



BALDWIN PUBLIC LIBRARY  
MINUTES, REGULAR MEETING  
March 20, 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, Dave Underdown and Student Representative Siena Capone.

Absent and excused: None.

Library Staff present: Doug Koschik, Library Director; Rebekah Craft, Associate Director and Paul Gillin, Administrative Assistant.

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

2. Consent Agenda

**Motion:** To approve the consent agenda.

1<sup>st</sup> Tera

2<sup>nd</sup> Underdown

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

Board Reports and Special Announcements: Pisano mentioned that the Library will host another Books and Bites fundraiser on November 10, 2017, and is soliciting auction items and sponsorships for it. He thanked the City Commission for their recent approval of two modifications to the Adult Services renovation plan, and he expressed appreciation to 220 Merrill for their recent donation of \$1,500. Pisano congratulated the employees who recently celebrated work anniversaries, as shown on page 60 of the March Board packet. Brice called attention to the proposed 2018 federal budget, which includes cuts to library services. She urged Board members to look at the American Library Association website and consider writing a letter to their congressional representatives. She also stated her willingness to draft a letter on behalf of the Board and encouraged the Friends to write a letter too. Aidenbaum thanked Brice for calling attention to this matter and suggested communicating with congressional representatives via all forms of communication—letter, telephone, and e-mail.

Pisano introduced the new student representative, Siena Capone, who shared with the Board highlights of her background, her interest in the BPL Board, and her appreciation for this opportunity. Capone's complete application materials are on page 94-100 of the March Board packet. Tera welcomed her and called attention to the Board contact information in the packet and encouraged her to contact them.



Craft highlighted a few of the upcoming events at Baldwin, which are detailed on page 121 of the March Board packet.

### 3. Board Committee Reports

Finance Committee: Tera reported that the Finance Committee met on Monday, March 13, 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 14 of the March Board packet.

The next meeting of the Finance Committee will be on Monday, April 10, 2017 at 4:30 p.m.

Building Committee: Suhay reported that the Building Committee met on Wednesday, March 1, 2017 at 4:30 p.m. Suhay highlighted a few of the items from the complete minutes, which can be found on page 17 of the March Board packet. Pisano asked when the new windows would be installed and Koschik stated that it would happen in the second week of April.

The next meeting of the Building Committee will be on Wednesday, March 29, 2017 at 4:30 p.m.

Communications Committee: Aidenbaum reported that the Communications Committee met on Thursday, March 9, 2017 at 8:30 a.m. The complete report is on page 31 of the March Board packet. The RFP for the website redesign and hosting is on page 32 of the March Board packet. Brice mentioned that the mandatory pre-bid meeting for the website will be held on April 4, 2017. Tera asked if there was a deadline for the public to provide input on the website, and Craft stated it is April 8, 2017. An email was sent to all those on the BPL email list, and a link will be put somewhere on the website. Pisano thanked the Communications Committee for their hard work. Craft then gave a presentation outlining the problems, challenges, goals, and timeline of the redesign, as well as the possibility of a new logo. Suhay asked why the globe was removed from the new logo designs. Aidenbaum stated that the globe suggested the world-wide web, an outdated concept of the Internet. Brice mentioned the City and the Village of Beverly Hills are both exploring a new logo, and she and Pisano asked that we keep an open mind relative to the idea. Tera reiterated his belief that the present logo represents us well and does a fine job. He further stated that the suggested logos are much the same as the present one, except for the removal of the globe. Underdown asked how we could solicit input from the public, and discussion ensued about how to accomplish that. Suhay and Pisano suggested following the same template the City is using to solicit input from the public. Member of the public Maria Harris expressed her support for the various new logo designs shown for review. Koschik asked Siena Capone to comment, and she stated that she associates the globe with the Library, but believes the preliminary designs provide a sleeker look. Koschik asked for confirmation that the Library should proceed with issuance of the website RFP on March 21, 2017, and the Board agreed. The RFP will be posted on MITN as well as the Library's website. Interested parties must attend a mandatory pre-bid meeting on April 4, 2017.

The next meeting of the Communications Committee will be on April 10, 2017 at 8:30 a.m.

4. Library Report and Renovation Update: Koschik and Craft presented highlights from the Library Report. Koschik spoke about the following: David Marannis will speak about his book *Once in a Great City* at 7 p.m. on May 22. An additional part-time Youth Librarian is in the process of being hired. The 2017 Boomer Summit will be held on October 14. A previous Library Board member, Sidney W. Smith Jr., recently passed away. Craft mentioned the makerspace naming competition and the online chat service,



which will start in April 2017. She also expressed appreciation for the 2,564 hours donated by our volunteers last year. To honor them, there will be a volunteer appreciation luncheon on April 29, 2017. The complete report Library Report can be found on pages 55-68 of the March Board packet.

5. Liaisons

Friends of the Library: Pam DeWeese reported that the Friends' roster now numbered 379 members; 114 were added after the December mailing. Their goal is 400 by end of the fiscal year. DeWeese mentioned the book sale, which is coming up May 5-8, 2017. Volunteers are needed for set up. Brice noted the February programs and services made possible by donations from the Friends, as shown on page 134 of the March Board packet. Pisano asked about the timing of the elevator replacement in light of the book sale, and Koschik stated that the City assures us it will be available for the sale.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

6. Unfinished Business: None.

7. New and Miscellaneous Business: Koschik presented the proposed budgets for FY 2017-2018 and 2018-2019. The complete budget report begins on page 69 of the March Board packet.

The budget request calls for an additional 0.31 mills in FY 2017-18 to pay off the remainder of the cost of the Adult Services renovation. It also calls for an additional 0.2957 mills in FY 2018-19 to begin the pre-funding of the Youth Room renovation and expansion.

Featured in the budget are:

- Continued strong support for programs, collections, and technology
- More marketing and publicity efforts
- Equipment and supplies for the new makerspace
- Furniture, carpet, painting, and electrical improvements in parts of the building not covered by the long-range building plan (Lower level, Grand Hall, and second floor)
- Potentially, a new integrated library system to handle Baldwin's circulation, cataloging, acquisitions, and online catalog
- Digitization of the Birmingham Eccentric from existing microfilm (in FY 2018-19)

Aidenbaum stated the need to plan ahead for the ongoing slow decline in patron use revenue. Brice asked about the utilities increase, specifically in water and sewer; Koschik stated that there has been a change in the manner in which storm water is charged. Pisano stated that overall, Baldwin's utility expenses, especially in electricity, have trended downward due to capital improvements made by the City in recent years. Brice was pleased to see the continued allocation of funds to employee training. Suhay then read the motion on page 81 in its entirety.

**Motion:** To approve the budget as stated in the budget resolution on page 81 of the March Board packet.



1<sup>st</sup> Underdown

2<sup>nd</sup> Brice

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

8. Items Removed from the Consent Agenda: No items were removed.

9. Information Only: See pages 93-121 of the March Board packet.

10. Adjournment

**Motion:** To adjourn the meeting.

1<sup>st</sup> Underdown

2<sup>nd</sup> Suhay

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

The meeting was adjourned at 9:18 p.m. The next regular meeting will take place on Monday, April 17, 2017 at 7:30 p.m.

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Bob Tera, Secretary

Date