



**BALDWIN PUBLIC LIBRARY MINUTES,  
VIRTUAL REGULAR MEETING  
August 17, 2020**

Call to Order and Roll Call:

The meeting, held via Zoom, was called to order by President Ashley Aidenbaum at 7:31 p.m.

Library Board present: Ashley Aidenbaum, Melissa Mark, Frank Pisano, Jim Suhay, Bob Tera, Jennifer Wheeler; and Student Representatives Roni Blank and Storm Stephenson

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.

Blank read aloud the Library's Mission Statement.

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

1. Consent Agenda:

**Motion to approve the consent agenda.**

**1st** Tera  
**2nd** Wheeler

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:** Aidenbaum expressed gratitude and acknowledged the efforts of staff during the pandemic to serve Birmingham and the Library's contract communities.

**Board comments:** None.

**Student Representative Project Update:** Stephenson reported on the Oreo taste test program he organized for teens, which was held on August 13. Stephenson had packaged Oreos that teens picked up at the Library. There were several Oreo cookie flavors for program participants to taste and discuss via Zoom. The virtual program attracted eight participants, and the discussion lasted 40 minutes. The favorite flavors were mint and lemon.

**Staff Anniversaries:** Pisano recognized the following staff anniversaries: Linda Beyer (11 years of service), Anne Davey (13 years), Paul Gillin (7 years), Mick Howey (3 years), Tony Lowe (15 years), Kathleen McBroom (3 years), Terry Meyer (8 years), Daniel Patton (3 years), Kristen Tait (19 years), Nicholas Tupper (2 years), and Sarah von Oeyen (8 years).

**Upcoming events of interest:** Craft reported upcoming events at the Library, full details of which can be found on pages 62-63 of the August 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:**

Pisano reported that the Finance Committee held a Zoom meeting on Monday, August 10. Present were Pisano, Suhay, Tera, Koschik, and Craft. Full minutes of this meeting can be found on pages 18 of the August Board packet. The status of nearly \$300,000 in Youth Room donations that are currently in a money market account was discussed

The next meeting of the Finance Committee will take place on Monday, September 14, 2020, at 4:30 p.m. via Zoom.

#### **Building Committee:**

Suhay reported that the Construction Committee held working sessions on July 20, July 27, August 3, August 10, and August 17. Minutes of these meetings can be found on pages 21-30 of the August Board packet.

On August 10, the Committee discussed several suggestions for the children's garden focal-point tree. The Committee has decided to purchase a *Fagus sylvatica* 'Tricolor' (Tricolor Beech) for this location.

Irrigation installation, final grading, and planting in the children's garden will occur throughout the next two weeks. Fencing will be installed during the third week of September, and then the terrace and garden will open to the public. Library staff will work with LDA and Karen Swanson to ensure that the signage we order fits within the \$12,000 budget it was originally given.

Suhay also noted that the warranty for interior construction began on August 1, designated as the official date of substantial completion. A separate completion date will be established for the exterior. The warranty will expire on July 31, 2021.

The next working session of the Construction Committee will take place on Monday, August 24 at 1:30 p.m. via Zoom.

### 4. Library Report and Discussion of COVID 19 Measures:

Full details of the Library Report may be found on pages 31-55 of the August Board packet.

Koschik stated that the Diversity & Inclusion Committee will meet on September 9, and a report will be presented at the September 2020 Board Meeting.

Mr. Chris Billmeyer has secured the naming rights of the Discovery Room with a donation of \$60,000. It will be called the “The Grams Discovery Room.” This is in memory Chris’ wife Janice, who passed away in 2019. Her grandchildren called her “Grams.” This room will be utilized for a variety of programs and will also serve as a venue for annual programs that celebrate the special relationship between child and grandparents. In addition, Mr. Billmeyer has agreed to furnish this room with a child-friendly rug and a Big Book holder. There will be a small dedication ceremony in September.

Anne Davey and Karen Koyle have both announced their retirements from their Circulation II positions. Carlton Elam, who started as Operations Assistant at the beginning of this year, and Mary McMillan, who has worked in Circulation since 2014, have been promoted to their positions. Cameron Porter had been hired just prior to the COVID-related closure, and has started working as both a Page and an Operations Assistant.

On August 4, the voters of the City of Bloomfield Hills renewed the Library millage by a two-to-one margin. Koschik noted there were 40 library millage elections statewide that day, with 36 of them passing. All millage renewals passed.

Craft reported that re-opening continues to proceed smoothly. More furniture has been moved out of public spaces to emphasize the “grab and go” nature of the current reopening stage.

MeLCat resumed service on August 10, 2020. Funds from the IMLS CARES Act PPE grant (\$500) are being used to purchase hand sanitizer and nitrile gloves. Funds from the other IMLS CARES Act grant (\$1,764) are being used to purchase five mobile internet hotspots. In September the Library will begin circulating five “web to go” kits, which will include a Chromebook and a mobile hotspot.

The Summer Reading program achieved 6,813 goals by Baldwin patrons. The Friends of the Library committed to pay ten cents per goal in donations to Forgotten Harvest, for a total of \$681.

The Friends’ annual newsletter will be mailed out next week. This year marks the Friends 70<sup>th</sup> anniversary. Craft acknowledged the incredible time and effort spent by the Friends to support the Library for the past 70 years. The Friends’ November book sale will likely have to be cancelled.

Mark asked Craft if the computer desks have been moved apart to encourage further social distancing and if we are increasing the time limit on computer use. Craft responded that Library staff is holding fast to the 30-minute usage limit, but patrons who request more time are being allowed an additional 15 minutes. Those limits are working well.

Mark noted that we need to keep volunteers engaged and connected with the Library. Koschik noted that, with several employees on unpaid leave, there is limited department coverage and lower-than-usual supervisory capacity for volunteers. Aidenbaum suggested utilizing volunteers virtually as people who greet and support Zoom program participants and late-joiners. She also suggested that volunteers could provide book reviews or express themselves about other library-related passions, which can be passed on through social media and eNewsletters.

## 5. Liaisons

Friends : There was no report.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

6. Unfinished Business: None.

7. New & Miscellaneous Business:

**Motion to approve the 2021 Library calendar as found on page 61 of the August 2020 Board packet.**

**1st** Tera

**2nd** Mark

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

Aidenbaum announced that she had appointed Wheeler to the Personnel Committee.

8. Items Removed from Consent Agenda: None.

9. Information Only: See pages 62-105 of the August Board packet.

10. General Public Comment Period: None

11. Adjournment:

**Motion to adjourn the meeting.**

**1st** Mark

**2nd** Suhay

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 8:26 p.m. The next regular meeting is scheduled for Monday, September 21, 2020 at 7:30 p.m.

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Frank Pisano, Secretary

Date