



BALDWIN PUBLIC LIBRARY  
MINUTES, REGULAR MEETING  
March 18, 2019

1. Call to Order and Roll Call

The meeting was called to order by President Bob Tera at 7:30 p.m.

Library Board present: Jim Suhay, Bob Tera, Frank Pisano, Ashley Aidenbaum, David Underdown, and Student Representative Klea Ahmet.

Absent and excused: Melissa Mark.

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

Friends of the Library Liaison: Ryndee Carney.

Contract community representatives present: None.

Members of the public present: None.

2. Consent Agenda

**Motion to approve the consent agenda.**

1<sup>st</sup> Aidenbaum

2<sup>nd</sup> Suhay

A roll call vote was taken.

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

Nays: None.

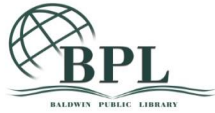
Absent and excused: Mark.

The motion was approved unanimously.

3. Board Reports and Special Announcements:

Tera mentioned that the printed City calendar for 2019 shows that the library will be closed on both September 6 and September 13, 2019. In fact, it will be closed only on September 6, 2019, when the Library will hold a staff development day.

Tera then stated that the Library's biggest accomplishment this past month was the successful migration to a new computer system called Polaris. The new system, which controls all aspects of Library operations, went live on March 6, a day ahead of schedule. He called attention to the following Library employees who provided yeoman services during the migration and otherwise assisted the Library in its goal of carrying out exemplary public service:



**Technical Services Coordinator Josh Rouan** - for his exceptional work guiding Baldwin's migration to Polaris, which he carried out in a thoughtful, well-intentioned, and detail-oriented manner from start to finish.

**Circulation Coordinator Kristen Tait** - for all of the extra work she dedicated to the migration, both in helping Polaris make sure that all circulation details were correct, and also in training her staff to be so well-prepared for the transition.

Next, Pisano announced the following staff anniversaries: Christie (13 years), Kalisky (3 years), Phou (14 years), and Sartwell (3 years). He also congratulated Phou on her selection as this year's Library diversity champion. She will be honored at a breakfast at The Community House on May 2.

Carney reminded the Board and public that the next Friends fundraiser "Books, Bags and Bagels" will be held Sunday March 24, 2019. She mentioned that \$2,200 from Friends' donations was used in February for Library programs.

Koschik provided the fundraising report. He referred to page 120 of the March Board packet. The total raised to date for the Youth project is approximately \$210,000. This will help the Library cover the cost of the expansion and renovation, beyond funds available from the additional millage.

Craft highlighted a few upcoming events of interest, details of which can be found on pages 114-115 of the March Board packet.

#### Board Committee Reports:

Finance Committee: Pisano reported that the Committee met on February 21, 2019 and March 12, 2019. Complete minutes of these meetings are on pages 14 – 17 of the March Board packet. The budget for FY 2018-2019 continues to track well, and the proposed budget for FY 2019-2020 was reviewed. The next meeting of the Finance Committee will take place on Monday, April 8, 2019 at 4:30 p.m. Ron Carpenter, the Trust's investment advisor, will attend that meeting.

Building Committee: Suhay reported that there have been no Building Committee meetings since the last Board meeting, but the City has solicited bids for the Youth expansion and renovation. A mandatory pre-bid meeting was held on March 13, 2019. 21 contractors attended. Submissions are due April 10, 2019, at which time City and Library officials will review the bids and make their recommendation to the City Commission. It is hoped that the project will commence in August 2019.

Koschik then spoke about his presentation to the City Commission on February 25, 2019, which can be found on pages 18 – 30 of the March Board packet. At that meeting, the Commission approved issuing an RFP for the Youth Room project.

#### 4. Library Report:

Koschik highlighted a few recent activities of interest, including his attendance at the TLN Steering and Membership Committee meetings as well as his presentation to the Birmingham Rotary Club. He acknowledged the technology renovations made to the Rotary Room, partly through a grant from the Birmingham Bloomfield Cable Board.



Craft mentioned a few other items from the Library report. The complete Library Report can be found on pages 31 - 45 of the March Board packet. Pisano expressed his appreciation to Carolyn Dreer, who recently retired, and wished her well.

5. Liaisons:

Friends of Baldwin Public Library: See Carney remarks earlier.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

6. Unfinished Business: There was no unfinished business.

7. New and Miscellaneous Business: Suhay called attention to a couple positive numbers in the key metrics report: circulation and program attendance.

Koschik presented the proposed budgets for FY 2019-2020 and FY 2020-2021. The complete budget report is on pages 47 to 73 of the March Board packet.

The budget request calls for a continuation of 1.1 mills from Birmingham for operating expenses, an additional 0.2728 mills in FY 2019-20 to continue funding the Youth Services expansion and renovation, and an additional 0.2567 mills in FY 2020-21 to complete funding the Youth project.

Featured in the budget for FY 2019-20 are:

- Expansion and renovation of the Youth Room
- Continued strong support for programs, collections, and technology
- Salary increases
- New part-time Adult Services Librarian position
- New part-time communications position
- More marketing and publicity efforts
- Equipment and supplies for the Idea Lab
- Higher budget for electronic resources
- More spending on staff continuing education
- New stacking chairs for the Jeanne Lloyd Room
- Digitization of the *Birmingham Eccentric*

Suhay asked for some clarification on where revenues from BPL endowment funds and from the Friends of the Library can be found within the budget. Koschik stated that those funds go into the Trust and are not part of the regular budget figures. Suhay and the rest of the Board commended Koschik on his financial stewardship of the Library.

Pisano then read the motion on pages 72 - 73.

**Motion:** To approve the budget as stated in the budget resolution on pages 72-73 of the March Board



packet.

1<sup>st</sup> Pisano

2<sup>nd</sup> Aidenbaum

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

Nays: None.

Absent and excused: Mark.

The motion was approved unanimously.

8. Information Only: See pages 75 – 115 of the March Board packet.

9. Adjournment

**Motion:** To adjourn the meeting.

1<sup>st</sup> Suhay

2<sup>nd</sup> Pisano

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

Nays: None.

Absent and excused: Mark.

The motion was approved unanimously. The meeting was adjourned at 8:49 p.m. The next regular meeting will be on Monday, April 15, 2019 at 7:30 p.m.

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Melissa Mark, Secretary

Date

APPROVED