



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

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.

All present recited the Pledge of Allegiance following establishment of quorum.

1. 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.

2. Board Reports and Special Announcements:

**President's report:** None.

**Board comments:** Tera commended management for doing a great job during trying circumstances. Pisano gave kudos to staff and noted the general positive feedback from visiting patrons.

**Staff Anniversaries:** Pisano recognized the following staff anniversary: Rebekah Craft, Associate Director, who reached 5 years of service on July 6. Tera stated that, at her interview for the position in 2015, "we knew instantly that this was the person we wanted... and she has performed in excess of expectations."

**Upcoming events of interest:** Craft reported upcoming events at the Library, full details of which can be found on pages 56 – 58 of the June Board packet. These events will be held virtually, as physical-presence Library programs have been cancelled for the foreseeable future.

### 3. Board Committee Reports

#### **Finance Committee:**

Tera reported that the Finance Committee held a Zoom conference on Monday, July 13. Present were Tera, Suhay, Koschik, and Craft. Full minutes of this meeting can be found on pages 16-18 of the July Board packet.

During this meeting Koschik gave a preliminary end-of-year report on the FY 2019-2020 budget. The Committee discussed the upcoming Library millage election in the City of Bloomfield Hills, which takes place on August 4.

Supply expenses in FY 2019-2020 were higher than budgeted due to the purchase of COVID-19-related supplies. Koschik noted COVID-19 supply expenses totaled approximately \$9,000 through the end of June.

Pisano inquired about the number of self-checkout machines in the Library, since an additional one was recently purchased for the Youth Room. Koschik noted there are now a total of three machines, including the new one.

Pisano asked Koschik to talk about the Bloomfield Hills millage vote. He wondered if there was any opposition to the Library millage. Koschik noted that the vote will be held on August 4, 2020. The contract for a six-year renewal of library services is dependent on a successful millage vote. Koschik spoke to the Bloomfield Hills City Commission on July 14 concerning the millage and was well received. He has not heard of any organized opposition to the millage, or negative statements against either the millage or Baldwin's services. The provisions of the new contract are essentially the same as in the 2011 and 2014 contracts. There is annual increase in the contractual payment, based on the inflation rate.

The next meeting of the Finance Committee will take place on Monday, August 10, 2020, at 4:30 p.m. via Zoom.

#### **Building Committee:**

Suhay reported that the Construction Committee held working sessions on June 15, June 22, June 29, July 6, July 13, and July 20. Minutes of these meetings can be found on pages 19-30 of the July Board packet.

Suhay commended the Committee for the significant contributions they have made as a team throughout Phase 2 of Library renovation.

Suhay highlighted key decisions and actions that have occurred during and since these meetings. The Library hopes that the City of Birmingham's Building Department will grant a temporary occupancy permit to the Youth Room on July 21, so that the room can open to the public on July 22. Design work is finishing up for the Youth Room donor wall display, which is expected to be installed in August.

The next working session of the Construction Committee will take place on Monday, July 27 at 1:30 p.m. via Zoom.

4. Library Report and Discussion of COVID 19 Measures:

Koschik discussed the Library's statistical dashboard, found on page 32 of the July Board packet. The data there is for the end of FY 2019-2020. There had been an error in wireless usage statistics because of a software update, so only four months of usage statistics were recorded. Koschik stated that many of the Library's dashboard measurements involve activity in the physical building and therefore were down for the year since the building was closed for over a quarter of the fiscal year.

Pisano thanked Baldwin's librarians for their adaptation to the COVID-19 closure and the continuation of relevant programming. All Library programs have been held virtually since March.

The Youth Room is expected to open to the public on Wednesday, July 22. There will continue to be a capacity limit of 55 patrons within the Library due to state executive orders.

The Diversity and Inclusion Committee will be comprised of Doug Koschik, Rebekah Craft, H Jennings (Adult Services librarian), Jeff Jimison (Idea Lab supervisor), Kathleen McBroom (Adult Services librarian), and Rosemary Retford (Youth Services librarian). The charge of the committee is discussed on pages 34—35 of the July Board packet. A meeting date will be determined soon.

