



**BALDWIN PUBLIC LIBRARY MINUTES,  
VIRTUAL REGULAR MEETING  
December 21, 2020**

Call to Order and Roll Call:

The meeting, held via Zoom, was called to order by President Melissa Mark at 7:30 p.m.

Library Board present: Ashley Aidenbaum (Birmingham, MI), Melissa Mark (Birmingham, MI), Frank Pisano (Birmingham, MI), Jim Suhay (Birmingham, MI), Bob Tera (Birmingham, MI), Jennifer Wheeler (Birmingham, MI); and Student Representative Roni Blank.

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: Lawrence Freedman (Bingham Farms Village Council).

Members of the public present: One.

This meeting was held online, via Zoom.

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:** Mark notes that while the past year has been difficult, it has given cause to appreciate life, health, family, and nature. With a COVID-19 vaccine coming, she hopes people continue to see our global interconnectedness, and sees a "light at the end of the tunnel".

The Library Board and staff continue to work to expand and maintain excellent services while Library doors are closed to the public. Adult and Youth Services 'Craft Kits To-Go' and the Idea Lab's 'Take & Make Kits' have been very successful, with public requests reaching capacity within the first day, resulting in the tripling of the number of these craft kits made available to the public. Discussions are ongoing about purchasing more 'Internet To-Go' kits, which include a Chromebook and a Wi-Fi hot spot, in efforts to expand connectivity within the community. An "At Home with BPL" newsletter will be sent out to the communities of Birmingham, Bingham Farms,

Bloomfield Hills, and Beverly Hills around January 15, detailing new events and other ways to connect to Library services from home.

Mark noted Idea Lab supervisor Jeff Jimison's involvement with the Advanced Manufacturing Olympics. Full details of Jimison's report on his attendance to the Advanced Manufacturing Olympics can be found on pages 33 – 35 of the December Board packet.

Mark recognized Craft, who will be taking over as Library Director. Current Library Director Koschik will retire after January 15. January 9 will mark Director Koschik's thirtieth year of service at Baldwin. Mark gave her gratitude for all that Koschik has accomplished during his tenure. With Craft having been appointed Director, the Personnel Committee has received a favorable number of applicants for the position of Associate Director. Several candidates have been interviewed. An announcement regarding this position appointment will be made in the coming days by Craft.

Lastly, Board and staff have decided upon objective criteria for the reopening of the Library to the public. Details of these criteria are found on page 26 of the December Board packet and below in the Library Report minutes.

**Board comments:** None.

**Staff Introduction:** Sara Jurek, Baldwin's newest Adult Services Librarian, introduced herself to the Board. She has moved back from southwest Germany after living there for seven years with her husband. She completed undergraduate studies at Michigan State University, with degrees in Women's Studies and Social Relations. She received her Master's degree in Library and Information Science from Wayne State University. She has previously worked at John F. Kennedy Library in Dearborn Heights, the Southfield Public Library, and United Way for Southeastern Michigan, where she served as an information manager.

**Staff Anniversaries:** Pisano recognized the following staff anniversaries: Mary MacMillan (6 years of services) and Megan Novak (3 years). Pisano thanked Betty Tremba, Baldwin's desktop publishing assistant, who will be retiring on December 23 after 20 years of service, and Director Doug Koschik, who will retire in January after 30 years of service.

**Upcoming events of interest:** Craft reported upcoming events at the Library, full details of which can be found on pages 38-39 of the December Board packet. These events will be held virtually, as in-person Library programs have been cancelled for the foreseeable future. Craft noted Library service closures from December 24 through December 27, on December 31 at 5:30 p.m., and all day on January 1.

### 3. Board Committee Reports

#### **Finance Committee:**

Pisano reported that the Finance Committee held a Zoom meeting on Monday, December 14. Present were Suhay, Pisano, Tera, Koschik, Craft, Bookkeeper Paul Gillin, two representatives from Plante Moran, and one member of the public.

Plante Moran has given Baldwin a clean report, and copies of the audit report will be distributed to all Board members. One copy will be catalogued placed in the Library's permanent collection.

The Friends of the Baldwin Public Library voted to support the Library with a \$7,175 donation in response to a Library wish list presented to the Friends on December 8. Pisano thanked the Friends for their support of the Library.

Full minutes of this meeting can be found on page 16-17 of the December Board packet.

The next meeting of the Finance Committee will take place on Monday, January 11, 2021, at 4:30 p.m. via Zoom.

### **Building Committee:**

Suhay recounted that monthly, during the ten years he has been a Board member, Koschik has been a major presence at Board meetings and he will miss him. He appealed to Koschik not to “be a stranger” to the Library once he retires.

He reported that the Building Committee met via Zoom on Monday, December 7 at 9:00 a.m., Minutes of this meeting can be found on page 19 of the December Board packet.

The next meeting of the Building Committee will be held on Monday, December 28 at 9:00 a.m. via Zoom.

