



**BALDWIN PUBLIC LIBRARY MINUTES,
VIRTUAL REGULAR MEETING
May 17, 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; H Jennings, Head of Adult Services

Friends of the Library liaison present: Ryndee Carney

Contract community representatives present: None.

Members of the public present: One.

This meeting was held online, via Zoom.

Wheeler 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 noted her optimism in the future and her hopes for the Library's return to normal operations. She met with Craft, Miller, and Rock on Thursday, May 13 to discuss the future of the Library's outreach strategy. Mark would like to better ascertain the sectors of the community who are non-library users, or do not use Library resources to the fullest, to better target initiatives to connect with those community members. Craft has identified 60 organizations and small businesses that the Library can engage with, commit toward assisting in community outreach, and take part in the activities of the Library. Mark stated that the Library must meet the needs to the contract area community, and can do so in part through outreach within Birmingham Public Schools and through the support of small businesses within the Birmingham Shopping District. Mark reiterated the importance of engaging community members in person to increase Library participation and cooperation throughout the contract area.

Board comments: Aidenbaum noted the necessity of community outreach and gave her support.

Staff Anniversaries: Pisano recognized the following staff anniversaries: Nadia Bertala (4 years of service), H Jennings (4 years), Jody Jennings (2 years), Briana Ratchford (2 years), and Robbie Terman (3 years).

Staff Introduction – H Jennings, Head of Adult Services: Jennings stated how proud and excited she is to be Head of Adult Services at Baldwin, and to engage in the types of outreach Mark discussed in the President’s Report. She noted Baldwin is the “heart of Downtown Birmingham” and that it is integral to the community. Jennings also remarked on her professional trajectory, and noted that she first started as a page at Baldwin in 1999.

Upcoming events of interest: Miller reported upcoming events at the Library, full details of which can be found on pages 38-39 of the May 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 met on Tuesday, May 11 in the Delos Board Room. Present were Mark, Pisano, Suhay, Craft, Miller, Paul Gillin (Library Bookkeeper), and Ron Carpenter (Financial Advisor, Raymond James). Full minutes of this meeting can be found on page 16 of the May Board packet.

Carpenter recommended the transfer of \$61,376.08 from the Library’s Trust Endowment Funds to be used for Library programs and services in FY 2021-2022. A motion will be heard in the following Trust meeting regarding this transfer.

The next meeting of the Finance Committee will take place on Monday, June 14, 2021, at 4:00 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 on Wednesday, April 21 and Wednesday, May 5 in the Delos Board Room. Present April 21 were Mark, Pisano, Suhay, Craft, and Miller. Present May 5 were Mark, Pisano, Suhay, Craft, and Miller. Full minutes of these meetings can be found on pages 19-21 of the May Board packet.

In utilizing expenditures from the Van Dragt Trust donation, Suhay stated that Craft and Miller have gone out of their way to get the best value for the money, and noted their diligence in obtaining quotes.

The next meeting of the Building Committee will be held on Wednesday, June 2 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.

4. Library Report:

Craft and Miller presented highlights from the Library Report, which can be found on pages 23-34 of the May Board packet.

Craft noted that April 2021 circulation statistics have exceeded that of April 2020 – a cause for celebration, as circulation numbers have generally been lower throughout the pandemic.

On Thursday, May 13, the CDC lifted their recommendation of mask use for fully vaccinated individuals. On Saturday, May 15, MDHHS lifted their mask requirements for fully vaccinated individuals. The Library will await updated MiOSHA guidelines before lifting mask use requirements within the building, and will adapt to new recommendations and regulations as they come out.

Craft expects to hear from Fire Chief Paul Wells for updates on operating expectations from the City, which the Library will follow. City Manager Tom Marcus will determine whether City Boards will return to in-person meetings, or hybrid meetings.

The Library management team will meet on May 18 to discuss steps to further reopen the Library, responding to CDC and MDHHS guidelines, and MiOSHA guidelines, if they are updated beforehand. Craft is happy to see daily case numbers below 100 in Oakland County, and reports 87% of staff are fully vaccinated.

Craft presented the Library's proposed FY 2021-2022 budget at the City Budget Hearing on May 1, and the City will be voting on the budget in late May or early June. She reported that the presentation went well.

There are two new part-time Adult Services Librarians at Baldwin: Megan Novak and Jennifer Hassell. Novak recently graduated from Wayne State with a Masters in Library Science and worked as an intern for Baldwin's Adult Services. Hassell is also a Wayne State graduate with a certificate in archival administration, and worked previously at Farmington Community Library, Oakland Community College, and Southfield Public Library.

Miller reported that the IDEA Taskforce met on May 12 and continues to meet biweekly. Programs, book displays, and Beanstack reading recommendations have been used in coordination with a monthly thematic calendar. May focused on Asian American Pacific Islander Heritage Month; June will focus on Pride Month. For July, a new book has been unveiled for a staff book club: *From the Desk of Zoe Washington* by Janae Marks, which will be discussed in coordination with the documentary series *The Innocence Files*. The Taskforce will be sourcing software to perform diversity audits of the Library's collection of materials.

Baldwin patrons can now use their Library card to check out a daily Michigan Activity Pass for use at 13 Metropark locations and over 400 other participating attractions in the Southeast Michigan area.

Reference material shelving has been relocated to allow for adequate walkways around the computer area.

Head of Youth Services Stephanie Klimmek has recorded and ran training sessions for staff on Beanstack. Beanstack is online software which can be used to create reading challenges, reading lists, and goals for patrons, so that Librarians can award badges and prizes to those who meet those challenges. Beanstack will be used for this year's Summer Reading program.

Baldwin has a new Microfilm/Microfiche reader available soon for patron use, which will replace an older machine. Staff are receiving training on the machine, and Miller noted the reader seems to be quite intuitive to use.

5. Liaisons

Friends: Carney reported that the Friends held their Annual Meeting on Tuesday, May 11. Officers were elected during this meeting. Carney will remain as President; Deborah Mohatarem will continue as Vice President and Chair of Book Sales; Jennifer Peterson will continue as Treasurer until a replacement for this position can be

found; and LaToya Stroker will be Secretary. Former Board President Pamela DeWeese has rejoined the Friends Board. Six people have come forward with interest in joining the Friends Board, including former Library Board Trustee David Underdown.

The Friends are planning their Pop-up Book Sale for June 12 – 13, to coincide with the launch of Baldwin’s Summer Reading program. The sale will take place outdoors in front of the Library. Birmingham Department of Public Services has agreed to supply and set up four tents for the sale.

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: None.
8. Items Removed from Consent Agenda: None.
9. Information Only: See pages 37-65 of the May Board packet.
10. General Public Comment Period: Birmingham resident Peter Hollinshead gave his “heartfelt thanks” to the Board and Staff, and noted his excitement to hear about plans going forward.
11. Adjournment:

Motion to adjourn the meeting.

1st Aidenbaum

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 8:31 p.m. The next regular meeting is scheduled for Monday, June 21, 2021, at 7:30 p.m.

Jennifer Wheeler, Secretary

Date