



BALDWIN PUBLIC LIBRARY  
MINUTES, REGULAR MEETING  
December 17, 2018

1. Call to Order and Roll Call

The meeting was called to order by President Bob Tera at 7:30 p.m., and all present recited the Pledge of Allegiance.

Library Board present: Jim Suhay, Bob Tera, David Underdown, Frank Pisano, Ashley Aidenbaum, Melissa Mark, and Student Representative Chelsea Schaufler.

Absent and excused: None.

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

Friends of the Library Liaison: None.

Contract community representatives present: None.

Members of the public present: Michelle Hollo, Lindsay Van Syckle, Jennifer Wheeler, and Olivia Fogel.

Tera asked Schaufler to read aloud the Library's mission statement.

2. Consent Agenda

**Motion to approve the consent agenda.**

1<sup>st</sup> Aidenbaum

2<sup>nd</sup> Pisano

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

3. Board Reports and Special Announcements:

Tera took a few minutes to thank Books & Bites committee members Michelle Hollo, Lindsay Van Syckle, and Jennifer Wheeler for their service to the Library and their excellent work in raising over \$27,000 for the Youth Room Expansion and Renovation project. The other members of the Board echoed that sentiment. Wheeler, Van Syckle, and Hollo expressed their appreciation for the opportunity to lead such a successful event and thanked all who were involved.

Tera invited everyone to visit the newly re-decorated Grand Hall and thanked the committee involved with the project.



Tera next recognized and appreciated the Building Committee members Suhay, Pisano, and Underdown, as well as Mark, and he re-appointed all Board members to the same committees as in the prior year.

Next, Pisano announced the following staff anniversaries: MacMillan (4 years) and Novak (1 year).

Mark updated the Board on the fundraising activities to date. The May 22 fundraiser raised nearly \$147,000, including pledges; Books and Bites raised an estimated \$27,000; and, the letter campaign has netted \$7,500 to date. In addition, we received a grant from the Bloomfield Hills branch of the Women's National Farm and Garden Association for \$2000. In hand, we have raised about \$153,000 and have nearly \$30,000 in pledges yet to come.

Chelsea Schaufler, current Student Representative, shared information about the position she has held as student representative, and explained the application process. The position is open to high school juniors in Baldwin's service area, and applications are due January 11, 2019.

Craft highlighted a few upcoming events of interest, details of which can be found on page 84 of the December Board packet.

#### Board Committee Reports:

Finance Committee: Pisano reported that the Committee met on December 10, 2018. Complete minutes of this meeting are on pages 14 -16 of the December Board packet. The next meeting of the Finance Committee will take place on Monday, January 14, 2019 at 4:30 p.m.

Building Committee: Suhay reported that the working Committee met on the following dates: November 14, 2018 and December 3, 2018. The Landscape Subcommittee met on December 5, 2018 and December 13, 2018. Complete minutes of these working sessions and the Landscape Subcommittee meetings are on pages 17-22 of the December Board packet.

Suhay then asked Koschik and Craft to update the Board on the design and development phase of the Youth Renovation. Koschik mentioned that aquarium costs have been a concern. The newly received estimate for the larger size (8' x 3' x 2') is slightly over \$9,000, which is only \$1,700 more than the smaller version. The estimate for monthly maintenance is \$200. The Committee has decided in favor of the larger aquarium. The blinds/shades will be bottom-up style. Craft updated the Board on the carpet design plan for the Youth Room and then reviewed the designs for the lighting, terrace, and landscaping. Mark asked about lighting in the stacks and if the shelving would be wood. Craft said the stack lighting will be the same as in Birkerts and the shelving would be the same as in Birkerts too—i.e., unstained maple. Aidenbaum expressed concern about the surface material of handrails and other features in the restrooms in regards to their cleanability. Suhay explained the rationale for the choice made by the architect. Suhay outlined the next steps in the process with a goal for RFP approval at either the last City Commission meeting in January or a Commission meeting in February.

#### 4. Library Report:

Koschik mentioned the recent \$45,000 grant from the Birmingham Area Cable Board for updates to the technology of the Rotary Room. He also updated the Board on the progress with the new ILS system.



Craft highlighted a few other items from the Library report, which can be found on pages 23-40 of the December Board packet.

5. Liaisons:

Friends of Baldwin Public Library: There was no report, but Koschik called attention to page 40 of the December Board packet, which is the list of expenditures that the Library has made with donations from the Friends. He expressed his appreciation for the Friends all they do for the Library.

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: None.

8. Information Only: See pages 41-84 of the December Board packet.

9. Adjournment

**Motion:** To adjourn the meeting.

1<sup>st</sup> Mark

2<sup>nd</sup> Underdown

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously. The meeting was adjourned at 8:25 p.m. The next regular meeting will be on Wednesday, January 23, 2019 at 7:30 p.m.

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Melissa Mark, Secretary

Date