



BALDWIN PUBLIC LIBRARY  
MINUTES, REGULAR MEETING  
September 19, 2016

1. Call to Order and Roll Call

The meeting was called to order by Sheila Brice at 7:30 p.m.

Library Board present: Sheila Brice, Frank Pisano, David Underdown, James W. Suhay, Bob Tera, Ashley Aidenbaum, and Student Representative Brigitte Gagnier.

Absent and excused: None.

Library Staff present: Doug Koschik, Library Director; Rebekah Craft, Associate Director; Paul Gillin, Administrative Assistant; Stephanie Klimmek, Head of Youth Services and Caroline Salucci, Youth Librarian

Friends of the Library Liaison present: Pam DeWeese.

Contract community representatives present: Mayor Pro Tem Lee Peddie, Beverly Hills

Members of the public present: None.

Gagnier 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> Suhay

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

**Board Reports and Special Announcements:** Brice called attention to an article about librarian Vicki Sower on page 54 of the September Board packet. Pisano acknowledged the following September employee anniversaries: Vicki Sower (9 years); Elizabeth Volpe (11 years); Gloria Noble (3 years); Brandon Bolek-Toubeaux (15 years); Josh Rouan (16 years); Elizabeth Finnell (20 years); and Roxanne Sander (14 years). Klimmek updated the Board on the 2016 summer youth reading program, which had the theme "On Your Mark, Get Set. Read!" Prior to the program's start in June, staff held promotional visits at numerous schools in order to pique interest. That proved very successful in raising attendance numbers. See page 43 of the September Board packet for complete details. Brice thanked the Friends for their financial support for the summer reading programs. Salucci reported on an online class about early literacy and children's programming which she attended this summer. Next, Craft highlighted



upcoming events at BPL, which can be found on page 101 of the September Board packet. Brice mentioned that the final Birmingham School Board candidate forum will take place on October 5, 2016, from 7:00 to 8:00 p.m., at the School Administration Building.

### 3. Board Committee Reports

Finance Committee: Pisano reported that the Finance Committee met on September 12, 2016. FY 2015-2016 ended up with a surplus of \$19,422. The full report can be found on page 16 of the September Board packet. The next meeting is on October 10, 2016 at 4:30 p.m.

Building Committee: Suhay summarized the Building Committee meeting held on September 14, 2016, the complete minutes of which are on page 24 of the September Board packet. He reviewed the countertop choices under consideration: Corian, granite and Richlite. The consensus was that Corian was durable, easy to repair, cheaper than the granite, and would hide scratches better than the solid-black Richlite product. The Board indicated its support for the use of Corian. The total cost savings achieved from the value-engineering discussions with Library Design Associates came to approximately \$46,000. Koschik stated that the review committee, which met on September 12, and City Building Official Bruce Johnson recommend The Dailey Company as the construction contractor for the renovation project. (Copies of The Dailey Company's bid were distributed to Library Board members at this meeting. The bid will be included in the October 2016 Board packet.) Suhay noted that the bid from Dailey was \$1,152,100, the smallest received from qualified bidders. Pisano said that The Dailey Company has built the Novi Public Library and a number of other structures throughout the Detroit area.

**Motion:** To support the Dailey Company as the construction contractor for the Adult Services renovation project, as recommended by the City/Library review committee, and furthermore to recommend that the Birmingham City Commission approve the Dailey Company as the construction contractor at its September 26, 2016 meeting.

1<sup>st</sup> Suhay

2<sup>nd</sup> Underdown

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

Suhay mentioned that the total expense of the renovation is now projected at \$250,000 below budget, which provides some cushion for unforeseen expenditures.

4. Library Report: Koschik discussed the Library fundraiser held at 220 Merrill on September 13. 220 Merrill celebrated its second anniversary that day. A percentage of the day's revenues will be given to Baldwin to support literacy and education programs. Recent college graduate John McInerney will assist the Youth Department with makerspace endeavors. Older staff PCs will continue to be replaced with new ones, and the Library has installed a new PCI-compliant credit card machine. Koschik attended a Metronet Director's meeting in August; in 2017, Baldwin and Southfield will be hosting the author for the Everyone's Reading program. Craft mentioned her continued work with Michelle Hollo to develop marketing materials. Craft described the Circulation Department's "welcome" email, sent to new patrons, which advertises the Library's services and helps catch errors in email addresses. Brice expressed appreciation to Kristen Tait for developing the letter. Craft attended two webinars recently: the first focused on safety during incidents with problem patrons, and the second covered collecting



measurable results through surveys. Brice, Craft and Williams attended the recent Bloomfield Hills Open House. Craft also mentioned that, during the renovation, Technology Trainer Bart Gioia will hold computer classes at Next. Baldwin will offer extended checkout periods for certain Adult Services materials during the renovation period. Tera clarified that patrons can, in fact, bring materials back early, but the Library hopes patrons would consider keeping them for the duration of the renovation, thereby saving the Library some storage fees.

5. Liaisons

Friends of the Library: DeWeese reported that the Friends Board met on September 13. They are realigning their committee structure and seeking assistance with social media. They are also considering fundraisers other than book sales. The Friends will consider using the Claudia Ireland certificate of deposit to name the new reading room, located where the adult staff office is currently situated. Membership renewal letters have been sent out. Aidenbaum suggested that the Library might solicit—through its website, Facebook page, or newsletter—volunteers to help the Friends with technology. Pisano also mentioned advertising through Instagram, and Tera said a young, tech-savvy patron might be interested.

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: Aidenbaum said that she believes the Library's website should be updated and refreshed in conjunction with the completion of the renovation. She also asked how we plan to communicate with patrons and residents about the upcoming renovation. Brice mentioned that the Director would visit the contract communities to discuss the upcoming renovation. Koschik stated that the Communications committee should meet in October to address Aidenbaum's concerns. Suhay supported the idea of a refresh in conjunction with the renovation. Craft mentioned the possibility of a new logo as part of the refresh.

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

9. Adjournment

**Motion:** To adjourn the meeting.

1<sup>st</sup> Underdown

2<sup>nd</sup> Suhay

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously. The meeting was adjourned at 8:43 p.m. The next regular meeting will take place on Monday, October 17, 2016 at 7:30 p.m.

---

Jim Suhay, Secretary

Date