



**BALDWIN PUBLIC LIBRARY MINUTES,
REGULAR MEETING
January 22, 2020**

1. Call to Order and Roll Call:

The meeting was called to order by President Ashley Aidenbaum at 7:30 p.m.

Library Board present: Ashley Aidenbaum, Melissa Mark, Frank Pisano, Jim Suhay, Bob Tera, Jennifer Wheeler, and Student Representative Klea Ahmet.

Absent and excused: None.

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

Friends of the Library liaison present: Mark Lyles

Contract community representatives present: None.

Members of the public present: None.

Ahmet read aloud the Library's mission statement.

2. Consent Agenda:

Motion to approve the consent agenda.

1st Tera

2nd Mark

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

3. Board Reports and Special Announcements:

President's report: Aidenbaum thanked all of the people involved in organizing and hosting the January staff appreciation dinner. Koschik added that all staff appreciation events, including the dinner held in January, are possible due to the donations made by Janet Francis to the Paul Francis Endowment Fund for Staff Appreciation.

Board comments: None.

Staff Anniversaries: Pisano acknowledged the following staff anniversaries and gave thanks to these staff members for their passion and for all they do for the Library: Doug Koschik (29 years); Denise Hildebrandt (26 years); and Caroline Salucci (15 years).

Upcoming events of interest: Ahmet highlighted the upcoming *DIY Sharpie Mugs* event scheduled for Thursday, January 30. Craft reported on upcoming events of interest, details of which can be found on page 84 of the January Board packet.

4. Board Committee Reports

Finance Committee:

Tera reported that the Finance Committee met on Monday, January 13, 2020 at 4:30 p.m. Present at this meeting were Pisano, Suhay, Craft, BPL Bookkeeper Paul Gillin, and Ron Carpenter of Raymond James. Carpenter updated those present on Trust accounts and investments, and suggested changes in the Trust's investments.

Tera read the Finance Committee report, complete details of which can be found on page 14 of the January Board packet.

The next meeting of the Finance Committee will take place on Monday, February 10, 2020 at 4:30 p.m. in the Jeanne Lloyd Board Room. Tera encouraged members of the public to attend.

Building Committee:

Suhay stated that four Youth Room working sessions had occurred since the last Board meeting: on December 16, December 30, January 6, and January 13. He emphasized particular items of note. Full details of the report can be found on pages 17 – 25 of the January Board packet.

At the January 6 meeting, Dailey Company confirmed that the ceiling must be lowered to 8'11" in some locations to accommodate HVAC vents. Chandelier lighting will be removed in that area, as these are not compatible with the lower ceiling height.

At the January 13 meeting, the Committee discussed ductwork and lighting conflicts. It was decided to raise the bathroom ceiling height from 8' to 8'6".

Sunlight renderings for the dates of December 21, April 1, June 21, and September 1 were provided by LZG during this meeting, showing sunlight direction entering the Story Room. The Committee decided to add 10" wide metal pans fastened to the top of the blinds on the south wall and two sections of the east wall to block excess direct sunlight from entering the Story Room. The pans will be painted white and will not be noticeable. Morad raised the issue of sprinkler heads interfering with the location of the pans. Morad met later with Fire Marshall Campbell and was told this will not be an issue.

LZG representative Karen Swanson reported that she met on January 9 with a representative of Aquarium Design. The Committee was informed that, when filled with water, the tank will weigh 2800 pounds. The Committee was assured that the tank will have ample support for that weight.

Pisano thanked Suhay for providing such a detailed report, and Library staff for documenting the progress of the renovation.

Koschik informed the Board of the upcoming City long-range planning session on Saturday, January 25. There he will present Phase 3 of the Library building plan. Koschik's report can be found on page 10A of the full agenda of the planning session. The Library's long-range plan consists of three phases: Phase 1 (Adult Services), completed in 2017; Phase 2 (Youth Room), expected to be completed in June 2020; and Phase 3 (entrance, commons, etc.), proposed for 2023. Features of Phase 3 include a street-level entry, reconstruction of the handicap ramp, and renovation of the Circulation Desk. The updated plaza is now proposed as an option.

