



BALDWIN PUBLIC LIBRARY
MINUTES, REGULAR MEETING
June 17, 2019

1. Call to Order and Roll Call

The meeting was called to order by President Bob Tera at 7:35 p.m.

Tera asked Ahmet to read aloud the Library's Mission Statement.

Library Board present: Bob Tera, Frank Pisano, Ashley Aidenbaum, Melissa Mark, and Student Representative Klea Ahmet

Absent and excused: Jim Suhay and Dave Underdown.

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: Lee Peddie, Mayor, Beverly Hills Village Council.

Members of the public present: None.

2. Consent Agenda:

Motion to approve the consent agenda.

1st Aidenbaum

2nd Mark

A roll call vote was taken.

Yeas: Tera, Pisano, Aidenbaum, and Mark.

Nays: None.

Absent and excused: Suhay and Underdown.

The motion was approved unanimously.

3. Board Reports and Special Announcements:

Tera gave Adult Services Library Assistant Lisa Christie special recognition "for the determination she has shown in mastering the Serials module in Polaris--Baldwin's new integrated library system. She has taken charge of the process and done much self-teaching, utilizing the helps in Polaris as well as the training documentation. The process of creating a holdings record for each magazine and newspaper to which the library subscribes has been a huge undertaking, and on top of creating all of those records Lisa has also had to master the serials check-in process. She is a great problem solver, has avoided becoming discouraged, and through it all has continued to help the librarians and patrons at the Adult Services desk with genuine warmth and kindness."

Tera mentioned the use of illicit drugs by patrons at some libraries. A bill under consideration in the



Michigan legislature would allow librarians to store and administer opioid overdose antidotes with legal immunity.

Next, Pisano acknowledged the following staff anniversaries: Gantz (17 years); O’Brien (18 years); Rothley (5 years); and Smith (16 years).

Craft highlighted a few upcoming events of interest, details of which can be found on pages 76-77 of the June Board packet. Ahmet commented on her upcoming service project for homeless pets.

Board Committee Reports:

Finance Committee: Pisano reported that the Committee met on Tuesday, June 11, 2019. Complete minutes of these meetings are on pages 14-16 of the June Board packet. The budget for FY 2018-2019 continues to track well.

Motion: To approve the appropriations and amendments to the fiscal year 2018-2019 budget as follows:

Revenues:

Draw from Fund Balance 271-000.000-400.0000 \$225,000

Expenditures:

| | | |
|------------------------|----------------------|-----------|
| Operating Supplies | 271-790.000-729.0000 | \$ 13,000 |
| Architectural Services | 271-790.000-901.0600 | \$ 75,000 |
| ILS Services | 271-790.000-830.0200 | \$ 23,000 |
| Furniture | 271-790.000-972.0000 | \$ 90,000 |
| Buildings | 271-790.000-977.0000 | \$ 24,000 |
| Total Expenditures | | \$225,000 |

1st Pisano

2nd Aidenbaum

Yeas: Tera, Pisano, Aidenbaum, and Mark.

Nays: None.

Absent and excused: Suhay and Underdown.

The motion was approved unanimously.

The next meeting of the Finance Committee will take place on Monday, July 8, 2019 at 4:30 p.m.

Building Committee: Pisano reported that a working committee met two times over the past month. The complete report can be found on pages 17-22 of the June Board packet.

Motion: To approve Library Design Associates as the furniture, fixtures, and equipment contractor for the Youth Room expansion and renovation project, as recommended by the Library Building Committee, for an amount not to exceed \$475,824.

1st Pisano

2nd Mark



Yeas: Tera, Pisano, Aidenbaum, and Mark.

Nays: None.

Absent and excused: Suhay and Underdown.

The motion was approved unanimously.

4. Library Report:

Koschik highlighted a few items from the Key Metrics Dashboard on page 24 of the June Board packet and thanked the Eick family for their continued support of the round flower bed in front of the Library. He also updated the Board on the sculpture on the southwest corner of the property. Craft reviewed a few additional items from the Library report, including some statistics on the kickoff of the summer reading program on June 14, 2019. The complete Library Report can be found on pages 23-39 of the June Board packet.

5. Liaisons:

Friends of Baldwin Public Library: There was no report, but Koschik called attention to page 39 of the June Board packet for details on the Friends May 2019 expenditures and book sales.

Beverly Hills: Peddie thanked the BPL staff and Board members who participated in the Memorial Day parade and said she will make sure the upcoming Library-sponsored events at Beverly Park are mentioned at an upcoming Beverly Hills Council meeting.

Bloomfield Hills: There was no report.

6. Unfinished Business: There was no unfinished business.

7. New and Miscellaneous Business: There was none.

8. Information Only: See pages 41-77 of the June Board packet.

9. Adjournment:

Motion: To adjourn the meeting.

1st Pisano

2nd Mark

Yeas: Tera, Aidenbaum, Pisano, and Mark.

Nays: None.

Absent and excused: Suhay and Underdown.

The motion was approved unanimously. The meeting was adjourned at 8:15 p.m. The next regular meeting will be on Monday, July 15, 2019 at 7:30 p.m.