



**BALDWIN PUBLIC LIBRARY MINUTES,  
VIRTUAL REGULAR MEETING  
October 19, 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, Jennifer Wheeler; and Student Representative 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: Barbara Aylesworth.

Contract community representatives present: None.

Members of the public present: None.

This meeting was held online, via Zoom.

Stephenson 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** 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:** Aidenbaum thanked Library staff, the Board, volunteers, and the Friends for their work over the last month. She said she was excited about the search for a new Library Director, and that it was a big opportunity for the next generation of leadership.

**Board comments:** None.

**Staff Anniversaries:** Pisano recognized the following staff anniversaries: Sarah Bowman (4 years of service), Gary Eisele (11 years), Connie Ilmer (26 years), Stephanie Klimmek (9 years), Laurie Olmstead (1 year), Jamie Richards (5 years), and Carolyn Wheeler (7 years).

**Upcoming events of interest:** Craft reported upcoming events at the Library, full details of which can be found on pages 50-51 of the October 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 meeting on Monday, October 12. Present were Pisano, Suhay, Tera, Koschik, and Craft. Full minutes of this meeting can be found on page 16 of the October Board packet.

On October 15, the Finance Committee decided, via email communication, to recommend approval of 25 computers, monitors, and stands, for Baldwin employees.

**Motion to approve the purchase of 25 new computers, monitors, and stands, in the amount of \$21,742.33, from Southern Computer Warehouse and Amazon, to be paid out of account 271-790.000-971.0100 "Machinery & Equipment"**

**1st** Mark

**2nd** Suhay

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

The next meeting of the Finance Committee will take place on Monday, November 9, 2020, at 4:30 p.m. via Zoom.

#### **Building Committee:**

Suhay reported that the Construction Committee held working sessions on September 28, October 7, and October 12. Minutes of these meetings can be found on pages 19-24 of the October Board packet.

He provided the latest updates from the meeting minutes on October 12, including final construction, landscape, and FFE updates, which are reported on page 21-22 of the October Board packet. The Committee will take a final walk-through on October 29 to examine all interior and exterior work performed by Dailey Company and Library Design Associates.

On October 7, the Committee met via Zoom and discussed David Bloom's proposal for Youth Room artwork, exterior landscaping, and repairing/updating the Henry Allen Room. Full details of this meeting can be found on pages 23-24 of the October Board packet.

Library staff will assist Bloom in preparing a full-size representation of the proposed artwork to test visibility along the Youth Room fascia. Mark expressed her concerns about lack of visibility along this 18" tall fascia. Her concern arises because the fascia is behind the glass of the curtain wall, and the reflectivity of the glass impacts visibility of even the blank, white fascia. Suhay provided an update on winter preparation for the new plantings along the north, east, and south sides of the Youth Room. Great Oaks has provided a quote of \$2,300 to "winterize" the plants, and the Dailey Company has agreed to winterize the irrigation system free of charge.

There will be no more working sessions for the Construction Committee regarding this project. Suhay thanked all members of the Construction Committee for their work in producing a beautiful Youth Room, and for bringing the project to completion under budget.

### **Personnel Committee:**

Wheeler reported that the Personnel Committee met on September 29 and October 12. Full details of this meeting can be found on page 25 of the October Board packet. Wheeler noted that the Committee narrowed the applicant pool to five individuals. Of these, two applicants were granted interviews, scheduled for October 27 and October 28, at 6:00 p.m. These meetings have been noticed and are open to the public. Mark will check the candidates' references in the meantime.

Library staff and Friends of the Library members were asked for their input regarding questions asked to these candidates. Mark suggested contacting former Trustees for their input. Candidates will receive some questions prior to the interview to prepare their remarks, whereas other questions will be asked at the time of the interview. The Personnel Committee hopes to have a final list of interview questions finalized on Friday, October 23. Aidenbaum will facilitate these interviews, with support from Mark and Wheeler. Aidenbaum gave thanks to Mark, Wheeler, and Koschik for their support and initiative in this process of choosing the next Baldwin Public Library Director.