The Eick Family has continued its tradition of giving money to plant flowers in the round planter outside the front entrance of the Library, in memory of their parents, Margaretha and Raymond Eick.

Koschik will be presenting a report to the Beverly Hills Village Council on August 4. He will bring the Council up to date regarding Village usage of the Library, discuss the Library's reopening after the COVID shutdown, and show photos of the renovated Youth Room.

Craft continued the Library Report. Summer Reading Program participants have fulfilled 3,850 goals, with 19 days remaining in the program. Craft continues to work with Michelle Hollo to produce digital issues of *Learn Connect Discover*, COVID-19-related interior signage, and artwork for Youth Services programs and the new Youth Room. The August *Learn Connect Discover* newsletter will be sent to patrons on Monday, July 27.

Craft recently completed a Crisis Communication Practices class through Calvin University. This class focused on crisis communication as well as "how to get in front of it and how to plan for the unexpected."

Update on COVID-19 Measures and the Library's Reopening:

Baldwin Public Library is currently in Phase 3 of its reopening. This phase is called "Grab & Go." All programming remains virtual. MeLCat, the interlibrary loan system, is scheduled to resume on August 10, with commitments to participate from 75% of Michigan's libraries.

Koschik read the following statement:

"The Baldwin Library's two top priorities during the pandemic are 1) staff and public safety, and 2) providing the maximum number of services to the public.

As some staff members have pointed out, the risk of contracting COVID-19 is greater in enclosed spaces, like the Library, than in the outside. Recycled ventilation is a problem. The closer and longer the interaction with others, the greater the chance for transmitting COVID-19.

Baldwin began accepting returned materials on June 8 and instituted curbside pickup on June 15. On July 6, we opened to the public at the “Grab and Go” stage. We allow people into the Library for 45 minutes. They may use the public computers for a maximum of 30 minutes. So far, no more than 20 patrons have been in the Library at any given time.

In accordance with the Governor’s executive orders and CDC recommendations, we have mandated masks and social distancing for everyone. We’re also cleaning the building more aggressively, and we’re quarantining returned items for three days. We’ve removed most furniture in order to discourage patrons from lingering in the building, and we’re getting quotes on the installation of automatic door openers on the four bathrooms that don’t already have them.

Staff reactions to working in the building run the gamut from being very comfortable to being very nervous. So far, three staff members have asked for unpaid leaves of absence for personal health and child care reasons. Some employees don’t feel safe because they have to remind patrons to keep their masks on, remain at least six feet away, or leave a public computer after 30 minutes.

Currently, I’m comfortable at the Grab and Go stage, even though a few staff members have asked me to consider rolling Baldwin back to the Curbside Delivery stage. Some patrons are very glad to be able to use the building, while others prefer to use curbside pickup or services from home. It’s a good thing that we offer both options, and it’s also a good thing that we’re letting people from the public use our computers. I have no current plans to move forward beyond the Grab and Go stage, however.

Coronavirus cases have been rising since mid-June. Rising deaths *may* follow. No one knows for sure what the future will bring. We will “roll back” if the situation calls for it. We do not, however, have a threshold that will automatically trigger a rollback. This is causing concern to some employees, but I’m not aware of any library in this area that does have such an automatic rollback trigger. We will continue to monitor the situation, using such criteria as the number of new cases, the number of new deaths, the State of Michigan’s SafeStart Plan, the Governor’s executive orders, the recommendations of state and county health departments, guidelines from the City of Birmingham, and the plans of other local libraries. The Library Board will, of course, be consulted on any rollback decisions.

Patrons have generally followed our orders about masks and social distancing. We’ve had to remind some patrons about both, generally because of forgetfulness. Only one patron that I’m aware of has made a sharp comment about the mask mandate, but even that person ended up lifting up his mask to cover his mouth and nose.

Staff appreciated having management at the front door during the first week we were open to the public. Some staff would like to continue to have management around more. Currently, Rebekah and I are always available via cell phone. We might bring back the greeter position for a limited time after the Youth Room opens.

