

## MINUTES

### BALDWIN PUBLIC LIBRARY BOARD MEETING

August 15, 2005

- Present** Ileana Thal, Joan Heinicke, Jan Bird, Tom Sweeney, Paul Vander Meer, Ann Conigliaro
- Staff** Martha Custer – Director, Wendy Lampert – Administrative Assistant, Julie Farkas – Associate Director, Doug Koschik – Associate Director
- Guests** Dorothy Conrad, Susan Wallace, Seth Chafetz, Jay Grossman, Judy Berne
- Call to Order** President Ileana Thal called the meeting to order at 7:30 P.M.
- Approval of Minutes** Tom Sweeney moved that the minutes of the July 18, 2005 meeting be approved as written. Jan Bird seconded. Joan Heinicke made a motion to amend the minutes.  
VOTE: Yeas, Joan Heinicke  
Nays, Ileana Thal  
Paul Vander Meer  
Jan Bird  
Tom Sweeney  
Ann Conigliaro  
Absent, None
- Vote to approve the minutes as written.  
VOTE: Yeas, Ileana Thal  
Paul Vander Meer  
Jan Bird  
Tom Sweeney  
Ann Conigliaro  
Nays, Joan Heinicke  
Absent, None
- Joan Heinicke went on record that she wants more detailed minutes.
- Financial Reports** A motion to approve vouchers for July and certifying of claims was initiated by Paul Vander Meer. Tom Sweeney seconded the motion.  
Joan Heinicke asked if the purchase of new board room chairs was approved by the Board. Marti Custer said that it was about a year ago. Paul Vander Meer asked if the chairs would

be paid by the trust. Marti said they would be after funds were moved around.

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

Marti Custer presented the vouchers in the amount of \$231,503.91, to Ann Conigliaro to be signed.

### **President's Report**

Ileana Thal said the Board had received a legal opinion from the city's attorney on the open meetings act. She would like suggestions for the procedure of evaluating the Director forwarded to her to compile for the next Board meeting.

### **Director's Report**

Marti Custer has been preparing the responses to the city's questions, which have to be in to the city by noon on August 17<sup>th</sup>. Marti said she had gotten a memo from Tom Marcus today suggesting that the Library Board adopt a purchasing policy; adopt a travel policy that bans out of state travel; and adopt a measure to limit the use of the Headlee rollup to three years. The Board discussed these suggestions. The committees will work on the purchasing policy and will bring recommendations back to the next board meeting. The whole board will need to discuss the travel policy before a draft can be compiled.

Tom Sweeney said the finance committee had met last week and recommended that the Headlee rollup be limited to three years. The committee wasn't certain the library needs the loan from the city; none of the Board had even thought about a loan until Tom Markus had suggested it. The finance committee will be at the commission meeting to answer questions.

### **Associate Directors' Report**

No questions. Marti brought attention to the authors coming to the library in the fall. She also indicated that Doug Koschik's circulation analysis in the packet was what was asked for last month by the public.

### **Friends of the Library**

The Friends' liaison was not present. Marti Custer said that the Friends did approve \$20,000.00 for programming. Marti proposed a volunteer program with the Friends to help with

youth programs and the Friends have embraced the idea. The Friends postponed the decision on the Claudia Ireland gift until September. Joan Heinicke asked about interns. Marti explained that the Library had one this summer and last summer from Wayne State University.

## **Committee Reports:**

**Finance** Nothing further.

**Building** Nothing.

**Personnel** Paul Vander Meer moved to increase the Director's salary by 3% retroactive to July 1, 2005. Ann Conigliaro seconded.

Dorothy Conrad questioned why this wasn't on the agenda. Seth Chafetz asked if Marti Custer has gotten 3% for the past few years. Ann Conigliaro said while it had varied, there had been an attempt to follow what the city did. Seth also asked if there were written committee reports. He thinks there should be a written account of what happens at committee meetings.

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

## **Miscellaneous**

Marti Custer asked the Board to approve the library goals and objectives for the year.

1. Successfully complete the migration to the SIRSI computer system.
2. Explore options for the ultimate utilization of facilities and technology.
3. Market to our communities that the library's resources are the BEST information.
4. Maintain the professional level of the library by providing training to all staff and volunteers.

Tom Sweeney moved to approve the 2005 – 2006 Library Goals. Paul Vander Meer seconded.

VOTE: Yeas, Ileana Thal  
Paul Vander Meer  
Ann Conigliaro  
Joan Heinicke

Jan Bird  
Tom Sweeney  
Nays, None  
Absent, None

**Public Comment**

Dorothy Conrad complained that the agenda on the Library's website is difficult to read. She said that the Board had gone off the agenda; they should move to amend the agenda. Also, the public comment section should be at the beginning of the meeting, not at the end.

Seth Chafetz thinks some of the library's policies are archaic and need to be revised. He said the minutes are very selective and need to include more.

Dorothy Conrad said that if the public makes a comment or asks a question, it should be included in the minutes.

Seth Chafetz asked about the circulation break down he had requested last month. Ileana Thal told him it is in the board packet.

Susan Wallace asked if the library didn't have a purchasing policy, how were they able to stay within budget. Marti Custer explained the purchasing policies hadn't been formalized but there are procedures in place and that we are required to stay within the approved budget.

**Adjournment**

The August 15, 2005 meeting of the Baldwin Public Library Board of Directors was adjourned at 8:39 P.M. Motioned by Ann Conigliaro. Seconded by Tom Sweeney.

VOTE: Yeas, Ileana Thal

Paul Vander Meer  
Ann Conigliaro  
Joan Heinicke  
Jan Bird  
Tom Sweeney

Nays, None  
Absent, None

**Next Meeting**

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

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Ann Conigliaro  
Secretary, Board of Trustees

Minutes prepared by Wendy Lampert