



**BALDWIN PUBLIC LIBRARY MINUTES,
VIRTUAL REGULAR MEETING
June 21, 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 (vacationing in Rehoboth Beach, DE).

Absent and excused: None.

Library Staff present: Rebekah Craft, Director; Jaclyn Miller, Associate Director; Robert Stratton, Administrative Assistant; Megan Novak, Adult Services Librarian; Jen Hassell, Adult Services Librarian.

Friends of the Library liaison present: Ryndee Carney

Contract community representatives present: None.

Members of the public present: Two.

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 Aidenbaum

2nd Rock

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 has begun Library outreach with visits to retirement homes and a meet-and-greet Baldwin tour with Sean Kammer, Director of the Birmingham Shopping District. Craft has been identifying and compiling organizations the Outreach Committee will connect with in person to share resources and ideas. Mark feels confident outreach is headed in a positive direction. She appealed to the public for their input to attract infrequent and non-users of the Library.

Board comments: None.

Staff Anniversaries: Pisano recognized the following staff anniversaries: Debra Gantz (19 years of service), Daniel O'Brien (20 years), Katie Rothley (7 years), Donna Smith (18 years), and Matthew Weerakoon (3 years).

Staff Introduction – Megan Novak, Adult Services Librarian: Novak earned a master’s degree in English from Oakland University in 2016. She graduated with a master’s degree in Library Science from Wayne State University this year. She started at Baldwin in 2017 in Circulation, and in 2018 worked as an intern for Adult Services until her promotion to part-time Librarian in May of this year.

Staff Introduction – Jen Hassell, Adult Services Librarian: Hassell has worked in libraries since 2006 and has most recently worked at the Southfield Public Library and Farmington Community Library. She began in her position as part-time Adult Services Librarian on June 1, 2021.

Upcoming events of interest: Miller reported upcoming events at the Library, full details of which can be found on pages 66-67 of the June Board packet. These events will be held virtually until further notice.

3. Board Committee Reports

Finance Committee:

Pisano reported that the Finance Committee met on Monday, June 14 in the Delos Board Room. Present were Mark, Pisano, Suhay, Craft, and Miller. Full minutes of this meeting can be found on page 14 of the June Board packet.

Motion to approve the appropriation and amendment to the fiscal year 2020-2021 budget as follows:

Expenditures:

Buildings	271-790.000-977.0000	\$400,000
Contribution to Fund Balance	271-000.000-400.0000	(400,000)
Total Expenditures		\$ -0-

1st Mark
2nd Suhay

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 Monday, July 12, 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 Wednesday, June 2 in the Delos Board Room. Present were Mark, Pisano, Suhay, Craft, and Miller. Full minutes of this meeting can be found on pages 21-22 of the June Board packet.

Suhay noted a discussion regarding the extension of the Children’s Garden further along the north side of the Library where there is currently a 2000-square foot area unused and planted with Pachysandra. Craft will gather quotes from local garden centers to better utilize this space for children and program goals.

Craft noted two changes to the Phase 3 RFP pre-bid meeting from the document included on page 23 of the June Board packet. This meeting will be in-person, and will occur on Wednesday, June 30 at 4:00 p.m.

Motion to approve the issuance of a Request for Proposals (RFP) for architectural services, based on a draft, on page 23, for the proposed expansion and renovation of the Front Entrance and Circulation Area of the Baldwin Public Library.

1st Suhay

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.

The next meeting of the Building Committee will be held on Tuesday, July 13 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 met on Thursday, June 3 in the Delos Board Room. Present were Rock, Wheeler, Craft, and Miller. Full minutes of this meeting can be found on page 46 of the June Board packet.

Motion to adopt the Fines & Fees Policy, as found on page 47 of this packet.

1st Wheeler

2nd Mark

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.

Motion to adopt the Hours of Service Policy, as found on page 52 of this packet.

1st Wheeler

2nd Rock

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 53-63 of the June Board packet.

Craft noted the June 22 MDHHS order, which lifted capacity limits and the mask mandate throughout Michigan. Masks are currently not required, albeit encouraged, of patrons, and there is no time limit for visitors to the Library. Furniture has been added back to the Grand Hall during the few weeks. On July 19, Baldwin will resume room rentals after staff return to their pre-pandemic workspaces. Because of current MiOSHA guidance for staff, staff can still be required to wear masks, and this will be discussed during an all-staff meeting on Wednesday, June 23. Craft anticipates the return of some in-person programs after September 4.

The Strategic Planning Committee, comprised of Aidenbaum, Rock, and Suhay, will begin the process of creating an updated Strategic Plan in coordination with Craft and Miller, with an end goal for completion in January 2022. The current Strategic Plan was created in 2011.

In staff updates, Technical Services Librarian Belinda Bolivar has resigned for a position at University of Illinois. Pages Cameron Crawford and Grace Noble have returned to work, as well as Baldwin's substitute Librarian staff.

A staff-led Community Partnerships Committee has been created to target 100 local community organizations and provide them with resources to help them best serve their missions. Staff and Board members will connect with these organizations in the fall to share these resources and assist them in reaching their goals.

Baldwin now has a New York Times Games subscription, which patrons can access with their Library card to play games and complete crossword puzzles.

As of this Board meeting, 370 patrons have registered for Summer Reading. They have written 48 reviews, read 1595 books, and have completed 16,378 units of reading since June 11. Those interested may register for Summer Reading at baldwinlib.beanstack.org

5. Liaisons

Friends: Carney reported on the Friends of the Library Pop-Up Book Sale, held on June 11-12. She gave her appreciation for all who visited. The Friends made \$2752 over those two days and freed almost a third of their books storage. Carney noted the next sale occurrence is to be decided, though the next sale is typically held in November.

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 65-78 of the June Board packet.

10. General Public Comment Period: Birmingham resident Peter Hollinshead asked if there was a plan to include Juneteenth as a day of Library closure in an updated Hours of Service Policy. Craft responded that she would check at the Birmingham City Staff Meeting if they had plans to close for this holiday. Craft also noted that the 2022 Library calendar will be finalized and voted on at the August 2021 Board Meeting. Hollinshead commended Mark for meeting with Birmingham Shopping District's Sean Kammer.

11. Adjournment:

Motion to adjourn the meeting.

1st Aidenbaum
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 8:38 p.m. The next regular meeting is scheduled for Monday, July 19, 2021, at 7:30 p.m.

Jennifer Wheeler, Secretary

Date

APPROVED