



**BALDWIN PUBLIC LIBRARY MINUTES,
VIRTUAL REGULAR MEETING
February 15, 2021**

Call to Order and Roll Call:

The meeting, held via Zoom, was called to order by President Melissa Mark at 7:32 p.m.

Library Board present: Melissa Mark (Birmingham, MI), Frank Pisano (Birmingham, MI), Jennifer Wheeler (Birmingham, MI), Ashley Aidenbaum (Birmingham, MI), Jim Suhay (Birmingham, MI), Bob Tera (Birmingham, MI).

Absent and excused: None.

Library Staff present: Rebekah Craft, Director; Jaclyn Miller, Associate Director; Robert Stratton, Administrative Assistant.

Friends of the Library liaison present: Marquis Lyles.

Contract community representatives present: Tracy Kecskemeti (Beverly Hills Village Council).

Members of the public present: Three.

This meeting was held online, via Zoom.

Pisano 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 Aidenbaum

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 noted a special meeting of the Board had just commenced, which began at 6:30 p.m., for the purpose of interviewing candidates for the Board Trustee position soon to be vacant. Tera will be moving out of his Birmingham residence, disqualifying him to sit as Trustee. Two candidates were interviewed during this meeting. On Wednesday, February 17, five other candidates will be interviewed during a second special meeting. She thanked the members of the public present for their input during this process.

The Library opened to the public for 'Grab & Go' service on February 8. Mark said she was exceptionally happy to see the Library open again, and that it was a step in the right direction.

Board comments: Suhay thanked Tera for his service and contributions as Trustee for the past ten years. Mark noted Tera will appear once more at the March Board meeting, and any other remarks commemorating his departure may be given then.

Staff Anniversaries: Pisano thanked staff for their work in reopening the Library to the public. He recognized the following staff anniversaries: Theresa Hart (25 years of service), Maria Williams (8 years), Dennis Kabel (8 years), Syntha Green (5 years), Angela Shinozaki (5 years), David Stewart (3 years), and Wesleyann Johnson (4 years).

Pisano thanked Williams for her eight years of service, who will be leaving Baldwin for a position with Northville District Library later this month. Mark also gave her appreciation for William's service, and praised her influence on Baldwin programming and services.

Upcoming events of interest: Miller reported upcoming events at the Library, full details of which can be found on pages 46-47 of the February Board packet. These events will be held virtually, as in-person 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, February 8. Present were Pisano, Tera, Craft, and Miller. Full minutes of this meeting can be found on page 16 of the February Board packet.

Pisano noted several large vendor expenses paid in January: LDA (Youth Room furnishings), Baker & Taylor and OverDrive (materials), Lynda.com/LinkedIn (subscription), DM Burr (cleaning), and two payrolls including PTO payout. In January, the Library received \$20,800 from a U.S. Cares Act grant for expenditures related to COVID-19.

Pisano commended the Friends of the Baldwin Public Library for their efforts and donations to the Library over the past year.

The next meeting of the Finance Committee will take place on Monday, March 8, 2021, at 4:30 p.m. via Zoom.

Building Committee:

Suhay reported that the Building Committee met via Zoom on Monday, February 2. Present were Mark, Pisano, Suhay, Craft, Miller, Kyle Haning (LDA), John Gardner (LZG), Bob Ziegelman (LZG), and one member of the public. Full minutes of this meeting can be found on page 19 of the February Board packet.

Expenditures funded by the Van Dragt Trust donation have been proposed by Craft for Library improvements include public computer area furniture and electrical installation, periodical shelving updates, second floor carpeting and office furniture, and repainting of the second floor and Grand Hall.

A motion will be raised during the February Trust meeting to approve an amount of \$3,840 for electrical outlet installation for the Adult Services computer area. A second motion will also be raised for a not-to-exceed amount of \$18,408 for the replacement of periodical shelving. Details of projected proposed expenditures from the Van Dragt Trust can be found on pages 26-28 of the February Board packet.

Craft noted the public computer area has been cramped since the renovation of this wing of the Library. The rearrangement of this space will increase walkways around the public computers to accommodate wheelchairs. The current periodical shelving is heavy and difficult to use, especially for patrons with disabilities.

She indicated that the Library may be able to save money on periodical shelving by reducing the number of shelves and noted there is an overall reduction in quality print periodicals available in the marketplace. Second floor carpeting and furniture are outdated and appear unprofessional in relation to the rest of the Library. The second floor spaces were last updated in the 1990s. She recalled a time in 2018 when a local politician rented the Jeanne Lloyd Room and was embarrassed to have booked the event there due to the outdated appearance of the room.

