



BALDWIN PUBLIC LIBRARY  
MINUTES, REGULAR MEETING  
October 16, 2017

1. Call to Order and Roll Call

The meeting was called to order by President Frank Pisano at 7:38 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; Paul Gillin, Administrative Assistant; and Jeff Jimison, Technology Assistant – Idea Lab.

Friends of the Baldwin Public Library: Pam DeWeese.

Beverly Hills Liaison: No representative present.

Bloomfield Hills Liaison: No representative present.

Members of the public present: Three

Pisano asked Webster 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 mentioned two upcoming fundraising events: Sip and Shop at J. McLaughlin on October 19, 2017, and the Books and Bites fundraiser at Baldwin on November 10, 2017. Pisano then acknowledged the retirement of Trustee Sheila Brice and expressed his appreciation for all she has done. He finished by reading a special commendation to her. Brice thanked the Trustees, BPL staff, and the Friends for the opportunity to have served them. Brice also expressed her thanks to her husband John for his support.



Brice mentioned that the October Board packet failed to include the League of Women Voters questions-and-answers for the four candidates running for the Library Board. That document will be included in the November packet.

Next, Pisano introduced a new employee: Jeff Jimison, Technology Assistant – Idea Lab. Jimison introduced himself to the Board. Suhay requested that some examples of things made in the Lab be brought to a future Board meeting. Tera asked Jimison to provide an update on the ventilation issues within the lab, which he did.

Craft highlighted the Library's upcoming events, the complete list of which can be found on page 108 of the October Board packet. Koschik mentioned the Library's participation in the annual Halloween Hoot in Beverly Hills on October 29, 2017 as well as the Vote Smart program on November 18, 2017.

Finally, Pisano acknowledged the following employee anniversaries: Eisele - 8 years; Bowman - 1 year; Wheeler - 4 years; Geisler - 11 years; Klimmek - 6 years; Paley – 6 years; Pepper – 6 years; Richards – 2 years and Ilmer – 23 years.

Next, Tim Barrett and Derek Estrada from Markit, the company redoing the Library's website, presented a preview of the website, comparing and contrasting it to the existing website. The new website is more dynamic and provides sliding screens and rotating information whereas the existing website is static, with content harder to find and many dead end pages. The updated website should improve BPL's search engine optimization (SEO) with search engines such as Google.

### 3. Board Committee Reports

Finance Committee: Tera reported that the Finance Committee met on Wednesday, October 11, 2017 at 4:30 p.m. The FY 2017-2018 budget continues to track well after three months. A complete report of the Finance Committee meeting can be found on pages 16- 19 of the October Board packet.

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

Building Committee: Suhay reported that the Building Committee met on Monday, September 25, 2017 at 4:30 p.m. He highlighted a few of the items from the complete minutes, which can be found on page 20 of the October Board packet. There was a special Library Board meeting on October 2, 2017, at which the two firms (IDS and LZG) selected by the Building Committee for the shortlist were interviewed by the entire Library Board. The Board chose LZG to do the work, which is for the conceptual/schematic design of the Youth Room expansion and renovation.

The next meeting of the Building Committee will be on Wednesday, October 18, 2017 at 4:30 p.m.

4. Library Report: Koschik and Craft presented highlights from the Library Report, which can be found on pages 21-41 of the October Board packet.

### 5. Liaisons

Friends of the Library: DeWeese reported that the Friends are working hard on preparations for the November book sale. She also mentioned a new fundraiser coming in March 2018 called "Books, Bags, and Bagels". Donations of nice bags, purses, and such are welcome. DeWeese thanked Brice for



all her support of the Friends over the years. Brice had recently travelled to Colorado and New Mexico and brought back some fundraising ideas from other libraries, which she will give to the Friends. Underdown suggested putting some brochures for upcoming Friends events at local businesses.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report. Pisano thanked Michael Dul for his past support of BPL.

6. Unfinished Business: There was no unfinished business.
7. New and Miscellaneous Business: There was no new and miscellaneous business.
8. Items Removed from the Consent Agenda: No items had been removed.
9. Information Only: See pages 43 – 108 of the October Board packet.

**Motion:** To go into closed session to consider a personnel evaluation as requested by the Library Director pursuant to Section 8(a) of the Open Meetings Act (Act 267 of 1976).

1<sup>st</sup> Aidenbaum

2<sup>nd</sup> Suhay

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The meeting went into closed session at 8:55 p.m.

The meeting was called back into session at 10:06 p.m.

10. Adjournment

**Motion:** To adjourn the meeting.

1<sup>st</sup> Suhay

2<sup>nd</sup> 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 10:07 p.m. The next regular meeting will take place on Monday, November 20, 2017 at 7:30 p.m.

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Ashley Aidenbaum, Secretary

Date