



BALDWIN PUBLIC LIBRARY
MINUTES, REGULAR MEETING
November 20, 2017

1. Call to Order and Roll Call

The meeting was called to order by Frank Pisano at 7:32 p.m. All present recited the Pledge of Allegiance.

Library Board present: Frank Pisano, Bob Tera, Ashley Aidenbaum, Jim Suhay, David Underdown and Student Representative Sienna Capone.

Absent and excused: Melissa Mark.

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: Lee Peddie, Village of Beverly Hills.

Members of the public present: None.

Pisano asked Capone to read aloud the Library's mission statement.

2. Consent Agenda

Motion to approve the consent agenda.

1st Aidenbaum

2nd Suhay

A roll call vote was taken.

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

Nays: None.

Absent and excused: Mark.

The motion was approved unanimously.

3. Election of Officers for 2017-2018

Motion to elect Jim Suhay as President.

1st Pisano

2nd Underdown

Yeas: Pisano, Suhay, Tera, Underdown and Aidenbaum

Nays: None.

Absent and excused: Mark.

The motion was approved unanimously.

Pisano, the outgoing president, turned the meeting over to Suhay, the new president.



Motion to elect Bob Tera as Vice President.

1st Suhay

2nd Underdown

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

Nays: None.

Absent and excused: Mark.

The motion was approved unanimously.

Motion to elect Ashley Aidenbaum as Secretary.

1st Tera

2nd Underdown

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

Nays: None.

Absent and excused: Mark.

The motion was approved unanimously.

Suhay thanked Pisano for his leadership this past year and expressed his appreciation for the support and confidence of the board members.

4. Board Reports and Special Announcements: Suhay mentioned a few recent events in Birmingham: the election of Pisano, Mark, and Aidenbaum to the Library Board for four-year terms; the success of the Friends book sale and the fine job that the Friends did in running the sale; the successful November 10 Books & Bites fundraiser, which a planning committee had spent long hours working on; and, finally, the launch of the new Library website. Aidenbaum mentioned that Mark had a longstanding commitment that precluded her from being in attendance this evening even though she very much wanted to. Aidenbaum also appreciated that the Idea Lab was open during Books & Bites; it was a great opportunity to showcase the Lab. Suhay reiterated his prior request that sample items created in the Idea Lab be brought to a Board meeting.

Next, Pisano acknowledged the following staff anniversaries: Tremba (17 years); Wong (15 years); Dion (12 years); Gioia (10 years); and Gimby (6 years).

Koschik read a letter from former Board member Sheila Brice thanking the Board for its commendation of her at the October meeting. Pisano expressed his appreciation to Brice for all she has done for Baldwin.

Craft mentioned that the recent Adult Services renovation was featured in the November 15 issue of *Library Journal*, a copy of which will be provided in the December Board packet. Aidenbaum requested that it be passed along to the City Commissioners.

Craft called attention to a few of BPL's upcoming events of interest, which can be found on page 102 of the November Board packet.



Board Committee Reports:

Finance Committee: Tera reported that the Committee met on November 13, 2017 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 2016-2017, which gave BPL a clean opinion. The FY 2017-2018 budget continues to track well. The next meeting of the Finance Committee will be on December 11, 2017 at 4:30 p.m.

Motion to accept Plante & Moran's audit report for FY 2016- 2017.

1st Tera

2nd Suhay

Yeas: Suhay, Pisano, Tera, Underdown and Aidenbaum

Nays: None.

Absent and excused: Mark.

The motion was approved unanimously.

Building Committee: Pisano reported that the Building Committee met on October 18, 2017 at 4:30 p.m. and November 1, 2017 at 4:30 p.m. Complete minutes of these meetings can be found on pages 17 and 18 of the November Board packet. Aidenbaum asked at what point the input from the November 13 community forum was considered. Koschik mentioned that the input was discussed at the recent Building Committee meeting, that the notes would be circulated to all Board members, and that additional input would be sought. Aidenbaum suggested that an email survey be sent to those patrons who permit such contact. Koschik called attention to an article on page 89, which discusses six suggestions for an expansion of the children's wing at the Salem-South Lyon Library. Koschik mentioned that the Baldwin project is still at the conceptual/schematic level and that more public input will be sought if we proceed to the design development stage. Pisano noted that the "as is" drawings the Library commissioned should help minimize change order requests. Underdown mentioned that change orders are part and parcel to the building process and, though it's good to try to minimize them, they will still occur. Suhay mentioned the value of setting aside a sizable contingency to cover the unforeseen. The next meeting of the Building Committee will take place on November 29, 2017 at 4:30 p.m.

5. Library Report:

Koschik thanked the candidates who ran for the Library Board in the recent election. He mentioned ongoing personnel searches for the positions of part-time Adult Services Librarian, Idea Lab Supervisor, and Technical Services Coordinator. Koschik thanked the Friends for their work on the book sale and mentioned the tireless efforts of Deb Mohatarem, chair of the Book Sale. He also thanked Gary Eisele and Bob Glenn for their help cleaning up after the book sale. Koschik mentioned the loss of the "Arriving Home" sculpture that had been on long-term loan to Birmingham and had been located on the Library's southwest lawn. He reported that a replacement sculpture had been proposed by the Public Arts Board. Aidenbaum suggested contacting Cranbrook to see if they had any work that might be considered. The matter will be discussed again at the December 18 Board meeting.

Craft brought the Board up to date on the new website, which was launched last week. She also mentioned that planning for this year's Battle of the Books was well underway. Craft also thanked all those who were involved in the recent Books & Bites fundraiser, a sentiment



echoed by Underdown who thanked the staff for their hard work. Additional details of the Library Report can be found on pages 19 – 40 of the November Board packet.

6. Liaisons

Friends: Pam DeWeese stated that the book sale was an enormous success, raising approximately \$11,000. The Friends donated some of the leftover books to numerous organizations, and the remaining books were sold by the pound to a third party. DeWeese mentioned that we need to have more volunteers to help with the tear down after the sale. Membership and donation revenue to date is \$8,450, and last month's sales from the floor display across from the Circulation Desk was over \$600. The next Friends meeting is in January 2018; all are welcome to attend and get involved. The next Friends sponsored event is March 18, 2018: Books, Bags, and Bagels.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

7. Unfinished Business: None.

8. New and Miscellaneous Business: Suhay mentioned two initiatives he wished to discuss: fundraising and the strategic plan. He would like to form an ad hoc fundraising group whose purpose would be to explore fundraising ideas. The group would be comprised of Mark, Tera, and Suhay – at least initially. He would also like a group to discuss the strategic plan with a view to making some revisions to the Library's vision and strategic plan. This group would review changes and updates proposed by Library staff. Tera mentioned his concern about the need to form a vision before developing the strategic plan. Aidenbaum suggests ordering the process in three phases: learning/listening; vision formation; and strategic planning. It was agreed to continue this discussion and develop a process to accomplish the goal. Both fundraising exploration and work on the strategic plan will take place after the City's long-range planning session on January 27, 2018.

9. Information Only: See pages 41 – 102 of the November Board packet.

10. Adjournment

Motion to adjourn the meeting.

1st Tera

2nd Underdown

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

Nays: None.

Absent and excused: Mark.

The motion was approved unanimously. The meeting was adjourned at 8:45 p.m. The next regular meeting will be on Monday December 18, 2017.