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

Koschik noted that a detailed end-of-quarter Strategic Plan Status Report will be presented to the Board during the January Board meeting by Craft. The statistical dashboard for November 2020 can be found on page 22 of the December Board packet.

Statistical reports have been submitted to the Detroit Suburban Librarians Roundtable Library of Michigan in December. Baldwin will receive approximately \$28,000 in Michigan state aid in spring and summer of 2021 as a result of completing the Library of Michigan State Aid Survey.

The position of Student Representative to the Library Board will not be filled for FY 2021-2022 due to the uncertainty of conditions affecting Library service in 2021. This program will be advertised again in December 2021 to prospective applicants.

The Library budget for FY 2021-2020 will be due to the City of Birmingham in March. Koschik will assist Craft in preparing the framework for this budget. Craft will work with the Finance Committee to finalize it for the March budget hearing before the Library Board. The City’s budget hearing will probably take place in May.

Library staff has taken advantage of the current closure by rearranging the layout of public computers. Koschik noted that ever since the Adult Services renovation, the public computer area has been relatively crowded. This layout, while tenable initially, aggravated patron proximity after the Library reopened in July during the pandemic. Public computers will be spread out to help maintain appropriate social distancing among both patrons and staff. Once the Library reopens again to the public, computer use will be available by appointment only for patrons from the service areas of Birmingham, Beverly Hills, Bloomfield Hills, and Bingham Farms. Regular computer service will be restored in the future.

Craft reported on the IDEA Task Force, which focuses on improving diversity and inclusion. The IDEA Task Force is developing monthly themes of focus. December’s focus is on the non-traditional family. A Baldwin-produced video and related reading material can be found at <https://www.baldwinlib.org/love-makes-a-family/>. Next month’s focus will focus on the National Day of Racial Healing, which is on January 19. The IDEA Task Force is also working on professional development within the theme of diversity and inclusion, and has invited local psychotherapist Stephanie Sachs to assist and empower staff with stress management and de-escalation tactics. The Task Force will implement an internal staff book club focused on anti-racist books, with staff reading *Emergent Strategy* by Adrienne Maree Brown in February. Other projects include revising the procedure for submitting and documenting incident reports. Youth Service librarians are working through the Project READY: Reimagining Equity and Access for Diverse Youth handbook, which they will all complete in 2021.

Youth Services Head Stephanie Klimmek has reimagined Battle of the Books, and has implemented this program in an all-virtual fashion. The chosen books were announced on December 7, and the all-virtual Battle will be held on March 6, 2021.

Mark, Pisano, and Craft met on December 16 to decide upon objective criteria for the Library's reopening procedure. The criteria are as follows: case counts in Oakland County fall below 500 per day; test positivity rates in Oakland County fall below 5%; the number of new cases in the Birmingham Public School District falls below 25 new cases per 10,000 people per week; and Michigan Department of Health and Human Services guidelines provide the 'all clear' for libraries to be open. Full details of this meeting and these criteria for reopening can be found on page 26 of the December Board packet.

Library staff are exploring new ways to expand Library services to the community, including active outdoor program options, browsing of Hot Picks and new materials on the front porch, and temporary structures on the front sidewalk to allow patrons and staff to interact.

The Idea Lab is currently taking requests for project assistance and these may be submitted to [idealab@baldwinlib.org](mailto:idealab@baldwinlib.org). Jeff Jimison provided a three-page write-up about his attendance to the Advanced Manufacturing Olympics which can be found on pages 33-35 of the December Board packet.

Full details of the Library Report can be found on pages 21-35 of the December Board packet.

#### 5. Liaisons

Friends: Carney thanked Mark for attending the previous Friends Board meeting. The 'mystery grab-bag sale', curated by Library staff, continues with moderate success. This will continue through January. Some significant membership donations have been received and Carney provided her thanks.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

Bingham Farms: Larry Freedman had introduced himself and will give a report in the future.

6. Unfinished Business: None.

7. New & Miscellaneous Business: None.

8. Items Removed from Consent Agenda: None.

9. Information Only: See pages 37-39 of the December Board packet.

10. General Public Comment Period: Sheila Brice thanked the Finance Committee, Library Directors, and Bookkeeper Paul Gillin on behalf of community taxpayers for preparing and receiving a clean audit report from Plante Moran. She also provided her appreciation for Jimison's report on the Advanced Manufacturing Olympics, which she read more than once, and for Jimison's "uplifting and forward thinking." She thanked staff for their efforts in providing Baldwin's Curbside Pickup program. She lastly thanked Koschik for his three decades of service, his plans for succession, and his consistent updates.

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11. Adjournment:

**Motion to adjourn the meeting.**

**1st** Tera

**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 8:37 p.m. The next regular meeting is scheduled for Wednesday, January 20, 2020, at 7:30 p.m.

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Jennifer Wheeler, Secretary

Date

APPROVED