The Library's public computers have created special challenges. To help patrons who are sitting at computers, librarians must sometimes get close to them. We're looking at alternate ways of assisting computer users with their questions. In addition, our computers are currently too close together. Therefore, we must limit the number available to the public in order to achieve social distancing. By the start of August, we hope to spread our computers out around Birkerts, so that we can accommodate more users and increase individual time allotments from 30 to 45 or 60 minutes. It is important to note that, often, it is disadvantaged people who use public computers. We are also going to look into loaning out wireless hot spots and Chromebooks to people who would prefer to use computers at home, instead of in the building.

Staff has stressed the need to enforce rules consistently. It has been a problem that the legal landscape around the pandemic has kept changing, with executive orders constantly getting revised, and new health guidelines constantly being issued. Enforcing compliance of any of the pandemic rules is a challenge for all businesses, including libraries."

Koschik stated he does not see expanding services at any time in the foreseeable future, and if necessary, will roll back to a previous phase.

Mark asked how Baldwin's plan compares to other libraries in the area; whether Koschik was in touch with those libraries; and whether the guidelines previously given to the Board regarding what is needed to move ahead with reopening are still in effect. Koschik replied that he is in touch with area libraries often and notes that Baldwin is a bit ahead of the pack in terms of reopening. Rochester Hills opened to the public on July 1, while BTPL did on July 13. Some local libraries, like Southfield, are still not open to the public. There are guidelines in place for further stages of reopening, even though there is no definite timeline.

Aidenbaum asked about the current process for receiving staff concerns involving protocol enforcement or situations. Koschik noted they may bring their concerns to their immediate supervisor, himself, or Associate Director Craft. There are also regular all-staff Zoom meetings in which these concerns may be addressed with the group.

Craft applied for two grants through the Library of Michigan. One was for \$500 for PPE supplies, and the other was for \$1,764 to purchase three mobile hot spots with one year of service. The hot spots will be available for check out to patrons needing internet access at home. Chromebook or tablet checkouts are also being considered. Pisano asked what the checkout period would be for these items. That matter has so far not been discussed, but staff will do so.

Aidenbaum commented on the variety of factors being monitored to determine whether an institution should move forwards or backwards in the reopening process. She cautioned against weighing mortality statistics too heavily in decision making since the long-term health implications of COVID-19 are still being monitored.

Furniture has largely been removed from public areas to support social distancing and discourage lingering for long periods of time. The Library is considering how to spread computers throughout the Birkerts Addition in order to improve patron usage and safety.

Wheeler inquired about sanitation procedures in the Youth Room. Craft noted that while disinfectant wipes are in short supply, surfaces are being wiped with bleach solution regularly. Wheeler also

suggested incorporating kid-friendly imagery in social distancing signage (e.g., “A tiger’s length apart”) to reach out to kids and help them to understand social distancing better. Craft will pass this suggestion along to Michelle Hollo to implement.

5. Liaisons

Friends (Ryndee Carney):

Friends of the Library met on Tuesday, July 14, for a group photo and received a sneak peak of the Youth Room. Their annual newsletter will be sent out during the third week of August. Paid membership has increased by 7% over the last year and now stands at 378. The Friends are brainstorming new ways to fundraise in lieu of in-person book sales.

Aidenbaum noted that the expenditures made possible through the Friends are found on page 53 of the July Board packet, and are published for every monthly meeting.

Suhay suggested hosting a virtual book sale.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

6. Unfinished Business: None.

7. New & Miscellaneous Business: Suhay asked about the renaming of the Story Room. The new name is the “Discovery Room.” Koschik noted that there had been a discussion of the name change at the Finance Committee meeting on July 13. The name change reflects the expanded role of the room, now that it is more than double the size of the previous Story Room. The Discovery Room will host many types of programs, not just story times, and the Youth Department thinks that “Discovery Room” is a more appropriate name.

8. Items Removed from Consent Agenda: None.

9. Information Only: See pages 55-111 of the July Board packet.

10. General Public Comment Period: None

11. Adjournment:

**Motion to adjourn the meeting.**

**1st** Tera

**2nd** Mark

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 8:55 p.m. The next regular meeting is scheduled for Monday, August 17, 2020 at 7:30 p.m.

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Frank Pisano, Secretary

Date

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