Phase 3 is anticipated to cost \$2.3 million in 2023 dollars. The Library would be able to fund the project by assessing the full Library millage over four years, and then covering the difference between cost and revenue from its reserves and Trust.

Suhay noted that the City Commission will not decide whether or not to include Phase 3 in the City's budget at the long-range planning session. That decision will actually take place during the budget process in April and May.

Pisano gave special thanks to Koschik and Craft for the time and effort they have taken for Phase 3 planning.

The next Construction Committee working session will be on Monday, January 27 at 1:30 p.m.

5. Library Report and Renovation Update:

Koschik began by discussing the statistical dashboard found on page 28 of the January Board packet.

Aidenbaum inquired about tracking public computer usage and the practicality of setting goals for this statistic. Koschik responded that tracking historical data on public computer usage was used to boost confidence about downsizing the number of available public computers during the Adult Services renovation.

Aidenbaum suggested improving the statistical dashboard by making it more actionable—for example, by tracking the number of page clicks on specific webpages (e.g., the events page). Koschik and Craft will discuss this with Baldwin's management team and get back to the Board with suggestions. Baldwin will also track how often the Computer Lab gets used.

On January 27, Koschik will give a short update on Phase 3 to the Birmingham Rotary Club.

A sample contract from Bingham Farms has been received by Koschik. He will review it and run it by legal counsel and the Board to go over any needed changes.

Koschik summarized the Idea Lab report from Idea Lab Supervisor, Jeff Jimison, found on pages 36 – 37 of the January Board packet.

Craft reports that vinyl number labels have been applied to Adult Services shelving, thanks to the collaboration between Michelle Hollo and Jeff Jimison.

The 2020 Books & Bites Committee is being formed. The event will be held on a Friday evening in October. Details will follow once the Committee has started to meet.

Blase Johnson, part-time Operations Assistant, and Tharron Combs, part-time IT Assistant, have joined the Library staff. Combs will introduce himself at the next Board meeting. Additionally, two Operations Assistants are in the process of being hired, and an IT Networking Intern position has been posted.

Craft stated the Friends are now accepting credit card payments for renewals or donations at baldwinlib.org/friends. On March 22, the Friends are hosting the Books, Bags, and Bagels sale.

The complete Library Report can be found on pages 27 – 52 of the January Board packet.

6. Liaisons

Friends: (Mark Lyles)

Lyles stated that the Friends currently have 343 members. This past December, \$1,100 were raised from sales at the Circulation Desk. \$5,400 were raised by used book sales in the last six months. \$1,600 were made last year at the Books, Bags, and Bagels sale, and a similar success is expected at this year's event.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

7. Unfinished Business: None.
8. New & Miscellaneous Business: None.
9. Items Removed from Consent Agenda: None.
10. Information Only: See pages 54 - 84 of the January Board packet.
11. General Public Comment Period: None.

[During the Trust meeting, following this one, David Bloom made comments relevant to the general Board meeting. Below is a report on those comments.]

David Bloom, of Birmingham, expressed dissatisfaction with the proposal for Phase 3. He believes that the project does not achieve enough goals, given its cost. Among other things, he would like to see a higher-grade café than the one currently being proposed. He suggested that more money might have to be spent on the project.

Aidenbaum responded that the Board values Bloom's thoughtful comments and will consider them carefully.

Suhay provided Mr. Bloom with a copy of the Phase 3 report.

Pisano noted that there will be plenty of time for discussion about Phase 3 since the plans for it are still highly conceptual, and construction is not scheduled to begin until 2023.

Bloom also asked the Library to start holding, once again, publicly-noticed Building Committee meetings. The Board said it would start doing so within a few weeks.

12. Adjournment:

Motion to adjourn the meeting.

1st Suhay

2nd Mark

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously. The meeting was adjourned at 8:38 p.m. The next regular meeting will be on Monday, February 17, 2020 at 7:30 p.m.

The Board gave remarks of appreciation and best of luck to Student Representative Klea Ahmet, who has attended the final Board meeting of her term.

Frank Pisano, Secretary

Date

DRAFT