



BALDWIN PUBLIC LIBRARY  
MINUTES, REGULAR MEETING  
November 21, 2016

1. Call to Order and Roll Call

The meeting was called to order by Sheila Brice at 7:30 p.m. Brice asked Pisano to read aloud the Library's mission statement.

Library Board present: Sheila Brice, Frank Pisano, Bob Tera, Ashley Aidenbaum, and David Underdown, who arrived at 7:47 p.m. after making an appearance at the Birmingham City Commission meeting. Note that Underdown was absent for the election of officers.

Absent and excused: James Suhay and Student Representative Brigitte Gagnier.

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

Friends of the Library Liaison: Pam DeWeese.

Contract community representatives present: None.

Members of the public present: None.

2. Consent Agenda

**Motion to approve the consent agenda.**

1<sup>st</sup> Tera

2<sup>nd</sup> Aidenbaum

A roll call vote was taken.

Yeas: Brice, Pisano, Tera, and Aidenbaum.

Nays: None.

Absent and excused: Suhay and Underdown.

The motion was approved unanimously.

3. Election of Officers for 2016-2017

**Motion to elect Frank Pisano as President.**

1<sup>st</sup> Brice

2<sup>nd</sup> Tera

Yeas: Brice, Tera, and Aidenbaum

Nays: None.

Absent and excused: Suhay and Underdown.

The motion was approved unanimously.

Pisano expressed appreciation to Brice for the standards she has set. He looks forward to serving as President.

**Motion to elect Jim Suhay as Vice President.**

1<sup>st</sup> Pisano

2<sup>nd</sup> Aidenbaum

Yeas: Brice, Pisano, Tera, and Aidenbaum

Nays: None.

Absent and excused: Suhay and Underdown.

The motion was approved unanimously.

**Motion to elect Bob Tera as Secretary.**

1<sup>st</sup> Aidenbaum

2<sup>nd</sup> Brice

Yeas: Brice, Pisano, Tera, and Aidenbaum.

Nays: None.

Absent and excused: Suhay and Underdown.

The motion was approved unanimously.

Outgoing President Brice turned the meeting over to Pisano, who thanked everyone for their confidence and support.

4. Board Reports and Special Announcements: Brice expressed appreciation to various publications for promoting the Baldwin Public Library (BPL) and its programs. Pisano acknowledged staff anniversaries as detailed on page 31 of the November Board packet. He also thanked Adult Services Librarian Shayna Houghton for her excellent service and wished her well in her new position.

Next, Pisano introduced Kristen Tait, Head of Circulation, who described Baldwin's MeL Visiting Patron Service (see page 66 of the November Board packet). Pisano asked if this service was promoted on the Library's website. Tait said that it is just beginning to be communicated and broadcast more widely. Tera asked if this service is new. Tait responded that we have had it for about a year. Aidenbaum suggested reaching out to media contacts to spread the word about the service.

Tait then spoke about BPL's decision to allow patrons to check out materials with a digital version of their barcode. Several apps facilitate this, including Key Ring, Stocard, and Mobile-pocket.

Craft called attention to a few of BPL's upcoming events of interest, which can be found on page 94 of the November Board packet. Pisano mentioned that he appreciated the Brainfuse statistics found on pages 62-64 of the November Board packet.

Board Committee Reports:

Finance Committee: Tera reported that the Committee met on November 14, 2015 at 4:30 p.m. Complete minutes of that meeting can be found on page 14 of the November Board packet. A representative from Plante & Moran attended the meeting and presented the audit report for FY 2015-2016, which gave BPL a clean opinion. The FY 2016-2017 budget continues to track well. The Friends are donating \$30,000, largely from a donation left by Claudia Ireland several years ago, for the naming rights of the new Grand Hall reading room. Brice asked if Plante & Moran's audit fee was in line with that of previous years. Koschik said it was. Pisano expressed appreciation to the Friends for all that they

do and also for the Claudia Ireland donation. The next meeting of the Finance Committee will be on December 12, 2016 at 4:30 p.m.

**Motion to accept Plante & Moran's audit report for FY 2015- 2016.**

1<sup>st</sup> Tera  
2<sup>nd</sup> Brice

Yeas: Brice, Pisano, Tera, Underdown and Aidenbaum

Nays: None.

Absent and excused: Suhay.

The motion was approved unanimously.

**Motion to approve a payment of up to \$14,950 to Presidio for the installation of low-voltage computer cabling and patch panels, of which \$11,782 is to be paid out of account 977.0000 (Building Improvements) and \$3,168 is to be paid out of account 811.0000 (Other Contracted Services)**

1<sup>st</sup> Tera  
2<sup>nd</sup> Aidenbaum

Yeas: Brice, Pisano, Tera, Underdown and Aidenbaum

Nays: None.

Absent and excused: Suhay.

The motion was approved unanimously

Building Committee: Underdown reported that the Building Committee met on November 2, 2016 at 11:30 a.m. Complete minutes of that meeting can be found on page 18 of the November Board packet. Koschik presented a schematic that detailed the various ceiling heights proposed for the Birkerts Addition as part of the renovation project. The next meeting of the Building Committee will take place on December 7, 2016.

Policy Committee: Brice stated that the Policy Committee met on November 10 and November 17, 2016. Complete minutes of these meetings can be found on pages 20-21 of the November Board packet. The Committee drafted a new Library Card Policy, reflecting existing practice, which can be found on pages 22 -24 of the November Board packet. The Policy notes that the Library will now accept the digital version of library card barcodes on mobile devices.

**Motion to approve the new Library Card Policy, as found on pages 22 - 24 of this packet.**

1<sup>st</sup> Brice  
2<sup>nd</sup> Aidenbaum

Yeas: Brice, Pisano, Tera, Underdown and Aidenbaum

Nays: None.

Absent and excused: Suhay.

The motion was approved unanimously.

5. Library Report and Renovation Update:

Koschik provided an update on the renovation project, details of which can be found on pages 44 – 47 of the November Board packet. Craft distributed a revised statistical dashboard, updated to include more current self-check statistics. Craft mentioned that usage of the book drop has increased since the

renovation began. Craft also thank the Friends for contributing \$23,500 in October and November based on wish lists the Library had submitted. Additional details of the Library Report can be found on pages 27 - 42 of the November Board packet. Pisano and Brice expressed appreciation for the reports provided by various librarians who attended the Michigan Library Association's Annual Conference, and were grateful that endowment funds had enabled their attendance.

6. Liaisons

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

Friends: Pam DeWeese stated that the book sale was an enormous success, raising approximately \$12,000. She stated that the Friends had received compliments regarding the quality of the materials at the sale. The Friends donation some of the leftover books to eight different organizations, and the remaining books were sold by the pound to a company from Indiana. DeWeese reminded the Board that the next sale will take place in May 2017, and that the elevator is widely used during the sale. Therefore, she hopes that the new elevator will be installed by then. Koschik mentioned that the winter *Learn Connect Discover* newsletter has a Friends of the Library application form.

7. Unfinished Business: None.

8. New and Miscellaneous Business: Aidenbaum mentioned recent incidents at some local schools and hopes that the Library reaffirms its commitment to safety and inclusion. Pisano wished a Happy Thanksgiving to all of BPL's constituents.

9. Information Only: See pages 52-94 of the November Board packet.

10. Adjournment

Motion to adjourn the meeting.

1<sup>st</sup> Aidenbaum

2<sup>nd</sup> Underdown

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

Nays: None.

Absent and excused: Suhay.

The motion was approved unanimously. The meeting was adjourned at 8:55 p.m. The next regular meeting will be on Monday December 19, 2016.