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

Full details of the Library Report can be found on pages 29-46 of the October Board packet.

Koschik noted the Library remains at the same point in Phase 3 of its re-opening process as it did a month ago. Some nearby libraries have experienced positive cases and have temporarily closed. A more specific plan will be in place as a contingency in the event a staff member or visiting patron tests positive. Koschik will ask for input from the City of Birmingham and local libraries about the plans they have in place to respond to positive cases within their facilities.

Koschik announced newly hired staff within the Circulation Department: Cyndi Summers (Circulation Asst. I), Phoenix Nash (Circulation Asst. I), Faith Whitted (Page), and Nolan Peterson (Page).

Youth Services Librarian Cathy Gimby has announced her resignation effective October 30. This open position has been posted internally, with applications due on October 23.

The Library Network (TLN) has hired a new director, Steven K. Bower.

On October 26, Koschik was awarded the AIA Michigan Honorary Affiliate Award during the AIA Michigan Awards Ceremony. Full details and a link to the virtually held and recorded event can be found on pages 36-37 of the October Board packet.

Brian Ales, a student at Wayne State's School of Library and Information Science, will visit Baldwin weekly throughout this semester to review and archive Baldwin's historical photographs and documents. He will digitize and catalog these documents for credit in a course on archiving. Koschik hopes to upload this archive to the Library's website after Ales completes his project.

Craft continued the Library Report, beginning with a review of the statistical dashboard, found on page 30 of the October Board packet. Self-check usage has increased dramatically over this month last year, as patrons seek touch-free and interaction-free check-out options. Programming is down overall compared to the goals set in January, but higher than anticipated despite the limitations of the COVID-19 pandemic. Youth-oriented programming has largely shifted to 'make-and-take' craft projects as fatigue from video-learning grows. Adult book clubs are quite popular, albeit virtual. Database sessions and downloadable content have increased as

patrons seek resources from home. Volunteer hours will remain low. The Library is not accepting volunteers at this time in efforts to safely limit time spent in the Library.

The IDEA (Inclusivity, Diversity, Equity, Access) Committee is the new name of the Diversity and Inclusion Committee. The Committee has met on three dates since the September Board meetings, and a report of these meetings can be found on pages 32-33 of the October Board packet. The Committee is working on improving staff training, making changes to the employee onboarding process, editing the situation response manual, and boosting employee morale. The IDEA Committee will continue to meet on Wednesdays.

Craft continues to work with Michelle Hollo on marketing materials. She has created the October edition of Baldwin's Learn.Connect.Discover digital newsletter, badges for "1000 Books Before Kindergarten," posters and fliers for Youth and Teen programs.

Craft attended the Friends of the Baldwin Public Library Board meeting held on Tuesday, October 13.

1. Liaisons

Friends: Barb Aylesworth notes the Friends have met throughout the summer regarding fundraising innovations in the midst of a pandemic. Membership letters have been sent out, with 43 responses so far. The Friends will host a 'pop-up' book sale to be held on Saturday, October 24 between 10:00 a.m. and 2:00 p.m., outside of the Library entrance. The Friends will also pilot an "online book shop." They will bundle thematically similar books and DVDs, to be sold for \$5-\$10, which can be purchased online and picked up via curbside pickup. This initiative will begin November 16.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

2. Unfinished Business: None.

3. New & Miscellaneous Business:

4. Items Removed from Consent Agenda: None.

5. Information Only: See pages 90-99 of the September Board packet.

6. General Public Comment Period: Former Library Board member David Underdown gave his regards to staff and the Board. He noted that the Board meeting had been very educational, and recommended that the public attend future meetings.

7. 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 8:52 p.m. The next regular meeting is scheduled for Monday, November 16, 2020, at 7:30 p.m.

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Frank Pisano, Secretary

Date

APPROVED