



**BALDWIN PUBLIC LIBRARY MINUTES,
REGULAR MEETING
February 17, 2020**

1. Call to Order and Roll Call:

The meeting was called to order by President Ashley Aidenbaum at 7:32 p.m.

Library Board present: Ashley Aidenbaum, Melissa Mark, Frank Pisano, Jim Suhay, Bob Tera, and Student Representative Storm Stephenson.

Absent and excused: Jennifer Wheeler.

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

Friends of the Library liaison present: Ryndee Carney

Contract community representatives present: None

Members of the public present: None

Stephenson read aloud the Library's mission statement.

2. Consent Agenda:

Motion to approve the consent agenda.

1st Tera

2nd Suhay

A roll call vote was taken.

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

Nays: None.

Absent and excused: Wheeler.

The motion was approved unanimously.

3. Board Reports and Special Announcements:

President's report: None.

Board comments: None.

Student Representative Introduction: Storm Stephenson:

Aidenbaum welcomed Student Representative Stephenson to the Board. Stephenson introduced himself as a student of Groves High School and a long-time patron. He thanked Koschik and Craft for offering him the opportunity, and stated his excitement to work with the Board.

Staff Anniversaries: Pisano recognized the following staff anniversaries and gave thanks to these staff members for their dedication and service to the Library: Theresa Hart (24 years); Maria Williams (7 years); Dennis Kabel (7 years); Syntha Green (4 years); Angela Shinozaki (4 years); David Stewart (2 years); Wesleyann Johnson (3 years).

Upcoming events of interest: Craft reported upcoming events at the Library, full details of which can be found on pages 86 – 87 of the February Board packet.

4. Board Committee Reports

Finance Committee:

Pisano gave the Finance Committee report from the meeting held on Monday, February 11, 2020. Full details of this meeting can be found on page 14 of the February Board packet.

The Committee agreed to the proposed amendment to the Bingham Farms Contract for Library Services, found on page 26 of the February Board packet. The amendment simplifies the contract and brings it in line with the recently re-negotiated Baldwin/Bloomfield Hills contract. This change affects only the annual increase in the Bingham Farms payment, which will now be calculated as either the increase in the US consumer price index for all urban consumers for the Detroit-Warren-Dearborn area, or 3%, whichever is less. Koschik noted that this index is a reliable measure, used by the City and recommended by legal counsel. The Committee recommended that the full Library Board approve this amendment. The Committee went on to discuss further ways the Library can benefit Bingham Farms residents and business owners.

Craft discussed the January 2020 Friends of the Library Trust expenditures, which can be found on page 73 in the February Board packet. The Friends will be holding their annual meeting on Monday, March 30, 2020 at 6:30 p.m.

Koschik gave an update on the FY 2019-2020 budget, which is tracking well after seven months.

Koschik said that at the March Board meeting, he will give a presentation on the FY 2020-2021 budget as a part of the Library's public budget hearing.

Koschik reported that Plante Moran has extended the filing deadline for the Trust 990 form until May 15, 2020. Bookkeeper Paul Gillin has been meeting with the auditors to answer questions and discuss materials needed to complete the form.

Pisano noted that Koschik and Craft met on February 13 with City Manager Joe Valentine and Finance Director Mark Gerber to discuss the FY 2020-21 budget.

Pisano read the following motion:

Motion to approve the amendment to the Village of Bingham Farms Contract for Library Services as found on page 26 of the February Board packet.

1st Suhay

2nd Tera

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

Nays: None.

Absent and excused: Wheeler.

The motion was approved unanimously.

The next meeting of the Finance Committee will take place on Monday, March 9, 2020 at 4:30 p.m. in the Jeanne Lloyd Board Room.

Building Committee:

Suhay reported important items from the Construction Committee working sessions held on January 28, February 3, and February 10. Full details of the report can be found on pages 28 – 35 of the February Board packet.

On January 28, the Committee reviewed feedback from the City's January 25 long-range planning session, where Koschik made a presentation about Phase 3. The feedback was positive.

The Building Committee will hold a public meeting on March 2, 2020, at 4:30 p.m. to discuss plans for Phase 3 and initiate a public input process. An upgraded café and plaza considerations will be on the agenda.

Aidenbaum asked about best practices concerning inclusive bathroom signage. Koschik responded that he will research the topic and report back. Aidenbaum went on to say that she would like to see the Library make a proactive and welcoming statement to our patrons.

On February 10, Koschik presented the Construction Committee with an updated project cost-tracking sheet. Out of a total contingency budget of \$116,000, 50% remains unallocated at this point.

There will be an eight-hour electrical shutoff on Friday, March 6 starting at 5:30 p.m., so that contractors can install a new switch for the Youth Room. Computer services at the Library will be down overnight.

Suhay ended his report with a timeline for the project's final steps. A ribbon-cutting ceremony and celebration for the new Youth Room will take place on June 28.

The next Construction Committee working session will be on Monday, February 24 at 1:30 p.m.

