



BALDWIN PUBLIC LIBRARY
MINUTES, REGULAR MEETING
January 23, 2019

1. Call to Order and Roll Call

The meeting was called to order by President Bob Tera at 7:30 p.m.

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; Rosemary Retford, Youth Librarian and Paul Gillin, Administrative Assistant.

Friends of the Library Liaison: Ryndee Carney.

Contract community representatives present: None.

Members of the public present: LZG representatives Bob Ziegelman, John Gardner, and Karen Swanson.

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

2. Consent Agenda

Motion to approve the consent agenda.

1st Aidenbaum

2nd Mark

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 mentioned the various programs that were held this week at both the Library and the Community House to honor Dr. Martin Luther King Jr. The Library was very busy on Martin Luther King Jr. Day.

Tera asked Retford, Youth Librarian, to introduce herself to the Board. She provided a brief summary of her education and work experience and was warmly welcomed by the Board.

Tera invited Carney to provide the Friends report. She reported that in calendar 2018, the Friends contributed over \$48,000 to the Library, thanks to the success of its activities, including its successful new fundraising activity "Books, Bags and Bagels" which will be held again in March, 2019. The pop-up sales have been successful as well. Carney also highlighted some of the social media stats for the



Friends. At present, the Friends have 330 paid memberships and 600 total memberships. One goal for 2019 is to increase interest in members to serve on the FOBPL Board.

Next, Pisano announced the following staff anniversaries: Koschik (28 years); Poprafsky (23 years); Hildebrandt (25 years); and Salucci (14 years).

Craft thanked Schaufler for her past year of service and wished her well. Board members similarly expressed their appreciation for her participation.

Mark updated the Board on the fundraising activities to date, which have yielded approximately \$184,000 (plus an additional \$22,000 in pledges) for the Youth expansion and renovation project.

Craft highlighted a few upcoming events of interest, details of which can be found on page 119 of the January Board packet.

Board Committee Reports:

Finance Committee: Pisano reported that the Committee met on January 15, 2019. Complete minutes of this meeting are on pages 14 – 16 of the January Board packet. The budget for FY 2018-2019 continues to track well. The next meeting of the Finance Committee will take place on Monday, February 11, 2019 at 4:30 p.m.

Building Committee: Suhay welcomed the LZG representatives present at the meeting. He then reported that the working group met on January 11, 2019 and January 18, 2019. Complete minutes of these working sessions are on pages 17 - 19 of the January Board packet.

Koschik then presented the documents that have been sent to the City in preparation for its upcoming long-range planning session, which will be held on January 26, 2019. He highlighted some of the more salient features of the proposed project, all of which have been discussed during prior Board meetings. The Library continues to target a summer 2019 start date for the project. Koschik then invited Swanson to discuss with the Board the choices under consideration for the various sizes of tiles for the restrooms, which will be representative of books on shelves. Pisano and Aidenbaum expressed their approval of the design concept. In addition to the tile size consideration, we must evaluate and consider color combinations for the surfaces in the rest rooms. Suhay asked Swanson to consider tile options between 12 inches in width and eight inches in width and to develop drawings that illustrate those options.

Koschik briefly reviewed the cost and financing of the project. The cost has increased by nearly \$100,000 (4.2%) over the past year for added items, like the children's garden and automatic door openers. The additional millage the Library will receive for this project will cover approximately \$2 million of the roughly \$2.4 million that the project is now estimated to cost. Library funds from fundraising and the Trust will bridge the gap.

Suhay reviewed the cost elements in greater detail and explained the changes to the January 2018 estimates. The increase is due to additions to the project, as well as increasing construction costs resulting from the booming construction industry.

Koschik asked the Board to approve a motion approving the upcoming RFPs related to the project.



Motion: To authorize the approval of RFPs for construction, landscaping, and FFE (furniture, fixtures, and equipment) relating to the Youth Services expansion and renovation, contingent upon the approval of such RFPs by the Library’s legal counsel and Building Committee, and—in the case of construction and landscaping—also by the Birmingham City Commission.

1st Suhay

2nd Mark

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

Nays: None.

Absent and excused: None.

4. Library Report:

Koschik highlighted key statistics from the dashboard on page 22 of the January Board packet and fielded a few questions from Board members. Koschik provided the Board an update on the customer service training recently undertaken at BPL. A review of it will occur in February. Koschik also mentioned the upcoming ZingTrain session for select staff and Board members.

Craft mentioned a few other items from the Library report. Aidenbaum suggested some possible ways to increase the visibility of the Idea Lab on social media. The complete Library Report can be found on pages 21 - 36 of the January Board packet.

5. Liaisons:

Friends of Baldwin Public Library: See the remarks from Carney made earlier under Board Reports and Special Announcements.

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: Koschik described the selection process for a new janitorial service for the Library.

Motion: To approve the selection of DM Burr Group to perform janitorial services at the Library, at a monthly rate of \$3,221.32, for a four-year contract to be paid out of account 816.0100 Janitorial Contract.

1st Aidenbaum

2nd Pisano

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

Nays: None.

Absent and excused: None.

Suhay inquired about the new outdoor sculpture. Koschik has sent an email to the Planning Department about it, but has not heard back yet. He presumes the installation will occur when the weather improves.



8. Information Only: See pages 93 - 119 of the January Board packet.

9. Adjournment:

Motion: To adjourn the meeting.

1st Underdown

2nd Suhay

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously. The meeting was adjourned at 9:09 p.m. The next regular meeting will be on Monday, February 18, 2019 at 7:30 p.m.

Melissa Mark, Secretary

Date

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