



**BALDWIN PUBLIC LIBRARY MINUTES,
REGULAR MEETING
August 16, 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, Ashley Aidenbaum, Karen Rock, Jim Suhay.

Absent and excused: Jennifer Wheeler.

Library Staff present: Rebekah Craft, Director and Robert Stratton, Administrative Assistant.

Friends of the Library liaison present: None.

Contract community representatives present: None.

Members of the public present: Six (two in person; four 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.

Nays: None.

Absent and excused: Wheeler.

The motion was approved unanimously.

2. Board Reports and Special Announcements:

President's report: Dr. Embekka Roberson, Superintendent of Birmingham Public Schools, and her leadership team visited the Library for a staff meeting and tour of the facility on August 9. Mark invited all principals and teachers in the local school district to visit the Library for a similar tour to see the recent developments at the Library.

Mark's volunteer efforts at The Hub on Smith (formerly Sheridan Senior Center) are on hiatus due to COVID concerns there. She noted they are looking forward to a future visit by Baldwin's Mobile Computer Lab.

Baldwin will be promoting the Oakland Literacy Council's annual fundraiser and author visit in October. A representative of MSU's Department of Entomology Pollination Ecology Lab will be hosting a community science program at Baldwin on August 24.

A Library open house is scheduled for later in September, however, due to a rise in COVID cases this event is subject to change.

Board comments: None.

Staff Anniversaries: Pisano recognized the following staff anniversary: Linda Beyer (12 years of service), Paul Gillin (8 years), Mick Howey (4 years), Tony Lowe (16 years), Kathleen McBroom (4 years), Terry Meyer (9 years), Daniel Patton (4 years), Kristen Tait (20 years), Nicholas Tupper (3 years), and Sarah von Oeyen (9 years).

Upcoming events of interest: Craft reported upcoming events at the Library, full details of which can be found on pages 44-45 of the August Board packet.

3. Board Committee Reports

Finance Committee:

Pisano reported that the Finance Committee met on Monday, August 9 in the Delos Board Room. Present were Mark, Pisano, Suhay, Craft, and Miller. Full minutes of this meeting can be found on page 16 of the August Board packet.

Pisano commended patrons for their generosity in giving donations at the Friends of the Library book sale tables and pop-up sales.

The next meeting of the Finance Committee will take place on Monday, September 13, 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, August 4 in the Delos Board Room. Present were Mark, Pisano, Suhay, Craft, and Miller, along with two members of the public. Full minutes of this meeting can be found on pages 19 of the August Board packet.

The Building Committee will obtain quotes for the Youth Room expanded children's garden from Great Oaks Landscape Associates and Three C's Landscaping. Goldner Walsh Garden & Home, who previously installed the north-side landscaping, is unable to provide a quote until November.

During their visit with Craft, Great Oaks made a number of recommendations: cleaning the exterior limestone prior to planting the expanded garden, installing low-voltage exterior landscape lighting to illuminate the building at night, planting two new trees (purple Beech), and to reroute downspouts to a new rock bed to avoid flooding of the new lawn.

The next meeting of the Building Committee will be held on Wednesday, August 25 at 2:00 p.m. in the Jeanne Lloyd Room. A Zoom link has been included in the public notice for those who wish to participate virtually.

Discussion of Architectural Bids for Phase 3 Renovation

The Library Board discussed the merits of presentations received from the three architectural firms (Luckenbach, Ziegelman, Gardner Architects, PLLC; Merritt Cieslak Design, PLC; and NSA Architecture) during the August 9 Special Board Meeting.

Pisano, Rock, Suhay, Mark, and Craft commented on the strength and thoroughness of the three presentations.

Suhay made a motion to nominate Luckenbach, Ziegelman, Gardner Architects, PLLC to develop a conceptual/schematic design for the renovation of the Front Entrance and Circulation Area of the Baldwin Public Library. Suhay noted that LZG had completed both Phase 1 and Phase 2 of Baldwin renovations with positive results and were consistent in their availability. There was not a second to this motion and the motion fell to the floor.

Pisano made a motion to nominate Merritt Cieslak Design, PLC for the project. Pisano acknowledged the fine work of LZG throughout Phase 1 and Phase 2 of Baldwin's renovation, but was rather impressed by Merritt Cieslak Design's architectural design resume for libraries and churches. Rock commented she appreciated Merritt Cieslak Design's team-oriented approach. Kristen Tait, Head of Circulation, gave comment expressing her desire of the chosen firm for close collaboration with the Library towards improving the Library entrance, without cornering the Library into a specific architectural vision.

