



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

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: Melissa Mark (Birmingham, MI), Frank Pisano (Birmingham, MI), Jennifer Wheeler (Birmingham, MI), Ashley Aidenbaum (Birmingham, MI), Karen Rock (Birmingham, MI), Jim Suhay (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: Ryndee Carney

Contract community representatives present: None.

Members of the public present: Four.

This meeting was held online, via Zoom.

Rock 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** Pisano  
**2nd** Aidenbaum

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

2. Board Reports and Special Announcements:

**President's report:** Mark acknowledged the retirement of Trustee Robert Tera and expressed her appreciation for his work throughout his ten years on the Board. She then read a commendation for his service to the Library Board. Tera thanked the Trustees, BPL staff, and the Public for providing him their trust in his position.

Mark introduced new Board member Karen Rock who was unanimously voted in by the Board to fill Tera's seat. She noted Rock's previous collaboration on the Books & Bites Fundraiser committee. Rock is a graduate of University of Michigan, and has an MBA from University of Detroit.

Rock stated she is looking forward to serving. She has been a Baldwin cardholder since childhood. Her mother worked part-time in Technical Services during the 1990s. She noted how Baldwin has grown, and recalled using the previous entrance, which faced the old Post Office.

Mark confirmed Board committee assignments:

Melissa Mark – Building and Finance

Frank Pisano – Building and Finance

Jennifer Wheeler – Communications, Personnel, and Policy

Ashley Aidenbaum – Communications and Strategic Planning

Karen Rock – Personnel, Policy, and Strategic Planning

James Suhay – Finance, Building, and Strategic Planning

**Board comments:** None.

**Staff Anniversaries:** Pisano recognized the following staff anniversaries: Julie Beckwell (2 years), Lisa Christie (15 years), Sue Kalisky (5 years), Elisabeth Phou (16 years), Cameron Porter (1 year), Allison Sartwell (5 years), and Megan Zacharias (2 years).

**Upcoming events of interest:** Miller reported upcoming events at the Library, full details of which can be found on pages 88-89 of the March 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, March 9. Present were Mark, Pisano, Suhay, Craft, and Miller. Full minutes of this meeting can be found on page 34 of the March Board packet.

The next meeting of the Finance Committee will take place on Wednesday, April 14, 2021, at 4:30 p.m. in the DeLos Board Room. Pisano noted the public is always welcome and encouraged to attend. A Zoom link has been included in the public notice for those who wish to participate virtually.

#### **Building Committee:**

Suhay reported that the Building Committee met via Zoom on Tuesday, February 23 and Tuesday, March 9. Present February 23 were Mark, Pisano, Suhay, Craft, Miller, John Gardner (LZG), and one member of the public. Present March 9 were Mark, Pisano, Suhay, Craft, Miller, and one member of the public. Full minutes of these meetings can be found on pages 37-39 of the March Board packet.

The next meeting of the Building Committee will be held on Monday, March 22 at 4:00 p.m. in the DeLos Board Room. A Zoom link has been included in the public notice for those who wish to participate virtually.

#### **Policy Committee:**

Rock reported that the Policy Committee reviewed and revised the Library Card Policy by email between March 5 and March 11. Full details of these proposed changes may be found on pages 46-50 of the March Board packet.

These changes add provisions for students attending Birmingham Public Schools or any other school in Baldwin's service area to obtain a Library Card, adjusts the card signup and renewal options to allow for more

staff discretion, and changes the item limits to remove limits for our reciprocal patrons and make checkouts more equitable. It is the recommendation of the Policy Committee that the Board forward a motion to enact these changes.

**Motion to approve the revised Library Card Policy, as found on page 47 of the March Board packet.**

**1st** Rock

**2nd** Aidenbaum

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

4. Library Report:

Craft and Miller presented highlights from the Library Report, which can be found on pages 52-61 of the March Board packet.

The Library has been open to the public for Grab & Go service since February 8. Craft noted 40 staff members have received their first or final dose of the COVID-19 vaccine, and several others have appointments throughout this week.

Craft stated she would like to allow all staff to have the opportunity to get vaccinated before moving into Phase 2 of the COVID-19 Reopening Plan. Phase 2 would allow for extended patron visits to the Library, and allow for in-person proctoring.

Due to the OSHA order that staff members stay six feet apart in work areas, the socially distanced office spaces created in the Rotary Room will remain in effect until that order expires. Craft anticipates returning some furniture and study tables to public spaces in early May, while still ensuring recommended social distancing.

Adult Services Librarian H Jennings has been selected to be the new Head of Adult Services. Craft noted the great pool of candidates she and Miller interviewed, allowing them to get to know these talented individuals with aspirations to move ahead in their careers in librarianship. Jennings will begin in this position on March 29.

5. Liaisons

Friends: Carney reported that the Friends made \$156 in February from online 'Grab Bag' book sales. A used books display with a donation jar was set up in the Grand Hall, and \$115 was collected from patrons in the two weeks after the sale table was made available to the public. She gave her appreciation for BPL Staff and Friends for assisting with this. A pop-up book sale will be held in April or May, dependent on when the Grand Hall painting project is started and completed. The socially distanced sale will be held in the Grand Hall, with tables also set up outside at the front entrance of the Library.

The Friends fulfilled the request of a community member for 75 children's books, who was collecting books to donate to Brilliant Detroit. The books were sold at a discounted rate of 50 cents each. Carney noted she is happy to support those who depend on the Friends for inventory in order to fulfill their missions.

The Friends Annual Meeting will be held virtually on May 11 at 7:00 p.m. There are currently 11 board members, with five that have terms that expire in 2021. Two of these five do not plan to return to this position. Carney

hopes to recruit new board members to fill these vacancies and made a request for referrals for those who may be interested.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

Bingham Farms: There was no report.

6. Unfinished Business: None.

7. New & Miscellaneous Business:

Craft reviewed Proposed Budgets – Fiscal Years 2021-22, 2022-23 & 2023-24, which can be found on pages 63-83 of the March Board packet.

David Bloom provided public comment and asked about the difference between contract community taxpayer contributions compared to Birmingham taxpayer contributions. He also inquired about renegotiating contracts at a higher rate. Craft noted that contracts had been renegotiated in 2020. She explained that the amount differs due to the fact that the contract communities do not own Library property or materials, and do not retain any property if these contracts expire.

Bloom noted that personnel expenditures are planned to increase compared to materials expenditures in the proposed FY 2021-22 budget. Craft replied that this accommodates modest pay increases based on performance, and enables increased service and outreach to BPL communities. Mark noted that libraries are becoming ever more service-oriented as community centers, and although the physical building had been closed due to the pandemic, staff was able to continue providing programs, resources, and support to the community. Pisano echoed this sentiment, in that it is important to retain well-trained and talented staff. He notes that the guidance of the City is followed in terms of cost of living adjustments for staff.

**Motion to approve the FY 2021-22 budget as stated in the budget resolution on page 84.**

**1st** Pisano

**2nd** Suhay

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

8. Items Removed from Consent Agenda: None.

9. Information Only: See pages 87-111 of the March Board packet.

10. General Public Comment Period: David Bloom

11. Adjournment:

**Motion to adjourn the meeting.**

**1st** Suhay

**2nd** Wheeler

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

Nays: None.

Absent and excused: None.  
The motion was approved unanimously.

The motion was approved unanimously. The meeting was adjourned at 9:22 p.m. The next regular meeting is scheduled for Monday, April 19, 2021, at 7:30 p.m.

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Jennifer Wheeler, Secretary

Date

APPROVED