

BALDWIN PUBLIC LIBRARY
MINUTES, REGULAR MEETING
July 17, 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, Bob Tera, Dave Underdown, James Suhay, Ashley Aidenbaum and student representative Glennie Webster.

Absent and excused: None.

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

Beverly Hills Liaison: Lee Peddie.

Bloomfield Hills Liaison: Michael Dul.

Members of the public: Missy Mark.

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

2. Consent Agenda

Motion: To approve the consent agenda.

1st Tera

2nd Brice

A roll call vote was taken.

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

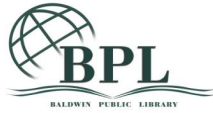
Nays: None.

Absent and excused: None.

The motion was approved unanimously.

Board Reports and Special Announcements: Pisano thanked those patrons who wrote down their comments and observations about the Adult Services renovation. (See pages 22 – 25 of the July Board packet for a transcript). Pisano and Brice congratulated Craft on her two-year anniversary and expressed their appreciation for her excellent contributions to the Library.

Craft highlighted the Library's upcoming events, the complete list of which can be found on page 110 of the July Board packet.



3. Board Committee Reports

Finance Committee: Tera reported that the Finance Committee met on Thursday, July 13, 2017 at 4:30 p.m. The preliminary year-end FY 2016-2017 budget report shows revenues at approximately the expected level, while expenses were quite a bit less than expected. The Adult Services renovation project came in approximately \$152,000 under budget. Pisano spoke briefly about the drop in the fund balance and expressed his appreciation to Library staff for their continued cost containment. A complete report of the Finance Committee meeting can be found on pages 14-16 of the July Board packet.

The next meeting of the Finance Committee will be on Monday, August 14, 2017 at 4:30 p.m.

Building Committee: Suhay reported that the Building Committee met on Wednesday, July 12, 2017 at 4:30 p.m. He highlighted a few items from the complete minutes, which can be found on pages 17-21 of the July Board packet. The meeting covered the final Phase One punch list, HVAC issues, and pre-planning considerations for Phase Two. Pisano thanked Library patrons and staff for their patience during the elevator renovation as well as the City for paying for the renovation. Aidenbaum suggested sharing patron comments about the Adult Services renovation with the City Commission and also recommended placing a comment board in the Youth Room to solicit ideas from patrons about the proposed Youth Room renovation. Tera supported getting plans out to the public as soon as practical to gauge reaction and solicit input.

The next meeting of the Building Committee will be Wednesday, July 19, 2017 at 4:00 p.m.

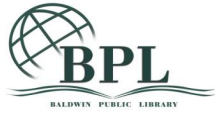
4. Library Report and Renovation Update: Koschik and Craft presented highlights from the Library Report, on pages 27–61 of the July Board packet. Koschik reviewed components of the key metrics for FY 2016-17, as shown on page 28 of the July Board packet. Underdown asked what an integrated library system is. Koschik explained the term and went on to explain why the Library will be issuing an RFP for a potential new system. Aidenbaum asked if we knew which systems other libraries are using and which one is considered “best in class.” Koschik said that we do and noted that there has been a consolidation in vendors over the years, leaving only three or four now. Aidenbaum then suggested that we solicit input from other libraries relative to their use of volunteers. Koschik outlined the present staffing plans for the Idea Lab and Steve Remenapp’s acceptance of the position of Technology Librarian on a six-month trial basis. He will be in charge of the Idea Lab. Aidenbaum and Brice encouraged the Library to contact area schools to see if there might be a student who would be interested in assisting in the Idea Lab and suggested that the student representatives might assist in soliciting volunteers. Pisano thanked Koschik for his excellent presentation to the Bloomfield Hills City Commission. Koschik announced the departure of Library employee Claire Fielder to accept a full-time position in Boston.

Craft updated the Board on numerous Library endeavors, such as the touch screen display (launching on July 18, 2017); summer reading (more than 1,500); and sponsorships for the upcoming Books and Bites.

5. Liaisons

Friends of the Library: There was no report.

Beverly Hills: There was no report.



Bloomfield Hills: Commissioner Michael Dul stated that Koschik's presentation to the Bloomfield Hills City Commission was very well received. Dul mentioned that many of Koschik's remarks were tailored specifically to the Bloomfield Hills audience, which was appreciated.

6. **Unfinished Business:** There was no unfinished business.

7. **New and Miscellaneous Business:**

Koschik stated that the 2018 City Commission meeting schedule on page 65 of the July Board packet has been approved by the Commission. He then made corrections to two dates on the Library's proposed 2018 calendar on page 64 of the July board packet: April 16, 2018 should be the date for the Board and Trust meeting (not April 15, as was listed), and April 13, 2018 should be the date for the Friends of the Library Board meeting (not November 5, as was listed).

Motion: To approve the 2018 Library calendar as found on page 64 of the July 2017 Board packet, as amended by Library Director Koschik.

1st Tera

2nd Brice

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

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

5. **Information Only:** See pages 68 – 110 of the July Board packet.

6. **Adjournment**

Motion: To adjourn the meeting.

1st Underdown

2nd Suhay

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

The meeting was adjourned at 8:32 p.m. The next regular meeting will take place on Monday, August 21, 2017 at 7:30 p.m.

Bob Tera, Secretary

Date