



BALDWIN PUBLIC LIBRARY
MINUTES, REGULAR MEETING
January 18, 2017

1. Call to Order and Roll Call

The meeting was called to order by President Frank Pisano at 7:30 p.m.

Library Board present: Sheila Brice, Frank Pisano, , James Suhay, Bob Tera, Ashley Aidenbaum, and Student Representative Brigitte Gagnier.

Absent and excused: David Underdown.

Library Staff present: Doug Koschik, Library Director; Rebekah Craft, Associate Director; Paul Gillin, Administrative Assistant; Steve Remenapp and Sarah Bowman, Adult Services Librarians.

Friends of the Library Liaison: Pam DeWeese.

Pisano asked Gagnier to read aloud the Library's mission statement.

2. Consent Agenda

Motion: To approve the consent agenda.

1st Tera

2nd Suhay

A roll call vote was taken.

Yeas: Pisano, Brice, Tera, Aidenbaum and Suhay.

Nays: None.

Absent and excused: Underdown.

The motion was approved unanimously.

Board Reports and Special Announcements: Pisano thanked Baldwin employees for their assistance with the MLK Breakfast event at The Community House on January 16 and expressed his appreciation to Paul Schutt for the donation of a bench honoring Ashley Aidenbaum. Pisano also expressed gratitude to Janet Francis and everyone who has contributed to the Paul Francis Endowment Fund for Staff Appreciation. Funds from Janet Francis and the Paul Francis Endowment Fund paid for the annual staff party on January 13. Pisano acknowledged the employee anniversaries shown on page 27 of the January Board packet. Pisano introduced two new employees: Steven Remenapp and Sarah Bowman, each of whom provided a brief statement about themselves and their responsibilities at Baldwin. (See page 28 of the January Board packet).

Craft highlighted a few of Baldwin's upcoming events, details of which can be found on page 66 of the January Board packet.



3. Board Committee Reports

Finance Committee: Tera reported that the Finance Committee met on January 9, 2017 at 4:30 p.m. Koschik provided an update on the FY 2016-2017 budget, which continues to track well. The complete report of this meeting can be found on page 12 of the January Board packet. Pisano expressed his appreciation to Suhay for his work on the financials associated with Phases 2 and 3 of the long-range building plan.

The next meeting of the Finance Committee will be on Monday, February 13, 2017 at 4:30 p.m.

Building Committee: In December Suhay had talked about the Building Committee meeting held on December 19, 2016 (see page 15 of the January Board packet), so he focused his remarks on the minutes of the most recent meeting, which was held on January 4, 2017. Minutes of this meeting are on page 16 of the January Board packet. Koschik then gave a PowerPoint presentation that described progress on the Adult Services renovation and outlined Baldwin's long-range building plan and its costs. Koschik will give a similar presentation at the City's long-range planning session on January 28, 2017. Suhay reminded the Board that no funding decisions will be made at the City's long-range planning session. Those decisions will come in April or May. Pisano stated his appreciation for the fine working relationship between the Dailey Company, City personnel, and Library staff. Suhay also expressed his appreciation and confidence in the Dailey Company. Koschik echoed the sentiments of Suhay and Pisano.

4. Library Report and Renovation Update: Koschik called attention to page 22 of the January Board packet and highlighted some of the key metrics from the first half of the 2016-17 fiscal year. Revenue and expenses are as expected. Circulation has not dropped as much as anticipated, but it is still down considerably because of the renovation. Use of downloadable content has increased, but not as much as anticipated, and website hits have declined considerably. The Library will evaluate possible causes of the drop in website hits. Program attendance has held up well. Social media metrics are up, but below targets in general. Lastly, Koschik mentioned the upgrades to the audiovisual technology in the Rotary Tribute and Donor Tribute Rooms. (See page 31 of the January Board packet.)

Craft called attention to updates on the Teen Advisory Board and home delivery service, as detailed on page 24 of the January Board packet. Suhay asked how the Library advertised the availability of the home delivery service. Craft said that the Library's website describes the service, that it is advertised at senior centers, and that news is spread by word of mouth. Aidenbaum asked how the Board would hear recommendations from the Teen Advisory Board. Craft said that the Teen Librarian will explore whether there is an opportunity for the teens to present their recommendations to the Board. The complete Library Report can be found on pages 21-34 of the January Board packet.

5. Liaisons

Friends of the Library: DeWeese reported that the Friends sent out an end-of-the-year letter soliciting donations and memberships, to which they had an excellent response; they finished the year with \$19,380 in membership and donations. She also mentioned that the sale of books off the racks in the Circulation area came to \$696 in December.

Beverly Hills: There was no report.



Bloomfield Hills: There was no report.

6. Unfinished Business: None.
7. New and Miscellaneous Business: Brice acknowledged that this was Gagnier's last meeting and expressed her appreciation for Gagnier's efforts as student representative during the past year, including her solicitation of volunteers for the Friends' book sales. She also thanked Gagnier for publicizing the position to prospective new candidates.
8. Items Removed from the Consent Agenda: No items were removed.
9. Information Only: See pages 43 to 66 of the January Board packet.
10. Adjournment

Motion: To adjourn the meeting.

1st Suhay

2nd Brice

Yeas: Pisano, Brice, Tera, Aidenbaum and Suhay.

Nays: None.

Absent and excused: Underdown.

The motion was approved unanimously. The meeting was adjourned at 8:47 p.m. The next regular meeting will take place on Monday, February 20, 2017 at 7:30 p.m.

Bob Tera, Secretary

Date