5. Library Report and Renovation Update:

Koschik welcomed any questions from the Board regarding the statistical dashboard found on page 60 of the February Board packet. Mark asked for a clarification on the 'Patron Use Revenue' category in the Revenue and Expense Report, found on page 16 of the February Board packet. Koschik answered that this category includes all items sold (used books, etc.), printer and copy machine fees, and fines.

Mark inquired if removing fines altogether was being considered by Baldwin. Koschik answered that it is not at this time, but he noted that the automatic renewal of materials up to four times, which Baldwin instituted a year ago, achieves some of the same goals. The new policy has garnered a very positive reaction from patrons, which has outweighed the loss of fine revenue it has caused.

Koschik presented the January report from Idea Lab Supervisor Jeff Jimison, full details of which can be found on pages 64 – 66 of the February Board packet.

Craft reported that Head of Youth Services Stephanie Klimmek organized her fourth Battle of the Books, which was held on February 1, 2020. There were 86 teams and 450 students competing. Head of Adult Services Maria Williams served as emcee, and five judges, five scorekeepers, and several student volunteers helped manage the event. In the end, there were three first-place teams, two second-place teams, and six third-place teams. First-, second-, and third-place teams were awarded gift certificates to Book Beat in Oak Park.

Klimmek and Angela Cervantes, author of *Me, Frida, and the Secret of the Peacock Ring*, visited Birmingham Public Schools in January. Cervantes, whose book was one of the six "Battle" books, spoke on her writing process, books, ideas, and future works.

The Battle of the Books event and the Battle of the Books author visit were both sponsored by the Friends of the Library. Craft said, "We would not have been able to do it without the Friends."

Craft announced that the next Books & Bites fundraising event will be held on October 16, 2020 from 6:00 p.m. to 9:00 p.m. The planning committee includes: Jennifer Wheeler (chair), Karen Rock, Lindsay Van Syckle, Michelle Hollo, David Underdown, Melissa Mark, Robert Stratton, Rebekah Craft, and Doug Koschik. The event will have a masquerade theme, with wine tasting, live music, a strolling dinner, and silent auction. Koschik added that costumes are not required.

New library cards designs will be available to the public in April. Michelle Hollo developed the designs, with collaboration from Craft. Pisano gave kudos to Michelle Hollo for her work in creating such good marketing materials and ideas for the Library.

The spring 2020 edition of "Learn. Connect. Discover" was mailed to resident households this previous weekend.

A new part-time Operations Assistant, Carlton Elam, started employment on February 8.

Craft attended the FOL Board meeting on February 11.

The complete Library Report can be found on pages 59 – 73 of the February Board packet. The Youth Room expansion & renovation update report can be found on pages 75 – 83.

6. Liaisons

Friends:

President Carney reported for the Friends of the Library (FOL). The Friends currently have 372 paying members, which has increased by 35 from last month. Four members have given \$500 or more, and 85 members have given \$100 or more. Carney gave thanks for the generosity and support received from members of the Friends.

The 'Books, Bags, and Bagels' event will be hosted at the Library on March 22, marking the third annual occurrence of this event. Last year, 'Books, Bags, and Bagels' brought in about \$1,600 to the Friends in previous years. The Friends of the Library annual meeting is on March 30, 2020 at 6:30 p.m.

Carney will be attending the Friends of Michigan Libraries Spring Workshop in Portage, MI on March 26, 2020.

She thanked Craft and Friends Treasurer Jennifer Peterson for setting up a Friends PayPal account to accept donations and payments.

Aidenbaum noted that the Friends expenditures can be found on page 73 of the February Board packet.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

7. Unfinished Business: None.

8. New & Miscellaneous Business: Birmingham resident David Bloom contacted Pisano regarding a possible artwork collaboration between the Library and the Detroit Institute of Arts. Bloom and Rob Bowen of the DIA had discussed a possible collaboration on a public mural for the exterior of the building, possibly on or near the current handicap entrance ramp. Pisano stated he will bring any new information or conversations to the Board.

Aidenbaum acknowledged the conceptual nature of this discussion, but requested comments from the Board on any immediate issues that may arise. Koschik made clear that within three years, the handicap entrance ramp, where a mural has been proposed, will most likely be renovated and modified in size. Because of this, any discussion on mural placement at that location would be contingent on those plans. Koschik noted the Library has a long history of supporting public art and displaying donated art.

While on the subject of artwork, Suhay requested a quick update on status of obtaining an outdoor sculpture for the southwest corner of the Library lawn. Koschik expects to have the sculpture in place this summer.

9. Items Removed from Consent Agenda: None

10. Information Only: See pages 85 - 138 of the February Board packet.

11. General Public Comment Period: None

12. Adjournment:

Motion to adjourn the meeting.

1st Mark

2nd Suhay

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

Nays: None.

Absent and excused: Wheeler.

The motion was approved unanimously.

The motion was approved unanimously. The meeting was adjourned at 8:38 p.m. The next regular meeting will be on Monday, March 16, 2020 at 7:30 p.m.

Frank Pisano, Secretary

Date