



BALDWIN PUBLIC LIBRARY
MINUTES, REGULAR MEETING
February 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, and Student Representative Glennie Webster.

Absent and excused: David Underdown.

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.

1st Brice

2nd Tera

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 the Trustees who attended the recent April Ryan program. He then acknowledged the anniversaries as shown on page 25 of the February Board packet (Hart, Williams, Kabel, and Lopez). Pisano introduced Glennie Webster, the Board's new student representative. Webster expressed her appreciation for the opportunity and is excited to serve.

Craft highlighted a few of the exciting upcoming events at Baldwin, which are detailed on page 75 of the February Board packet.

3. Board Committee Reports

Finance Committee: Suhay reported that the Finance Committee met Monday February 13, 2017 at 4:30 p.m. Koschik provided an update on the FY 2016-2017 budget, which continues to track well, and he also presented a draft of the FY 2017-2018 and FY 2018-2019 budgets. The complete report of this meeting can be found on page 14 of the February Board packet. Pisano and Brice acknowledged the fine job the Friends are doing selling books in front of the Circulation Desk. Craft mentioned that the books are more visible now than before the renovation started, and will remain so after the completion of the renovation. Koschik explained the rationale for the need to purchase some new, deeper shelves



for the Youth Department. A large number of youth books are considerably deeper than the shelves can support, and we have had a few incidents of books falling on patrons. The procurement of these deeper shelves will alleviate much of this problem. Brice and Tera expressed their support for the purchase of the shelving. Aidenbaum asked about the design considerations regarding how the appearance of the proposed shelving may or may not fit in with the existing shelving. Koschik addressed her concerns and explained how the selection was determined. Koschik also said that the shelves would be used in the renovated Youth Room, should Phase 2 of the building plan ever come to fruition. Suhay asked whether there was another use for the discarded shelves, and Pisano wondered if they could be sold. Koschik stated that we would investigate that.

Motion: To approve a payment of \$16,473 to Library Design Associates to purchase 453 shelves for the Youth Services Department to be paid out of account 972.0000 (Furniture).

1st Suhay

2nd Brice

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

Nays: None.

Absent and excused: Underdown.

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

Building Committee: Suhay reported that the Building Committee met on Wednesday, February 1, 2017 at 4:30 p.m. Complete minutes from the meeting are on page 17 of the February Board packet. Pisano thanked City Manager Valentine and the City Commission for their continued support of and commitment to the Library. Suhay mentioned that subsequent to the February 1, 2017 meeting, two opportunities have presented themselves and asked Koschik to describe them. Koschik mentioned that there used to be an exterior door to the west off the Circulation department which led to a stairway up to an auditorium. When Birkerts was added, the exterior door was removed and a fire door was put in place to isolate the two wings. A two-hour firewall separation was created. Today, we no longer need that because we have fire suppression sprinklers. Installing new doors in the hallway to the basement and upstairs would actually improve fire safety. Removing the doors between Circulation and Birkerts would improve circulation and sight lines. In addition, it has been proposed that the window between the Harry Allen Room and the Birkerts addition be re-opened to improve light and visibility. This window had been covered with drywall to meet the fire standards of the time, but our fire suppression system solves that issue. In general, the Board was supportive of these two proposed changes, dependent on their final costs, which are yet to be determined.

Motion: To authorize the Building Committee to have the final authority on whether to proceed with two projects related to the Adult Services Renovation Project: creating a passageway between the Circulation Area and the Birkerts Addition, and opening up the window between the Harry Allen Room and the Birkerts Addition.

1st Suhay

2nd Aidenbaum

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

Nays: None.

Absent and excused: Underdown.

The motion was approved unanimously.



The next meeting of the Building Committee will be Wednesday, March 1, 2017 at 4:30 p.m.

Communications Committee: Aidenbaum reported that the Communications Committee met on Tuesday, February 14, 2017 at 8 a.m. The complete report is on page 18 of the February Board packet. The purpose of the meeting was to address some problems with the website. Brice commented on the difficulty she had just today searching for toys, and stated she is supportive of this endeavor to make the website more intuitive and patron-friendly. Aidenbaum also mentioned the possibility of exploring a new logo. Suhay expressed his desire to move cautiously with any changes to the logo. Aidenbaum elaborated on her vision of what a logo change might involve and accomplish, bringing forth newer elements from the newsletter and its theme of Learn, Connect, Discover.

The next meeting of the Communications Committee will be in March on a date to be determined.

4. Library Report and Renovation Update: Koschik called attention to the upcoming "Everyone's Reading" event in May, described on pages 22-23 of the February Board packet. Aidenbaum suggested communicating the event to the Charles H. Wright Museum. Craft announced a naming competition for the new makerspace, a grand ribbon-cutting ceremony on June 11, and the formation of a Books and Bites committee to explore a fundraising event in November. Finally, Craft mentioned the newest addition to the Baldwin staff: Wesleyann Johnson, Youth Substitute Librarian.

5. Liaisons

Friends of the Library: There was no report, but Brice noted the programs and services made possible by donations from the Friends, as shown on page 88 of the February Board packet. She also mentioned that, while listening to a recent Beverly Hills Council meeting, she heard that there will be a storybook trail at Beverly Park in conjunction with the Baldwin Library. The project is being coordinated by Janice Hausman. Koschik explained in greater detail how the project would work. There will be 18 reading stations along the trail, with two pages from a children's book in each station. The book will be changed on a monthly basis. Brice acknowledged the work of Youth Services Department Head Stephanie Klimmek, who collaborated on this project, which will promote reading. On February 14, the Friends voted to contribute \$400 toward this project.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

6. Unfinished Business: None.

7. New and Miscellaneous Business: Koschik outlined the parking issues facing The Community House, particularly with programs lasting more than the two hours. The Community House would like to change the meters on the south side of Merrill, between Chester and Bates, to a four-hour limit. The Advisory Parking Committee asked Koschik to present the proposal to the Library Board and communicate their action to the Advisory Parking Committee. Brice also believe this will be beneficial to the Library as well.

Motion: To support The Community House's proposal to change the time limit on eight parking places on the south side of Merrill between Chester and Bates from two hours to four hours, and to instruct the Library Director to forward this motion to the Advisory Parking Committee.



1st Brice

2nd Tera

Yeas: Pisano, Brice, Aidenbaum and Suhay.

Nays: None.

Abstain: Tera

Absent and excused: Underdown.

The motion was approved unanimously.

Brice requests that we include in the March Board packet information on the Metro Detroit Book and Author Luncheon, which will be held on May 15, 2017. Tickets will be on sale April 3, 2017.

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

9. Information Only: See pages 52-75 of the February Board packet.

10. Adjournment

Motion: To adjourn the meeting.

1st Brice

2nd Suhay

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

Nays: None.

Absent and excused: Underdown.

The motion was approved unanimously.

The meeting was adjourned at 8:44 p.m. The next regular meeting will take place on Monday, March 20, 2017 at 7:30 p.m.

Bob Tera, Secretary

Date



APPROVED