



**BALDWIN PUBLIC LIBRARY MINUTES,
VIRTUAL REGULAR MEETING
April 20, 2020**

1. Call to Order and Roll Call:

The meeting, held via Zoom, 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, and Jennifer Wheeler.

Absent and excused: None.

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

Friends of the Library liaison present: Ryndee Carney.

Contract community representatives present: None.

Members of the public present: None.

This meeting was held online, via Zoom software, due to the State-mandated stay-at-home order issued in response to the COVID-19 pandemic.

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 Library staff for their hard work in continuing to provide as much Library service to the community as possible during the pandemic. In particular, she lauded the efforts of Jeff Jimison and his volunteers in their effort to provide face shields to healthcare workers on the front lines of the pandemic. She also thanked donors who have aided the effort, including the Friends of the Library.

Aidenbaum noted April 20 is Holocaust Remembrance Day, and reflected on the vital importance of libraries as "repositories of our very complex history as a society".

Board comments: None.

Staff Anniversaries: Pisano recognized the following staff anniversaries and gave thanks to these staff members for their dedication and service to the Library: Elaine Asher (1 year); Belinda Bolivar (5 years);

Cameron Crawford (5 years); Ethan Cronkite (5 years); Ruth Ann Czech (1 year); Carri Fritz-Gvozdich (11 years); Bob Glenn (8 years); Alyssa Gudenburr (2 years); George Kasparian (23 years); Rosemary Retford (2 years); and Lauren Ziolkowski (5 years).

Upcoming events of interest: Craft reported upcoming events at the Library, full details of which can be found on pages 67 – 68 of the April Board packet. These events will be held virtually, as physical-presence Library programs have been cancelled through May 31.

4. Board Committee Reports

Finance Committee:

Tera reported that the Committee held a Zoom conference on Monday, April 13 with Ron Carpenter from Raymond James, who gave a rundown on the current status of the Trust's investments. Carpenter noted that the Trust's accounts were down, but that they are now recovering somewhat.

The budget for FY 2019-20 continues to be on track.

The next meeting of the Finance Committee will take place on Monday, May 11, 2020 at 4:30 p.m. It will be held via Zoom.

Building Committee:

Suhay reported that the Construction Committee last met on Monday, March 16 in the Jeanne Lloyd Board Room. Work on the Youth Room expansion and renovation was halted on Monday, March 23, by State executive order. (The Library itself closed to the public effective March 15.)

As of March 16, drywall installation was 80% complete, electricians were beginning to prepare for lighting fixture installation, glass work was finishing up, roofers were working on roof coping, and lumber for doors and jambs was en route.

The Committee has begun research on outdoor furniture for the terrace and garden.

The completion of construction is expected to be delayed several weeks beyond the originally expected date. It is also uncertain when landscaping will begin and when it will be finished.

5. Library Report and Discussion of COVID 19 Measures:

Koschik discussed the Library's statistical dashboard, found on page 26 of the April Board packet. It reflects the Library's level of activity during the first three quarters of FY 2019-20. He noted that two large payments were made in March to the Dailey Company. Expenses in April will be lower.

The Library has done very well in meeting its benchmarks for the first eight months of the fiscal year. With the Library's closure to the public on March 15, however, most of March statistics are quite low. And they will continue to be low through the end of the fiscal year.

The next quarterly newsletter will not be sent by mail. The summer newsletters will instead be monthly and available online.

Craft reported that she continues to work with Michelle Hollo on marketing material, social media outreach, and digital resources. Hollo has created numerous infographics pertaining to the use of the Library's digital resources. The 'Storybook Trail' at Beverly Park has been updated by Youth Librarian

Caroline Salucci, with graphics produced by Hollo. Craft will continue to work with Hollo on producing summer reading program material and the May eNewsletter.

A new Library program, "Friday 5 at 5," is being held every Friday, with a different librarian each time sharing five things one can do at home during the quarantine. Recently, Maria Williams, Head of Adult Services, presented five cookbooks, and Stephanie Klimmek, Head of Youth Services, shared five handwashing songs.

Craft also reported she had sent out two press releases: one for the Idea Lab Face Shield initiative, and one for the virtual storytimes that the Library is offering.

The key word in summer programming discussion is 'pivotable'. Koschik stressed that Library staff will remain adaptable when organizing and holding summer programs. Outside vendors will not be brought in during this time.

Discussion of COVID-19 Measures:

The Library has tried to continue to provide services to the public despite its physical closure. Staff has done its best to make online Library resources readily available to the public, and the Library has waived all fines so that online resources will remain accessible to all patrons. A full listing of what the Library has done so far in the pandemic and how it is planning to handle the re-opening of the Library at some date in the future can be found on pages 28 – 36 of the April Board packet.

Limited physical presence by staff in the Library is necessary for mail retrieval and bill payment. Books are being mailed to book club participants and homebound patrons via USPS. Jamie Richards and Bart Gioia have updated Library computers during the closure.

Zoom management meetings occur weekly. The management team is discussing the procedures that need to be in place once the Library re-opens, such as the use of face masks by staff; requiring employees to monitor their temperatures; a distancing policy for browsing, studying, and computer usage; and adaptable, phased strategies for re-opening.

Craft reports that staff continues to remain accessible by phone or email and is purchasing requested digital materials. New Library cardholders are being registered online. Librarians are preparing summer programs that they can host themselves.

Josh Rouan, Technical Services Coordinator, has expanded access to Ancestry.com so that it can be used at home. Money budgeted for physical materials is being shifted to digital materials, such as purchasing additional copies of popular books in Overdrive and Libby, and allowing more patron use of Hoopla.

Summer programming funding is expected to be limited this year because of the cancellation of the Friends of the Library book sale and the Friends' purse sale.

A decision will be made next month regarding the withdrawal of funds from the Trust's endowments funds.

6. Liaisons

Friends (Ryndee Carney):

Carney wished everyone a happy National Library Week. She reported that the Friends donated \$2,320 to the Idea Lab to cover the cost of a new 3D printer and supplies for 2,000 face shields. The Books, Bags, and Bagels fundraiser has been postponed, and the May book sale has been cancelled.

The most recent Friends of the Library Board meeting was held on April 14 via Zoom.

The Annual Friends of the Library Meeting is anticipated to be held on May 12, at 7:00 p.m., via Zoom.

Mark thanked Carney and the Friends for their generosity and support of the Idea Lab's endeavors.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

7. Unfinished Business: None.

8. New & Miscellaneous Business:

Mark noted that we need to decide whether or not to hold the Books & Bites Fundraiser originally scheduled for October 2020. She recommends making a decision by June.

9. Items Removed from Consent Agenda: None

10. Information Only: See pages 43 - 139 of the April Board packet.

11. General Public Comment Period: None

12. Adjournment:

Motion to adjourn the meeting.

1st Mark
2nd Wheeler

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

The motion was approved unanimously. The meeting was adjourned at 8:27 p.m. The next regular meeting is scheduled for Monday, May 18, 2020 at 7:30 p.m.

Frank Pisano, Secretary

Date