



MEETING MINUTES

Time: 4:00 PM – 5:45 PM
Date: September 29th, 2021
Location: Baldwin Public Library
300 W. Merrill St.
Birmingham, MI 48009

MEETING MINUTES ARE RECORDED IN BLUE

Attendees:

Melissa Mark	Board President	BPL Building Committee
Frank Pisano	Board Vice President	BPL Building Committee
Jim Suhay (Via Zoom)	Board Member	BPL Building Committee
Rebekah Craft	Director	Baldwin Public Library
Jaclyn Miller	Assistant Director	Baldwin Public Library
Kristen Tait	Circulation Director	Baldwin Public Library
Steven Schneemann	Principal Architect	Merritt Cieslak Design
Ron Cieslak	Principal Architect	Merritt Cieslak Design
Dianne Schurg	Interior Designer	Merritt Cieslak Design

AGENDA ITEMS

1. Discuss Svenska Café visit highlights
 - Steve gave an overview of the meeting at Svenska Café, explaining that the purpose of the meeting was to gather insight on how a small café is run and how BPL may be able to incorporate a café into Phase 3 with an informed decision.
 - The following were discussed during the meeting with the owners at Svenska, Christina and Isabella:
 - The café is a total area of 550SF (including toilet room)
 - The café serves an average of 80-100 guests per day
 - The café serves coffees, espressos, lattes, hot tea, iced tea and other speciality drinks
 - All baked goods/pastries are prepared off-site
 - All other prepared foods are made on site including soups/ sandwiches
 - The café introduces a variety of treats/weekly specials in order to keep regulars interested
 - The café employees are able to educate and inform the clients of the ingredients of the products and how they are prepared and

- are trained to do so enthusiastically
- The interior of the café utilizes a variety of lighting styles as well as plays off of the daylighting
- The café utilizes the following equipment: register, toaster, 3 undercounter refrigerators, 1 freezer, cooler, 90 second Champion dishwasher, 2 grinders (1 for coffee brew, 1 for espresso), ice machine and 1 espresso machine
- The café owner also explained that Svenska uses specialty coffee (Ferris Coffee Co.)
- Svenska has 10 staff members on their roster in order to keep it fully staffed seven days a week.
- During the Building Committee meeting it was noted that MCD would ask further questions from Svenska to ask how they would envision working as the vendor for the BPL café.
- During the Building Committee meeting there was a brief discussion about whether or not the county health department would require permits. It was determined that a coffee shop that is not preparing food on site does not require a permit from the health department.
- There was concern about whether or not the café would be successful and a discussion about potentially utilizing high end vending machines with coffee. Additionally, it was noted that regardless of whether the café was staffed or not, it would still require the infrastructure such as water supply, as well as a vendor to maintain the equipment.
- It was also noted that prior to COVID the library served approximately 800-900 patrons a day; post COVID daily averages range from 300-500 daily patrons
- The building committee suggested creating a café space that also works as a meeting space and/or serves another dual function. It was noted that if the café were to be open outside of library hours with its own separate entrance that it would require a toilet room that could also be used at that time.

2. Discuss highlights from meeting with Nick DuPuis, Birmingham Planning Director

- Steve shared with the Building Committee that he and Nick discussed turning Merrill into a One-way headed East. Additionally they talked about any potential cost-implications and that it may not be overly expensive. Nick also expressed that he thought there would be support for changing Merrill to one-way by the city commission.
- Steve explained that Nick liked the idea of a tangible connection between Shain Park and BPL and felt that introducing visual cues of the pedestrian access might provide drivers with extra caution.
- During the Building Committee meeting Jim mentioned that the granite pavers did not have to be the extents of the Exterior Plaza, and that having them at the outside edge of the plaza is what a previous rendering called for and that it might be enough to draw a connection to Shain Park without requiring the use of granite pavers for the entire exterior plaza.
- The next topic covered with the Planning Director was the drive up window/ book drop. The Building Committee is interested in alternative options for the drive-up window/ or new book drop location; there was concern whether or not a full-service drive-up window would work with the budget. Another suggestion was to have the book drop at the street with a new heat trace sidewalk installed in order to make servicing the book drop easier for library staff. Melissa asked how many times a day the book drop was emptied, and Kristen said 3-5x a day and that it was almost always full and it was very difficult to maneuver, particularly in the winter.
- Steve suggested that for Phase 3 to stick with the original program and the drive-up window could potentially be a future upgrade for the library- that for the time being any discussion of a drive up window should be high level

conceptual design work.

3. Distribute and Review Program Statement Draft

- Steve explained to the group that the Program Statement was a draft and that it was important to consider it as a “living” document since things are still being developed. He stated that it was important to create 1 program statement to foster multiple design concepts.
- During this portion of the meeting, the request for bird friendly glass was discussed, and Steve said that MCD would look into glass standards for the city of Birmingham. Additionally, it was noted that the new glass in the youth room was 66% light transmittance.
- It was also noted by Jim Suhay that it was previously discussed to restore the original ceiling in the existing circulation area and elevator room. Steve said that MCD would check the ceiling conditions to better understand the conditions there.
- It was requested that, although the security cameras would be outside the budget, that, before the ceilings go up, the library would meet with Guardian alarms to verify the infrastructure needs for a checkout system security camera.
- Steve asked whether the Building Committee knew of a dark skies ordinance and it was uncertain. MCD would check into this and design in order to minimize/prevent excessive light pollution.

4. Discuss next steps (Organizational Concepts and Cost Projections)

- The final portion of the meeting was a discussion of what the next steps would be and what that would look like. Steve said that MCD would be providing the Building Committee with graphics as well as cost projections for the scope of work addressing several options.

5. Next Building Committee meeting scheduled for October 13, 2021 4:00PM

*Note: These minutes represent the best efforts of **Merritt Cieslak Design** to record discussions and decisions at this meeting. Please report any errors or omissions to the author upon review.*