



**BALDWIN PUBLIC LIBRARY MINUTES,  
VIRTUAL REGULAR MEETING  
April 19, 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: Three.

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** Suhay

**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 put a call out to all gardeners who would like to assist in planting perennials along the southwest side of the Library. When plants are chosen and received, a date and time will be chosen for volunteers to help.

She noted that with better weather arriving, the Library will be able to provide more resources and activities outdoors. Outdoor reading groups, games, and the coming Friends of the Library pop-up book sales are soon to come. She asked the public to look out for further announcements for outside usage of Library resources.

**Board comments:** None.

**Staff Anniversaries:** Pisano recognized the following staff anniversaries: Elaine Asher (2 years of service), Belinda Bolivar (6 years), Cameron Crawford (6 years), Ruth Ann Czech (2 years), Carri Fritz-Gvozdich (12 years), Bob Glenn (9 years), Alyssa Gudenburr (3 years), Rosemary Isbell (3 years), and George Kasparian (24 years).

**Upcoming events of interest:** Miller reported upcoming events at the Library, full details of which can be found on pages 74-75 of the April 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 Wednesday, April 14. Present were Mark, Pisano, Suhay, Craft, and Miller. Full minutes of this meeting can be found on page 16 of the April Board packet.

Pisano noted that Ron Carpenter of Raymond James will attend the next Finance Committee meeting.

With the Idea Lab's Full Spectrum laser cutter no longer functioning after a total of 7,082 operating hours, Idea Lab Supervisor Jeff Jimison has recommended the purchase of an upgraded model from a local manufacturer, Trotec Laser Inc., in Plymouth, Michigan. Jimison explained details and specifications about this machine to the Board during this meeting. His proposal can be found in full detail on pages 19-26 of the April Board packet.

**Motion to approve the purchase of one Trotec Speedy 100 laser cutter for the Idea Lab, in the amount of \$18,450, using the Machinery and Equipment fund #271-790.000-971.01, as found on page 21 of the April Board packet.**

**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.

The next meeting of the Finance Committee will take place on Tuesday, May 11, 2021, 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.

#### **Building Committee:**

Suhay reported that the Building Committee met on Monday, March 22, 2021 in the DeLos Board Room. Present were Mark, Pisano, Suhay, Craft, Miller, and one member of the public. Full minutes of this meeting can be found on pages 27 of the April Board packet.

Suhay noted that since this meeting, Dailey Company has drilled a four-inch hole into an air duct within the first floor restroom wall to help address and resolve possible issues with frozen pipes. LZG has scheduled an electrician for April 26 to make adjustments to the lighting near the curved shelving display in the Youth Room play area.

The next meeting of the Building Committee will be held on Monday, April 21 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:**

Wheeler reported that the Policy Committee reviewed and proposed revisions to the Library Privacy Policy by email from April 12 through April 15. These changes bring the Library Privacy Policy in line with the changes made to the Michigan Library Privacy Act in December 2020. Full details of these proposed changes may be found on pages 32 – 34 of the April Board packet.

It is the recommendation of the Policy Committee that the Board forward a motion to enact these changes.

#### **Motion to approve the revised Library Privacy Policy, as found on page 32 of the April Board packet.**

**1st** Wheeler

**2nd** Pisano

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 provided highlights from the Library Report, which can be found on pages 35 – 45 of the April Board packet.

Craft reviewed the quarterly Strategic Plan Status Report, which can be found on page 36 of the April Board packet. Key metrics explanations are given on page 37 of the Library Report. Goals have been revised conservatively from pre-pandemic expectations. Craft noted her pride in staff's ability to pivot programming toward virtual and take-home activities. Total gate count and volunteer hours are off target due to limited access to the building. Circulation, interlibrary loans, database sessions and downloadable resources have seen an increase, while gate count and volunteer hours are down.

The Library closed to the public March 26-29 and April 24-28 after staff members tested positive for COVID-19. She noted that while this is inconvenient to the public and chaotic for staff, temporary closures offer a level of peace of mind, allows for deep cleaning and disinfecting of the building, and is in line with the standard practice of libraries in the region. As of this meeting, 82% of staff have received at least the first dose of the COVID-19 vaccine.

Since April 2, staff have taken rotating shifts as a front door greeter to emphasize proper mask usage and current Library time and capacity limits. The greeter keeps track of occupancy and has masks available for patron usage within the building.

Newspapers have been moved to a cart outside the front entrance for patrons to read in the outdoor vicinity of the Library. A selection of book sale items, craft kits, and tax forms have also been moved to the front entrance.

MIOSHA has extended emergency rules regarding working from home and staff workstation social distancing of 6-feet apart. Remote work is still enabled for staff who can perform their jobs from home, and the Rotary Room will continue to be used for staff workspaces until October.

Adult Services Librarian Mick Howey has been promoted to full-time. Interviews will be conducted in the next two weeks for a part-time Adult Services Librarian to fill the vacancy created by Howey's promotion. Prospective candidates for full-time Network Administrator will be interviewed soon.

Asian American and Pacific Islander (AAPI) Heritage month will be celebrated in May at the Library. Youth Services is promoting a AAPI Heritage Reading Challenge through Beanstack. Programming and book displays will highlight AAPI authors and material.

A solution is being investigated for the Youth Room terrace door, which continues to blow open during high winds.

Wheeler commented that during the last Birmingham Public Schools (BPS) meeting, the Library was mentioned several times in regards to the Summer Reading program and the recent extension of Library cards to all BPS students. She also noted that Idea Lab Supervisor Jeff Jimison will be meeting virtually with local Cub Scout chapters, and will also be 3D-printing neckerchief holders for them.

#### 5. Liaisons

Friends: Carney reported that a pop-up book sale will be held from June 12-13 on the front patio and, possibly, in the Grand Hall. The Friends have collected approximately \$350 in the last month from the book sale table with a donation collection jar.

The Friends will hold their annual meeting on Tuesday, May 11. All members of the public are invited to attend.

Craft thanked Carney and the Friends for their donation of \$15,000 toward the Library's Spring wish-list. Craft hopes to purchase a 'book bike' among other items to increase the Library's reach within the community. Mark thanked the Friends for their generosity and for their support of the Library.

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:

Birmingham resident David Bloom presented his proposal for "Zip US Up!," a publicly sourced collaborative art project to be placed along the perimeter of the Youth Room's south, east, and north windows. Full details of this proposal can be found on pages 48 – 72 of the April Board packet.

**Motion to proceed with the Zip US Up! Public art project, to be facilitated by resident David Bloom in accordance with Library policy and City of Birmingham legal requirements, following the project description and guidelines listed on pages 48 – 72 of the April Board packet.**

**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 73 – 122 of the April Board packet.
10. General Public Comment Period: None.
11. Adjournment:

**Motion to adjourn the meeting.**

**1st** Rock

**2nd** Suhay

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 9:08 p.m. The next regular meeting is scheduled for Monday, May 17, 2021, at 7:30 p.m.

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Jennifer Wheeler, Secretary

Date