigliaro that she could vote on the minutes even though Ann was not present at the October meeting. Seth Chafetz seconded. The Board discussed amending the minutes.  
VOTE: Yeas, Ileana Thal  
Joan Heinicke  
Tom Sweeney  
Ann Conigliaro  
Paul Vander Meer  
Seth Chafetz  
Nays, None  
Absent, None  
Tom Sweeney made a motion to approve the minutes as amended. Seth Chafetz seconded.

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

## **Financial Reports**

A motion to approve vouchers for November and certifying of claims was initiated by Ileana Thal. Ann Conigliaro seconded the motion. Joan Heinicke questioned the two charges for the parking garage. Marti Custer explained that both are for the Chester Street structure; one is for full time staff, the other is for part time employees. We have just been notified that in the future there will be a single billing. Joan also asked about the Goldner Walsh and rug cleaning charges. Seth Chafetz said he doesn't think the Birmingham Bloomfield Chamber of Commerce membership is appropriate. The Board discussed it. Paul Vander Meer asked Marti to bring more information on it to the next meeting. Seth Chafetz asked about the phone bills and the legal bills. The voucher for membership in the Birmingham Bloomfield Chamber of Commerce will be held for next month.

David Bloom asked about the purpose of Marti Custer's cell phone and suggested putting a copy of the bill in the packet. He also asked why a copy of the credit card bill wasn't in the packet. He said Goldner Walsh shouldn't be paid to do the library landscaping when the city can do it.

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 \$274,981.11, to Tom Sweeney to be signed.

Marti Custer said the copy machines were ordered in accordance with the motion passed last month. She gave the Board members copies of the credit card statement because it was not included in the packet.

## **President's Report**

Paul Vander Meer announced the committee assignments:  
Personnel: Paul Vander Meer, Tom Sweeney, Ann Conigliaro

Friends of the Library Liaison: Joan Heinicke  
Finance: Ann Conigliaro, Tom Sweeney  
Policy: Seth Chafetz, Ileana Thal  
Building and Grounds: Paul Vander Meer, Seth Chafetz, Ileana Thal  
Community Relations/Fund Raising: Paul Vander Meer, Joan Heinicke, plus two community representatives – Missy Mark and Andrew Harris  
Joan Heinicke asked to be removed from the Community Relations/Fund Raising committee.  
Paul wants to meet for a weekend session to come up with priorities for the coming year. The Board decided on January 22<sup>nd</sup> at 11:00am. It will be a public meeting and will be noticed.

### **Director's Report**

Marti Custer said the public copies of the Board packets have been disappearing from the building and will be security stripped. There are still functionality issues with the Sirsi migration. Sirsi will be doing some modifications and further development. The go live date has been delayed to May 25<sup>th</sup>. The only financial implication is extending the Voyager contract, but it pushes back the Sirsi contract. The library has received four bids on the technology audit, ranging from \$2,500 to \$8,000. Meetings are planned for tomorrow with the two lowest bidders. Marti is putting together an RFP for printing and will bring the results to the board next month.

### **Associate Directors' Report**

Julie Farkas explained the new PAL volunteer program to the Board members.

### **Friends of the Library**

Warren Spatz said the Friends had no meeting this month and there is nothing to report.

### **Beverly Hills**

Dorothy Pfeifer from the Beverly Hills Council gave the Board some background history of the relationship between the library and Beverly Hills. She said people in the village appreciate library services. The village has assigned a liaison to the Library Board because they feel communication is important.

### **Committee Reports:**

#### **Finance**

Tom Sweeney reviewed the preliminary 2006/2007 budget with the board. He suggested that the Library Board have an outside party evaluate the library's retirement system. Ann Conigliaro discussed the difficulty in getting accurate information on the healthcare costs from the city. The

committee will pursue options for both active and retired employees.

Tom Sweeney made a motion to approve the preliminary 2006/2007 budget proposal. Ann Conigliaro seconded.

Anne Honhart asked about management to curb pharmaceutical costs similar to the district court. Ann Conigliaro explained that the city plan has a pharmaceutical manager, Pharmacare.

Dorothy Conrad said the city is not satisfied with the healthcare costs at the district court.

VOTE: Yeas, Ileana Thal

Paul Vander Meer

Ann Conigliaro

Tom Sweeney

Seth Chafetz

Joan Heinicke

Nays, None

Absent, None

Marti Custer clarified that retiree medical copays are not the same for everyone; it depends on when you retired. Also, staff do have a deductible and a pharmaceutical copay.

## **Building and Grounds**

Seth Chafetz reported that the committee discussed how to move forward with the building renovations. They decided to recommend to break the renovations up and pay as things go along. The lower level and the Rotary Room will be first. Paul Vander Meer said the costs the library has were a guess two years ago and the library needs to get firm numbers. The costs included in the committee report did not include furnishings.

Ann Conigliaro made a motion to direct Marti Custer to get architectural drawings to get costs for the lower level. Ileana Thal seconded.

Warren Spatz likes the idea of doing the renovations in steps, but warned that you need to keep the complete project in mind.

David Bloom asked if the building committee meeting was noticed to the public. He would like to see the library get some alternate ideas from people in the community, maybe using talent in the community to get plans without cost.

Dorothy Conrad also likes the idea of exploring other ideas. She thinks it could become a project for an architectural school in the community and cost the library nothing.

Paul Vander Meer said the plan drawing the Board has is not the first they have seen but it is the best.

VOTE: Yeas, Ileana Thal

Paul Vander Meer

Ann Conigliaro

Tom Sweeney  
Seth Chafetz  
Joan Heinicke  
Nays, None  
Absent, None

**Personnel**

The personnel committee will move forward with additional healthcare quotes by next month's meeting.

**Miscellaneous**

The bank signature cards are being moved to the Trust meeting.

Gordon Rinschler made a presentation on the Shain Park plan. Tom Sweeney made a motion to express support for the Ron Rae plan to upgrade Shain Park. Ann Conigliaro seconded. The Board discussed the issue.

Dorothy Conrad said the Ron Rae plan means underground parking. She says there are other proposals that the city hasn't adopted.

Gordon Rinschler said the city adopted this plan and rejected the others for many reasons.

Tom Sweeney withdrew his motion and suggested the decision be brought back next month.

**Public Comment**

Nancy Duffy spoke on the plan to develop Barnum as a park and encouraged the library to use the 1912 portion of the building on that property.

Anne Honhart said that area has waited a long time for a park. She thinks it would be great to move the library's children's services to the 1912 building at Barnum Park.

David Bloom said he submitted a letter and got a response. He asked for the letter to be discussed.

The Board discussed it. The letter addresses activities between on citizen and another, neither of which are board members or library employees. The Board has no control over what happens between private citizens.

Seth Chafetz was unhappy with the letter, but had made a commitment to be a contributing member of the Board and to move forward.

**Adjournment**

The December 19, 2005 meeting of the Baldwin Public Library Board of Directors was adjourned at 9:29 P.M. Motioned by Tom Sweeney. Seconded by Ileana Thal.

VOTE: Yeas, Ileana Thal

Paul Vander Meer

Ann Conigliaro  
Tom Sweeney  
Seth Chafetz  
Joan Heinicke  
Nays, None  
Absent, None

**Next Meeting**

January 16, 2006 at 7:30 P.M. in the Board Room

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Tom Sweeney  
Secretary, Board of Trustees  
Baldwin Public Library

Minutes prepared by Wendy Lampert