



MEETING MINUTES

Time: 2:00 PM – 4:00 PM
Date: August 25th, 2021
Location: Baldwin Public Library
300 W. Merrill St.
Birmingham, MI 48009

MEETING MINUTES ARE RECORDED IN BLUE

Attendees:

Melissa Mark	President	BPL Building Committee
Frank Pisano	Vice President	BPL Building Committee
Jim Suhay	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

Phase 3 Design Project Begins

1. Introductions of MCD and BPL Personnel
2. Review of Project Work Scope (from RFP)
 - The discussion began with a comparison between the RFP and BPL Wishlist- it was determined that the content was the same and Steve stated that details would be revisited at a later meeting.
3. Revisit Project Objectives (from RFP)
 - a. Budget
 - The budget originally was set at 2.8 million, however it is now set at 3.26 million. It was explained by the committee as follows. In the January 2021 presentation to the City's L-R Planning Committee, the \$2.8 million estimate was first stated at 2021 dollars and before including added content. After adjusting the number to 2023 dollars and adding granite pavers to the plaza and movable glass walls, the estimate was increased to \$3.26 million.

- It was discussed that the architect selected for Phase 3 construction would contract directly with the City.
- Melissa asked if it was common to have 2 separate RFPs (Schematic then Construction Documents). MCD explained that while it is uncommon it was explicitly stated in the RFP that way. The RFP also stated that whether or not MCD was also awarded the RFP for CD's that the library would own the rights to the documents.
- MCD requested a breakdown of the budget, Rebekah said she would get that to them.

b. Program

- MCD will need access to the library to field verify early on in the schematic process.
- MCD will review the "As Built" drawings early on in the design process in order to evaluate design options.
- Existing vs. Future Ramp
 - Currently it is not ADA compliant- goal to create an accessible/welcoming entrance
 - Ramp's necessity called into question if alternative access was provided- library staff explained concern with moving away from ramp altogether due to deliveries & strollers- open to suggestions. An escalator is an option.
 - Doesn't have to be fully enclosed or covered
 - Question of why deliveries don't use the loading dock, BPL staff explained that the dock doesn't have a ramp currently and not all companies use the same delivery equipment, MCD would review the dock for potential future updates to resolve this
- Existing Entrance
 - Sorting system and dropbox location will need to be reconfigured if entrance moves closer to street- for accessibility as well as access outside library hours
 - Suggestion of a conveyor belt to bring books from street level up to current sorting system
 - Current entrance doors are heavy/ awkward, request for automatic vestibule doors
 - Existing skylight doesn't provide adequate light (film on glass and cloudy climate); request for opening up a new skylight to provide visual access to original building
 - New entrance should enhance and connect, integrate, and synthesize the adjacent spaces and not feel like a 4th building addition
- Circulation desk
 - Currently faces west instead of the entrance, tucked away, unwelcoming
 - New circulation desk should be in view of the doors
 - Library staff open to an island (disconnected from offices) and relocated closer to new entrance
 - Suggestion of creating 2 desks- 1 circulation and 1 welcome desk. Concerns of staff not wanting to work alone and don't have staff to designate 2 to the welcome center desk
 - Currently 5 "on hold" shelves, needs to be maintained at minimum if not expanded
- Exterior Plaza
 - Inquiry if necessary to keep planter- open to options
 - Flagpole can be relocated
 - Request for indoor/ outdoor casual unfixed seating space
 - Bike racks can be relocated or replaced
 - Need for operable windows at cafe- will need to be shown in at least one iteration- concern about impact on budget. Provision for sliding doors/ windows in present budget
 - Solar panels are not a top priority- can be revisited if possible
 - Rebekah brought up Friends of the Library request for their own used book sale space, not determined at time of meeting, Rebekah will get back to committee regarding this

- Cafe
 - Consultant for cafe- specifically for identifying required equipment: Andy Vickers 248-931-5869.
 - Library to provide infrastructure to cafe, vendor to provide equipment (explicit in bid)
 - Concern about cafe being successful, MCD suggested that the design would address this to be flexible in case, could be reused as a collaboration space or high-end vending machine area
 - An option is Cafe to be available to be operable outside of library hours, able to be closed off from library. Will require an ADA toilet room.
 - Could serve as a Grade level meeting space
- Questions
 - MCD has previously done surveys and will create one specific to Baldwin Public Library to use for patrons, will coordinate with Rebekah as a collaborative effort
 - For the informational gathering session, the library would like to host a town hall style meeting for patrons to offer questions and comments regarding phase 3, the library will coordinate with MCD

Focus group to give insight; invite city commissioner, etc; reconnect with Steve to discuss

c. Schedule

- MCD's proposal and schedule was discussed. Dates will be coordinated with Rebekah, and MCD will revise and re-issue an updated copy to Rebekah.
- It was noted by the committee that a good time to meet would be 4:00pm.

4. Discuss Design Alternatives Variables

- Glazing at curve- several. As stated in RFP, one design alternative should be similar to latest renderings shown to City Commission.

5. Review MCD Work Plan

- Reviewed project schedule-MCD to review and revise to coordinate with Scope of work.

6. Set Next Meeting Dates

a. All Staff Meeting

- Reviewed project schedule: Next All Staff Meeting Scheduled by Library for Tuesday, September 14th at 8:30 am.

b. Focus Group Meeting

- This meeting is intended to be a small group session as an opportunity to ask for insight on how to better serve the community. MCD will coordinate questions with Rebekah and facilitate the meeting. The Library and Building Committee will create an invite list provided at the next meeting. No meeting was scheduled at this time.

c. Building Committee

- No Further Building Committee Meeting scheduled with MCD at this time however, MCD will reach out to coordinate dates for regular meetings at the earlier mentioned time (4:00pm).

7. Review Record Drawings

- MCD reviewed the drawings presented and requested contact information for The Dailey Company

Determine Next meeting date and regular meeting time

- No Further Meeting scheduled at this time. MCD will reach out to coordinate dates.

*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.*