



**BALDWIN PUBLIC LIBRARY MINUTES,  
REGULAR MEETING  
July 19, 2021**

Call to Order and Roll Call:

The meeting was called to order by President Melissa Mark at 7:30 p.m.

Library Board present: Melissa Mark, Frank Pisano, Jennifer Wheeler, Ashley Aidenbaum, Karen Rock, Jim Suhay.

Absent and excused: None.

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

Friends of the Library liaison present: None.

Contract community representatives present: None.

Members of the public present: Three, 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 expressed her excitement about Library outreach efforts in the community, the upcoming expansion of the Idea Lab [into the previous Computer Lab space], and the creation of a Mobile Computer Lab to better respond to the needs of the public. She noted the success of Library program volume and participation in this previous fiscal year compared to the target goal, with 20,611 people participating in 760 programs in 2020-2021. She also noted the recent success of the Friends with their pop-up book sale and book sale tables.

Mark will be meeting with new Birmingham Public Schools Superintendent Dr. Embekka Roberson to discuss the various resources and modes of support that the Library can offer. Mark has also been visiting the senior living center at The Sheridan to help reorganize their Library, exchanging old materials for new.

Mark noted the positive state of Baldwin's finances. She thanked the Board and Library staff for their time and effort, and the community for their support of ongoing efforts at Baldwin.

**Board comments:** Rock commented on the positive reaction friends of hers had to news that Baldwin is now fine-free, which they read in the Birmingham-Bloomfield Eagle.

**Staff Anniversaries:** Pisano recognized the following staff anniversary: Rebekah Craft (6 years of service).

**Upcoming events of interest:** Miller reported upcoming events at the Library, full details of which can be found on pages 44-45 of the July Board packet. These events will be held virtually until further notice. An open house will be held on Sunday, September 26, from 2:00 to 4:00 p.m. to celebrate the retirement of Doug Koschik, the opening of the new Youth Room, the Van Dragt Trust donations, the installation of the Michigan Spring sculpture, and Martha Baldwin's induction into the Michigan Women's History Hall of Fame. Melissa Mark, Karen Rock, and Jennifer Wheeler volunteered to help plan the event.

### 3. Board Committee Reports

#### **Finance Committee:**

Pisano reported that the Finance Committee met on Monday, July 12 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 July Board packet.

The next meeting of the Finance Committee will take place on Monday, August 9, 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 Tuesday, July 13 in the Delos Board Room. Present were Pisano, Suhay, Craft, and Miller. Full minutes of this meeting can be found on pages 17 of the July Board packet.

Craft elaborated on the recommended expenditures from the Van Dragt Trust to purchase 2<sup>nd</sup> level office furniture, a table for the Delos Board Room, and executive board room chairs. The total cost for these items, based on a quote from ISCG, is \$30,656.27. A motion to approve these expenditures will be heard during the following Trust Meeting.

The next meeting of the Building Committee will be held on Wednesday, August 4 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 19-42 of the July Board packet.

Craft reported on the FY 2020-2021 Key Metrics Dashboard. The report on this data can be found on page 20-22 of the July Board packet. Programs, wireless sessions, gate count, and volunteer hours are all expected to increase in the next fiscal year, as they were off target due to the COVID-19 pandemic and closure of the building. Other metrics were on-target for the fiscal year.

In a softening of the Library's COVID-19 response measures, lounge seating and study tables have returned to the Library. Staff have returned to their original work spaces. Room rentals have resumed for the general public.

The Eick Family has donated \$500 to fill the large planter outside of the front entrance with flowers, which they contribute annually in memory of their parents, Raymond and Margarita Eick.

Baldwin Librarians may now certify the eligibility of applicants to the National Library Service for the Blind and Print Disabled (NLS). NLS has implemented this change to eligibility requirements to make this process easier for those with vision-related disabilities.

In staffing updates, Sheila Sweeting has been hired as a Technical Services Assistant II. David Dapkus (Circulation) will begin training in Technical Services for four to eight hours a week. Matthew Weerakoon, Idea Lab Technology Assistant, will return to University of Michigan in fall, and will return during winter and summer breaks. A job opening has been posted to fill this position.

Library management have completed employee performance evaluations and employees have completed self-assessments. Craft noted the self-assessments included the question, "If you were the Library Director, what would be on your priority list for the coming year?", which she will use as a focus list over the coming year. Answers to this question included prioritizing the safety of staff and patrons, navigating through the end of the pandemic, and transitioning back into regular services; updating Library technology infrastructure; restocking the vending machines (which have since been restocked); exploring new online services and programming in the event of future extended closures; and updating the wage structure for employees (staff will receive a merit-based wage increase this year).

The Library's phone and voicemail system were updated last week, with outdated handsets being replaced.

Miller reported the IDEA Taskforce has continued their monthly thematic structure for Library book displays and programming, with Baldwin Supports Our Troops in July and Women in Translation for August. The staff book club will begin again on July 21, reading *From the Desk of Zoe Washington* in coordination with the documentary *The Innocence Files*.

The 2021 Summer Reading Program is ongoing until August 8. 508 people have registered, who have earned 3,861 Beanstack badges and recorded 5,457 books read.

Miller continues working with graphic designer Michelle Hollo on promotional materials, including summer issues of Learn.Connect.Discover., Summer Reading Program material, and a flyer for the Idea Lab's vinyl cutting services, among other items.

A press release was sent out regarding Baldwin's move to fine-free operations, which was reported on by several local newspaper and media publishers. These articles can be found in the Information Only section of the July Board packet.

Birmingham's Little Free Libraries have been filled with deselected materials from the Library. The Community Partnerships Working Group is finalizing details for a "welcome packet" to be distributed to community partners.

The Youth Room ceiling began leaking during heavy rain and the roof was patched in four places. Since those repairs, leaks have not been evident.

The Idea Lab will expand into the former Computer Lab space. Computer programs will continue with a new mobile computer lab, consisting of a set of laptops, which will allow for computer instruction inside or outside of the Library.

Craft provided a detailed progress report of Library accomplishments and updates to the FY 2020-2021 Baldwin Public Library Action Plan. Craft notes the Strategic Planning Committee's goal for the upcoming fiscal year is to fully update this action plan to address the current needs of the community public. Full details of this report can be found on pages 33-42 of the July Board packet.

5. Liaisons

Friends: No Friends liaison was present, however, Miller reported that the Friends received \$2,374 in donations in June from book sale tables in the Grand Hall. There are currently book sale tables set out across from the Hot Picks section near the front entrance.

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 43-64 of the July Board packet.

10. General Public Comment Period: None.

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 8:35 p.m. The next regular meeting is scheduled for Monday, August 16, 2021, at 7:30 p.m in the Rotary Tribute and Donor Room.