



BALDWIN PUBLIC LIBRARY  
MINUTES, REGULAR MEETING  
September 18, 2017

1. Call to Order and Roll Call

The meeting was called to order by President Frank Pisano at 7:30 p.m.

All assembled recited the pledge of allegiance.

Library Board present: Sheila Brice, Frank Pisano, Bob Tera, Dave Underdown, James Suhay, Ashley Aidenbaum, and student representative Siena Capone.

Absent and excused: None.

Library Staff present: Doug Koschik, Library Director; Rebekah Craft, Associate Director; Paul Gillin, Administrative Assistant; Maeve Devlin, Youth Librarian; and Judah Richardson, Technology Assistant – Idea Lab.

Friends of the Baldwin Public Library: No representative present.

Beverly Hills Liaison: Lee Peddie.

Bloomfield Hills Liaison: No representative present.

Members of the public: None.

Pisano asked Capone to 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> 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 Craft and Koschik for attending the Bloomfield Hills open house on September 17. In addition, he expressed his appreciation for the recent Staff Development Day. Pisano then acknowledged the following anniversaries: Sower - 10 years; Volpe - 12 years; Bolek-Toubeaux - 16 years; Rouan - 17 years; Sander - 15 years; Finnell - 21 years; and Nixon - 15 years.



Brice commended Klimmek and Williams for the recent Read in the Park event held in Beverly Hills. She noted that the children's author Wong Yee and adult author Professor Howard Markel were well received by youngsters and adults. The crafts area created by the Youth Department was a good addition and kept children occupied while the adult program was being held. Brice paid compliments to the Village of Beverly Hills Parks and Recreation Board for hosting this event, establishing the Storybook Trail, and giving away white pine tree saplings. Brice also requested that we post some links on our website that explain how patrons could contribute to libraries in areas stricken by recent hurricanes, particularly those in Texas hit by Hurricane Harvey.

Pisano introduced two new employees: Maeve Devlin, Youth Librarian and Judah Richardson, Technology Assistant – Idea Lab. Both talked briefly about themselves and their accomplishments.

Craft highlighted the Library's upcoming events, which can be found on page 79 of the September Board packet.

### 3. Board Committee Reports

Finance Committee: Tera reported that the Finance Committee met on Monday, September 11, 2017 at 4:30 p.m. Baldwin ended FY 2016-2017 with a fund balance of \$460,986; details will be in the October Board packet. The FY 2017-2018 budget continues to track well after its first couple of months. Tera also mentioned that he attends the City's Retiree Healthcare Investment Committee and Retiree Investment Committee meetings to monitor on behalf of the Library employees who are covered under the City's defined benefit plan. Pisano asked for an update on the "as-built" engineering drawings, which Koschik provided. Suhay asked when the RFQ would go out and when would responses be due; Koschik said it would go out later in the week, and the deadline for a response would be roughly two weeks after that. A complete report of the Finance Committee meeting can be found on pages 14-16 of the September Board packet.

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

Building Committee: Suhay reported that the Building Committee met on Wednesday, September 6, 2017 at 4:30 p.m. He highlighted a few of the items from the complete minutes, which can be found on pages 17-22 of the September Board packet. Bids for the conceptual/schematic design of the Youth Room expansion and renovation are due by 3:30 p.m. on Tuesday, September 19.

The next meeting of the Building Committee will be Monday, September 25 at 4:30 p.m.

4. Library Report: Koschik and Craft presented highlights from the Library Report, which can be found on pages 23-40 of the September Board packet. One item not in the packet that Craft mentioned was the recent damage to the book drop, which will be sent out for repair. Aidenbaum suggested sharing the Michigan Social Safety Net material from Staff Development Day with other City divisions.

### 5. Liaisons

Friends of the Library: There was no report. Pisano thanked them for their continued support.

Beverly Hills: Lee Peddie thanked Koschik and Brice for assistance with the Read in the Park program.



Bloomfield Hills: There was no report.

6. Unfinished Business: There was no unfinished business.

7. New and Miscellaneous Business: Koschik discussed the one-page “Goals and Objectives of the Proposed Youth Renovation” document on page 42 of the September Board packet. This will be shared with Library patrons and other interested parties. The Board was appreciative of staff’s effort to summarize the project in one page. Aidenbaum suggested having a graphically designed version available at Books and Bites and in the Youth Room.

Koschik discussed the Library’s FY 2016-2017 Action Plan and the accomplishments it has engendered. The complete document can be found on pages 43-53 of the September Board packet. He then discussed the proposed FY 2017-2018 Action Plan. Koschik called attention to the items in green, which are especially time-sensitive and/or time-consuming. Tera acknowledged the tremendous amount of work that went into the two documents. Brice asked if the Idea Lab policies would come from the staff and be reviewed by the Policy Committee. Koschik said yes. Aidenbaum wondered if the language on Goal III Item C regarding fundraising was too vague and whether it should be refined. Discussion ensued, after which Pisano suggested adding this topic to the agenda of the October 2 special meeting on October 2, 2017. The Board agreed. Aidenbaum suggested that when the 2018-19 goals and objectives are evaluated a year from now, some sort of quantitative or qualitative measure of achievement should be included. The complete document can be found on pages 54 - 58 of the September Board packet.

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

9. Information Only: See pages 59 – 79 of the September Board packet.

10. Adjournment

**Motion:** To adjourn the meeting.

1<sup>st</sup> Tera

2<sup>nd</sup> 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 8:48 p.m. The next regular meeting will take place on Monday, October 16, 2017 at 7:30 p.m.

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Bob Tera, Secretary

Date