



BALDWIN PUBLIC LIBRARY  
MINUTES, REGULAR MEETING  
February 18, 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, Frank Pisano, Ashley Aidenbaum, Melissa Mark, and Student Representative Klea Ahmet.

Absent and excused: David Underdown.

Library Staff present: Doug Koschik, Director; Rebekah Craft, Associate Director; Carri Fritz-Gvozdich, Circulation Supervisor; and Paul Gillin, Administrative Assistant.

Friends of the Library Liaison: Pam DeWeese.

Contract community representatives present: None.

Members of the public present: One person.

Tera introduced Ahmet and asked her to read aloud the Library's mission statement.

2. Consent Agenda

**Motion to approve the consent agenda.**

1<sup>st</sup> Pisano

2<sup>nd</sup> Mark

A roll call vote was taken.

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

Nays: None.

Absent and excused: Underdown.

The motion was approved unanimously.

3. Board Reports and Special Announcements:

Tera thanked the following staff for their contributions to BPL:

- Substitute Librarian Mick Howey, who has worked at Baldwin for two years, has recently helped the Adult Services Department greatly by working many extra hours at the Reference Desk during staff vacancies and sick leaves. When time permits at the Desk, Mick prepares "new release" lists and other kinds of book lists for the Library's website.
- IT Coordinator Jamie Richards is always on call to handle technological emergencies. Last Friday morning an Internet outage affected the Library. Jamie stayed on the phone with technicians until the problem got solved three hours later. At the same time, he was assessing the situation internally and letting people know what they were able and not able to do on their computers.



- Bookkeeper Darlene Poprafsky constantly remains busy in her job, but every year she faces extra burdens with the regular Library audit, as well as the IRS 990 Form for the Baldwin Public Library Trust. She has just finished her work with the latter. Darlene's honesty and attention to detail are legendary.
- Circulation Assistants Carri Gvozdich and Karen Koyle recently took on the extra burden of planning the Library's annual thank-you party for staff. Over 50 employees and Library Board members braved snowy road conditions to attend, and a good time was had by all. The party was paid for out of the Paul Francis Endowment Fund for Staff Appreciation. Many thanks to Janet Francis for making this and other morale-boosting staff events possible.
- Three years ago, Youth Department Head Stephanie Klimmek took over the daunting task of coordinating the annual Battle of the Books with the Birmingham Public Schools. This year's Battle was the best ever, with over 500 fourth and fifth graders participating. I wish to thank Stephanie and all of her staff for the incredible number of hours they put into this popular and worthwhile activity.

Tera introduced Circulation Assistant II Carri Fritz-Gvozdich, who described her background. Tera then introduced new Student Representative Klea Ahmet, who spoke briefly about her background and interest in the Library. She was warmly welcomed by the Board.

Next, Pisano announced the following staff anniversaries: Hart (23 years); Williams (6 years); Kabel (6 years); Green (3 years); and, Johnson (2 years).

Mark updated the Board on the fundraising activities to date, which have yielded approximately \$185,000 (plus an additional \$20,000 plus in pledges) for the Youth renovation project. Tera thanked Mark for her effort and the public for their generous donations.

Craft highlighted a few upcoming events of interest, details of which can be found on page 75-76 of the February Board packet.

#### Board Committee Reports:

Finance Committee: Pisano reported that the Committee met on February 13, 2019. Complete minutes of this meeting are on pages 14-16 of the February Board packet. The budget for FY 2018-2019 continues to track well. The next meeting of the Finance Committee will take place on Monday, March 11, 2019 at 4:30 p.m.

Building Committee: Suhay reported that there was no Building Committee meeting since the last Board meeting, but referred the Board to page 17 of the February Board packet for Koschik's presentation to the City Commission at its long-range planning session on January 26. Suhay then asked Koschik to update the Board on a recent meeting he had with LZG and City officials regarding the Youth Services renovation. Koschik stated that the City prefers that one RFP be issued, including both construction and landscaping. There will still be a separate RFP, issued by the Library, for furniture and fixtures. Mark asked for clarification of the landscaping and whether it would be under the jurisdiction of the general contractor. Koschik stated yes, but that there would be a line item on the bid sheet for landscaping. Koschik stated that the Board had previously approved a resolution authorizing separate RFPs for construction and landscaping, but now he recommends the approval of another resolution referring to only a single RFP.



**Motion:** To endorse the final plan for the Baldwin Public Library Youth Room expansion and renovation, as developed by Luckenbach Ziegelman Gardner Architects, and to request that the Birmingham City Commission endorse the plan and authorize issuance of the RFP for the project.

1<sup>st</sup> Suhay

2<sup>nd</sup> Mark

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

Nays: None.

Absent and excused: Underdown.

The motion was approved unanimously.

Pisano expressed his appreciation to Suhay for his remarks at the City's January 26 long-range planning session, which highlighted the current and future projects underway or envisioned at BPL, thereby keeping the Library's projects in front of the Commission.

4. Library Report:

Koschik highlighted a few recent activities of interest, including ZingTrain, Birmingham Next, and the updates to the audio-visual technology of the Rotary and Tribute Donor Rooms.

Craft mentioned a few other items from the Library report. The complete Library Report can be found on pages 29 - 48 of the February Board packet.

5. Liaisons:

Friends of Baldwin Public Library: DeWeese reported that the Friends had a Board meeting last week and three guests attended from the public. January sales from the book cart were \$704. The annual meeting is scheduled for April 14, 2019. There is a musical event after the meeting. The Friends are still accepting donations of gently used purses, bags, etc., for the March 24 Books, Bags and Bagels event.

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: Mark asked Koschik if there was any update from the City regarding the outside sculpture; Koschik stated that nothing much can be done until the weather improves, thereby enabling some foundation work to be done prior to installation. Mark believes it would be nice to have some sort of celebratory event in conjunction with the installation.

8. Information Only: See pages 49 – 76 of the February Board packet.

9. Adjournment

**Motion:** To adjourn the meeting.

1<sup>st</sup> Suhay

2<sup>nd</sup> Mark

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



Nays: None.

Absent and excused: Underdown.

The motion was approved unanimously. The meeting was adjourned at 8:18 p.m. The next regular meeting will be on Monday, March 18, 2019 at 7:30 p.m.

---

Melissa Mark, Secretary

Date

Approved