Aidenbaum commented she was happy to support the motion based on the information provided. She inquired if updates to the Jeanne Lloyd Room would correlate with increased revenue from room rentals. Craft answered that Library room rentals brought in approximately \$25,000 in revenue annually and that the addition of a new staff meeting room would open up the Board Room for more rental revenue. Tera questioned the possible reduction of the periodical shelving footprint, to which Craft remarked that many periodicals have gone out of business, or trend towards online publishing only.

The next meeting of the Building Committee will be held on Tuesday, February 23 at 4:00 p.m. via Zoom.

4. Library Report and Discussion of COVID 19 Measures:

Craft noted the Library opened for 'Grab & Go' service on February 8, as all reopening criteria had been reached the week prior. Computer use by appointment has been implemented.

Maria Williams, Head of Adult Services, will leave her position on February 26. Craft stated she has had a great working relationship with Williams and wished her good luck in her new position at Northville District Library. 19 applications have been received for the position of Head of Adult Services, with five of these being internal candidates. Interviews will be held during the week of February 22 by phone, with a second round of interviews held via Zoom.

Craft will attend the Michigan Library Association course, 'Surviving and Thriving a Library Director' from February 23 through April 8.

Craft met with Birmingham City Manager Tom Markus on February 15 as a preliminary review of the Library's 2021-2022 fiscal year budget. On February 17, she will present a Library update to the Beverly Hills Village Council meeting.

The Library has renewed its subscription to the Consumer Reports online database.

Miller provided an update on the IDEA Task Force, which held its first internal staff book club meeting on January 27. Staff members discussed the first chapters of *Emergent Strategy* by adrienne maree brown. The next book club meeting will be held on February 24. The Task Force is finalizing a Diversity Statement and is revising internal incident report procedure. They are organizing programs and material displays for Black History Month and Women's History Month. Staff stress management sessions have been held with Birmingham psychotherapist Stephanie Sachs. Youth Services staff will continue working through the Project READY handbook and training programs throughout 2021.

The February edition of Learn.Connect.Discover. newsletter was mailed to patrons during the last week of January. Michelle Hollo continues to work with Craft on marketing materials, including a 2021 Book Clubs at Baldwin brochure, the March edition of Learn.Connect.Discover, Youth program hallway posters, and Battle of the Books and Books Unshelved materials.

Adult Services Librarians H Jennings and Belinda Bolivar have been selected to present at MLA's Spring Institute Conference, where they will present on the topic "The Role of Fostering and Developing Talent in Support Services Staff to Promote Diversity."

Miller reports that all Birmingham Public Schools students may now sign up for a Baldwin Library card regardless of city residence. The card will be valid for one year, at which point students may renew their card.

Full details of the Library Report can be found on pages 33-42 of the January Board packet.

5. Liaisons

Friends: Lyles reported that a used book sales table has returned for public perusal, near the main lobby at the entrance to the Grand Hall. Online 'Grab Bag' sales are ongoing via baldwinlib.org/shop. An outdoor pop-up book sale will be scheduled for either March or April.

Current Friends membership is at 245, with 10 new members since September. Approximately \$4,000 in donations from membership renewals has been received since September.

The Friends Board is currently discussing bringing the Friend's fiscal year in sync with the Library's.

Beverly Hills: Tracy Kecskemeti introduced herself as a regular user of the Library and member of Beverly Hills Village Council. She stated she was pleased to attend and will bring relevant information back from Beverly Hills Village Council.

Bloomfield Hills: There was no report.

Bingham Farms: There was no report.

6. Unfinished Business: None.

7. New & Miscellaneous Business: None.

8. Items Removed from Consent Agenda: None.

9. Information Only: See pages 46-108 of the January Board packet.

10. General Public Comment Period: David Bloom offered an update regarding the Youth Room art installation. He has sourced two insurance carriers for liability insurance, and a member of the public has offered to sponsor the policy. Bloom will present further updates to the Building Committee on February 23.

11. Adjournment:

Motion to adjourn the meeting.

1st Tera

2nd Aidenbaum

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 8:40 p.m. The next regular meeting is scheduled for Monday, March 15, 2020, at 7:30 p.m.

Jennifer Wheeler, Secretary

Date

APPROVED