



BALDWIN PUBLIC LIBRARY
MINUTES, REGULAR MEETING
August 21, 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: No representative present.

Bloomfield Hills Liaison: No representative present.

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 acknowledged the recent death of Gunnar Birkerts, who designed the 1981 addition to the building, and expressed his condolences to the Birkerts family. Tera mentioned that Birkerts had worked with many architects in Birmingham and that his death was a loss to the larger community. Pisano and Koschik attended a recent Beverly Hills commission meeting, where Koschik gave an update on Library services and the Library building. The Library received accolades from those in attendance. Pisano expressed his appreciation to Baldwin staff for the summer reading program. He particularly enjoyed the salsa night and thanked Williams and Sower. Finally, he acknowledged those employees with anniversaries: Lowe – 12 years; Davey – 10 years; Koyle – 8 years; Levin – 5 years; von Oeyen – 5 years; Beyer – 8 years; Tait – 16 years; Gillin – 4 years and Meyer – 5 years. Brice mentioned that she has heard people saying good things about the landscaping around the Library. The City is to be commended for planting additional flowers this year, and the Eick Family



should be thanked again for funding the flower bed in front of the Library. Brice also said that she enjoyed Remenapp's presentation on smart home technology.

Craft highlighted the Library's upcoming events, the complete list of which can be found on page 158 of the August Board packet.

3. Board Committee Reports

Finance Committee: Tera reported that the Finance Committee met on Monday, August 14, 2017 at 4:30 p.m. Koschik provided an update on the FY 2017-2018 budget, which is tracking well in its first month. The final figures for FY 2016-2017 are still being compiled. All revenues have been received, but some expenses need to be recognized. Tera mentioned that Michigan has a constitutional provision to fund libraries partly from motor vehicle fines. Baldwin received over \$71,000 from these fines in FY 2016-17. Tera expressed appreciation to the Friends for their continued financial support. A complete report of the Finance Committee meeting can be found on pages 16-19 of the August Board packet.

The next meeting of the Finance Committee will be on Monday, September 11, 2017 at 4:30 p.m.

Building Committee: Suhay reported that the Building Committee met on Wednesday, July 19, 2017; Wednesday, August 2, 2017; and Wednesday, August 16, 2017 at 4:30 p.m. He highlighted a few of the items from the complete minutes, which can be found on pages 20-22 of the August Board packet. The overall focus of these meetings was the development of an RFP for conceptual and schematic design of the Youth Room. Aidenbaum mentioned the need to communicate the high-level goals and objectives for Phase 2. Suhay believes these are articulated in the RFP. Tera suggests making a one-page document outlining the goals of the renovation so that the public can more readily see the direction the Library is taking. This will be compiled and sent out before the next Board meeting and included in the September Board packet. Brice suggested the one-page document also be posted in the Youth area. Pisano thanked Koschik and the staff for their work on the RFP, particularly the advance work done by Klimmek. Koschik reviewed the proposed RFP, which was distributed at the meeting. This was a condensed version of the draft RFP in the August Board packet. The focus of this RFP is conceptual/schematic only; construction drawings would be covered by a later RFP.

Motion: To approve the Scope of Work for the Expansion and Renovation of the Youth Services Section of the Baldwin Public Library as found on page 23 of this packet, as amended and superseded by the handout at this meeting.

1st Suhay

2nd Underdown

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

Motion: To authorize Library Director to hire a civil engineering firm to produce "as-built" drawings of the Youth Services room for an amount not to exceed \$12,000.

1st Suhay

2nd Aidenbaum

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

Nays: None.



Absent and excused: None.

The motion was approved unanimously.

Aidenbaum mentioned that, as we proceed to consider the library of the future with its focus of equitable and inclusive access, we need to give thought to the possibilities of gender neutral rest rooms. Tera suggested relabeling the family restroom as family/gender neutral and the consensus was to consider this and other options as we move forward.

The next meeting of the Building Committee will be Wednesday, September 6 at 4:30 p.m.

4. Library Report: Koschik and Craft presented highlights from the Library Report, on pages 77 – 109 of the August Board packet. Koschik spoke about the continuing education endeavors undertaken recently by Remenapp and Rouan. Koschik mentioned the recent addition of four new substitute librarians (see page 87), the replacement of Claire Fielder with Belinda Bolivar in Technical Services, and the addition of two part-time employees to assist with the Idea Lab.

Craft updated the Board on numerous Library endeavors, such as the website redesign, the new calendar with Local Hop, the upcoming new room reservation system Skedda, and preparations for the soft opening of the Idea Lab in September. Craft mentioned that a complete report of the summer reading program results will be included in the September Board packet. She also provided an update on the sponsors and silent auction donors for November's Books and Bites. Aidenbaum suggested putting things from the Idea Lab on display during Books and Bites so patrons can see the types of things that can be made in the Lab.

5. Liaisons

Friends of the Library: There was no report. Pisano thanked the Friends for their efforts and congratulated them for their ongoing success in book sales by the Circulation Desk. Brice suggested moving the Friends expenditures information from the Trust section to the Liaisons section so that there would be greater acknowledgement of all that the Friends do for adults, teens, and you. The Board thought this was a good idea.

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: There was no new or unfinished business.

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

9. Information Only: See pages 113 – 158 the August Board packet.

10. Adjournment

Motion: To adjourn the meeting.

1st Tera



2nd Brice

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

The meeting was adjourned at 8:55 p.m. The next regular meeting will take place on Monday, September 18, 2017 at 7:30 p.m.

Bob Tera, Secretary

Date

APPROVED