Motion to approve a payment of up to \$45,000 to Merritt Cieslak Design, PLC in order to develop a conceptual/schematic design for the renovation of the Front Entrance and Circulation Area of the Baldwin Public Library, to be paid out of account 901.0600 (Architectural Services).

1st Pisano

2nd Rock

A roll call vote was taken.

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

Nays: None.

Absent and excused: Wheeler.

The motion was approved unanimously.

Mark thanked Robert Ziegelman and John Gardner for attending this Board meeting and for their previous work with Baldwin. Ron Cieslak, who was present via zoom, thanked the Board for the opportunity to undertake the next renovation phase with Baldwin. Mark thanked Craft for her time and effort with the Building Committee throughout this process.

4. Library Report:

Craft presented highlights from the Library Report, which can be found on pages 27-37 of the August Board packet. In the July Key Metrics Dashboard, Craft noted that all statistics have increased except downloadable content.

The IDEA Taskforce's staff book club will discuss *Firekeeper's Daughter* by Angeline Boulley on November 3. Boulley will be hosted by the Oakland Literacy Council for an author talk on October 28. Staff will be reviewing and amending Library policies through the lens of equity and diversity to be submitted to the Policy Committee in October.

Summer Reading concluded on August 8 with 557 people registered for this program. A full report will be compiled for the September Board packet. Learning in Retirement will begin again on September 22 and will be held as a hybrid program.

A workforce development starter collection was provided to the Library by the Library of Michigan and includes 22 print titles focused on career change, entrepreneurship, job hunting skills, leadership, legal issues, resume writing, and interview skills.

Rising COVID cases will continue to be monitored by the Library. No new changes have been made to operations in the past month. Birmingham's Emergency Manager Paul Wells recommended masks to be worn throughout public meetings at this time.

Associate Director Jaclyn Miller continues to work with graphic designer Michelle Hollo in producing the Learn.Connect.Discover. newsletter and marketing materials for the Library, including an updated Learning in Retirement flyer.

In staffing updates, a candidate for the Idea Lab Technology Assistant position will be chosen this week. There is a Circulation Page position open for applicants with applications due on August 20. Circulation Assistant I and Operations Assistant positions are also currently open with applications due on August 25. Job descriptions and application can be found at baldwinlib.org/employment

Associate Director Miller, with Librarians H Jennings and Jen Hassell, set up a Library booth at the Bingham Farms Family Fest on Saturday, August 14 and held a 'book walk' for participants.

Craft was a guest on a recent episode of Chuck Moss' Eye On Oakland, which will air on BCTV and is available online. She presented a laser engraved wood piece created by the Idea Lab (photo on page 34 of the August Board packet).

The Birmingham Museum is working with Baldwin Librarians to transfer historical materials from the Legacy Room to the Museum. Librarian H Jennings met with Leslie Pielack to discuss future programming opportunities at the Library.

The Friends of the Library received \$2,452.81 in book sale donations during July. The Friends will send out their annual newsletter at the end of August and a membership renewal letter in September.

The Library's Polaris system will be upgraded to version 7.0, allowing for patrons to bulk renew checked out items. This will also enable Librarians to catalog titles online and view, edit, and pay invoices.

An annual fire extinguisher inspection occurred on August 4 and four extinguishers were replaced. Library windows were washed on August 11. The Idea Lab is currently expanding into the former Computer Lab and will set up individual stations for each set of tools to improve workflow and ease of access for patrons.

5. Liaisons

Friends: There was no report.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

Bingham Farms: There was no report.

6. Unfinished Business: Aidenbaum made a suggestion to consider the quality of the offerings at a proposed Baldwin café. Pisano noted he discussed the need for a consultant in this regard after having a conversation with the owner of Birmingham Roast. Suhay agreed and suggested bringing this item into the workflow with Merritt Cieslak Design.

7. New & Miscellaneous Business:

Motion to approve the 2022 Library calendar as found on page 41 of the August 2021 Board packet, with the addition of a closure on Dr. Martin Luther King, Jr. Day, and to close the Library on Sunday, December 26, 2021.

1st Aidenbaum

2nd Suhay

A roll call vote was taken.

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

Nays: None.

Absent and excused: Wheeler.

The motion was approved unanimously.

8. Items Removed from Consent Agenda: None.

9. Information Only: See pages 43-66 of the August Board packet.

10. General Public Comment Period: None.

11. Adjournment:

Motion to adjourn the meeting.

1st Suhay

2nd Rock

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

Nays: None.

Absent and excused: Wheeler.

The motion was approved unanimously.

The motion was approved unanimously. The meeting was adjourned at 8:32 p.m. The next regular meeting is scheduled for Monday, September 20, 2021, at 7:30 p.m in the Rotary Tribute and Donor Room.

Jennifer Wheeler, Secretary

Date