



BALDWIN PUBLIC LIBRARY  
MINUTES, REGULAR MEETING  
August 19, 2019

1. Call to Order and Roll Call

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

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

Library Board present: Bob Tera, Melissa Mark, Jim Suhay, Dave Underdown, and Ashley Aidenbaum.

Absent and excused: Frank Pisano and Student Representative Klea Ahmet.

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: None.

2. Consent Agenda:

**Motion to approve the consent agenda.**

1<sup>st</sup> Aidenbaum

2<sup>nd</sup> Mark

A roll call vote was taken.

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

Nays: None.

Absent and excused: Pisano.

The motion was approved unanimously.

3. Board Reports and Special Announcements:

Tera announced that the September 16, 2019 meeting will start at 5:30 p.m. He then mentioned that the biggest Library undertaking of the past month has been emptying out both the Youth Room and the Youth/Circulation office area so that construction work could begin on the Youth Room expansion. The Youth Room has been moved to the former Teen Area and renamed as the Kids Corner, while the staffs of the Youth and Circulation Departments have taken up temporary quarters in other parts of the building.

The staffs of those two departments planned carefully and worked hard, even as the Summer Reading Program was still going on. As a result, this activity was carried out with minimal impact on the public. Staff will, of course, be inconvenienced by their makeshift office space until they can move into their new quarters next spring, at the end of the project, but they're making the best of it.



Too many people were involved in this process to name individually, but Tera thanked the entire staffs of the Youth and Circulation Departments--as well as the Head of IT, who had to set up their computer and telephone connections--for their patience, flexibility, and hard work!

Next, Koschik acknowledged the following staff anniversaries: Linda Beyer (10 years); Anne Davey (12 years); Paul Gillin (6 years); Mick Howey (2 years); Karen Koyle (10 years); Tony Lowe (14 years); Kathleen McBroom (2 years); Terry Meyer (7 years); Daniel Patton (2 years); Kristen Tait (18 years); Nicholas Tupper (1 year); and, Sarah von Oeyen (7 years).

Craft highlighted a few upcoming events of interest, details of which can be found on pages 247-248 of the August Board packet.

#### Board Committee Reports:

Finance Committee: Suhay reported that the Committee met on Monday, August 12, 2019. Complete minutes of the meeting are on pages 16 – 20 of the August Board packet. The next meeting of the Finance Committee will take place on Monday, September 9, 2019 at 4:30 p.m.

Building Committee: Mark reported that the working committee met several times over the past month. The complete reports can be found on pages 21 – 49 of the August Board packet.

Personnel Committee: Aidenbaum reported that the Committee met on Monday, August 12, 2019. Minutes of this meeting are on pages 50 – 163 of the August Board packet.

**Motion:** To approve the updated version of the Baldwin Public Library Employee Handbook, as found on page 103-148 of the August Board Packet.

1<sup>st</sup> Mark

2<sup>nd</sup> Tera

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

Nays: None.

Absent and excused: Pisano.

The motion was approved unanimously.

#### 4. Library Report:

Koschik and Craft each highlighted a few items from the Library Report, which can be found on pages 165 - 182 of the August Board packet.

#### 5. Liaisons:

Friends of Baldwin Public Library: There was no report, but Tera expressed his appreciation for the support of the Friends.

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:

**Motion:** Motion to approve the 2020 Library calendar as found on page 185 of the August 2019 Board packet.

1<sup>st</sup> Suhay

2<sup>nd</sup> Mark

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

Nays: None.

Absent and excused: Pisano.

The motion was approved unanimously.

Next, Koschik outlined the history of the service contract with Bloomfield Hills, which started in 2011. The proposal is to renew the contract with one change regarding the yearly increase, which would be the inflation rate or 3%, whichever is less. Until now, it has been the inflation rate or 5%, whichever is less.

**Motion:** To approve the second amendment to the Agreement for Library Services with the City of Bloomfield Hills in the form as presented tonight [August 19, 2019] subject to the Library Board at a later date approving the exact amount of the first year payment and the specific mills to go on the August 2020 Bloomfield Hills ballot to raise that amount of money.

1<sup>st</sup> Underdown

2<sup>nd</sup> Suhay

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

Nays: None.

Absent and excused: Pisano.

The motion was approved unanimously.

8. Information Only: See pages 199 – 248 of the August Board packet.

9. Adjournment:

**Motion:** To adjourn the meeting.

1<sup>st</sup> Mark

2<sup>nd</sup> Underdown

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

Nays: None.

Absent and excused: Pisano.

The motion was approved unanimously. The meeting was adjourned at 8:18 p.m. The next regular meeting will be on Monday, September 16, 2019 at 5:30 p.m.