



## **MEETING MINUTES**

Time: 4:00 PM – 5:30 PM  
Date: September 22nd, 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
Three members of the public (via Zoom)		

## **AGENDA ITEMS**

1. Update of tasks completed to date
  - Steve gave an update on tasks that MCD has completed to date including drawing the existing 2D & 3D of the existing building, meeting with staff for input, meeting with the community for input and conducting a community wide survey. Steve stated that all the referenced documents related to staff and community outreach could be found in the 64 page PDF file that was submitted to the library director prior to the meeting.
2. Review outreach efforts
  - A. All-staff meeting (Sept. 14)
    - Steve read through the documents shared at the all-staff meeting and gave a brief overview of the findings of the meeting that were outlined in the minutes.
  - B. Focus group meeting (Sept. 15)
    - Steve reviewed the agenda provided by the director that was used to format the focus group meeting and shared the outcome, insights, and

discussions that resulted.

C. Community survey (opened Sept. 2)

- Steve reviewed the survey questions as well as the results of the feedback from the community.

D. Summary of findings

- During this portion of the meeting Steve gave a summary of the collective responses of the community regarding the library and Phase 3. At this time it was also noted that the demographics of the respondents should be taken into consideration regarding variables such as age and how they may play a role in the nature of the responses.
- The All-Staff meeting provided insight on the library staff's concern with the addition of a cafe. Most prevalent concerns were regarding the success rate of staffed coffee bars, the risk of attracting vermin, selection of a vendor as well as vendors being concerned about competition. With regards to vendors being concerned about outside food being brought into the library, Steve suggested that BPL stipulate that it would allow outside food and caterers in the terms that the vendor would have to agree to.
- Additionally library staff worried that if the cafe was left unstaffed, then patrons may expect library staff to service the cafe which would impede on their other responsibilities.
- Steve also suggested that the cafe could be more of a kiosk station for coffee.
- It was suggested that combining the cafe and bookstore spaces as a potential hybrid space could reduce the total space required for both, however the library staff explained that they worried that the Friends of the Library or the cafe vendor might not have someone to operate this and the expectation would fall to the library staff.
- Rebekah suggested turning the sorting room into a bookstore and relocating sorting, in order to create a designated bookstore space; however it would depend on whether there was a better location for the sorting room within phase 3.  
Additionally, during the Focus Group, Rebekah explained that the Friends of the Library's goal of having their own book store space would ideally be an enclosed space approximately 10'x10'.
- During the meeting, patron David Bloom suggested that the library consider a coffee station that was based on the honor system if it was not being staffed. Additionally he said that having high quality coffee and healthy food options would be a useful amenity. He also requested that the cafe have flexible access to adjacent outdoor spaces.
- The next topic covered was the concept of creating an art gallery space, library staff explained that the maintenance of an art gallery display requires considerable attention and this takes away from the library's current responsibilities.
- There was also a suggestion that the service desks be divided into 3 locations throughout the library; 1 adult service desk (1 adult librarian staff/ 1 circulation staff), 1 main entrance circulation desk (1 adult librarian staff/ 1 circulation staff), as well as 1 children's area circulation desk (1 children's librarian/ 1 circulation staff).
- Jaclyn also suggested that there be at least one way to provide service to the community at street level.
- For the circulation desk- there was concern that a skylight in the vicinity might create unwanted noise (when raining hard) and make hearing for patrons difficult.
- Jim Suhay also wanted at least 1 alternative option with granite pavers at the plaza (the same kind as Shain park). MCD said they would provide at

least one option including this and consider the maintenance required for upkeep.

3. Review updated MCD Work Plan
  - Steve reviewed the updated work plan with dates for upcoming meetings. He also noted that unless otherwise noted that all building committee meetings would be assumed to take place at 4:00 PM.
4. Next Building Committee meeting scheduled for September 29, 2021 4:00PM
  - A meeting between library director, board president and MCD was scheduled at Svenska café in Birmingham at 2:30 pm on Wednesday September 29<sup>th</sup>, for the purpose of learning more about how a small café operates.

*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.*