



**BALDWIN PUBLIC LIBRARY MINUTES,
REGULAR MEETING
October 18, 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 (via Zoom due to health concerns; in Birmingham, MI), Karen Rock, Jim Suhay, and Jennifer Wheeler.

Absent and excused: None.

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

Friends of the Library liaison present: Ryndee Carney.

Contract community representatives present: None.

Members of the public present: Two.

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 Suhay

2nd Rock

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

2. Board Reports and Special Announcements:

President's report: Mark remarked on the progress of continuing outreach efforts. Miller will be reading 'spooky stories' at the YMCA Halloween event on October 22. Library Board candidate Danielle Rumble volunteered her time at the YMCA.

The Mobile Computer Lab has been delayed due to backordered items.

Three Flags Chapter of Daughters of the American Revolution (DAR) donated to the Baldwin Public Library Trust for the purchase of American history titles. DAR set up a display in the Grand Hall to commemorate Constitution Week.

On October 1, the Zip Us! Up art exhibit was installed in the Youth Room, coordinated by Birmingham resident David Bloom with other members of the community. An exhibit open house was held that same day.

Meeting room rentals are increasing in frequency at the Library. Mark remarked that it is good to see new groups utilizing the Library rental space.

Birmingham Museum is hosting "Night with the Museum" programs monthly in coordination with the Library until through Summer 2022.

Mark noted volunteer participation has declined since the pandemic, and will work to brainstorm ideas to connect more community members with volunteer efforts at the Library.

Board comments: None.

Staff Anniversaries: Rock recognized the following staff anniversaries: Gary Eisele (12 years of service), Carolyn Wheeler (7 years), Phoenix Nash (1 year), Nolan Peterson (1 year), Cyndi Summers (1 year), Faith Whitted (1 year), Stephanie Klimmek (10 years), Jamie Richards (6 years), Laurie Olmsted (2 years), Connie Ilmer (27 years), Hanna Drisko (1 year), and Sara Jurek (1 year).

Upcoming events of interest: Miller reported upcoming events at the Library, full details of which can be found on pages 48-49 of the October Board packet.

3. Board Committee Reports

Finance Committee:

Pisano reported that the Finance Committee met on Monday, October 11 in the Jeanne Lloyd Room. Present were Pisano, Suhay, Craft, and Miller. Full minutes from this meeting can be found on page 16 of the October Board packet.

Pisano noted that health care costs would be \$90,000 less than the previous year. This is due to a rate reduction from an increase in the number of pool participants in the City's healthcare plan. Pisano mentioned the City is reviewing possible new health insurance providers, which may also lower costs.

The next meeting of the Finance Committee will take place on Monday, November 8, 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 last on Wednesday, October 13 in the Jeanne Lloyd Room. Minutes from this meeting will be reported during the November Building Committee report. Suhay provided details from the prior meeting on Wednesday, September 29. Full minutes from September 22 and September 29 meetings can be found on pages 19-24 of the October Board packet.

The next meeting of the Building Committee will be held on Wednesday, October 27 at 4:00 p.m. in the Jeanne Lloyd Room. A Zoom link has been included in the public notice for those who wish to participate virtually.

Policy Committee:

Wheeler reported that the Policy Committee met on Wednesday, September 29 in the Director's Alcove. Present were Rock, Wheeler, Craft, and Miller. Full minutes of this meeting can be found on page 25 of the October Board packet.

The Policy Committee made a recommendation for the Board to approve two new policies: Group Study Rooms Policy and Library Displays Policy, as well as to approve changes to the Bylaws of the Board of Directors.

Motion to adopt the Group Study Room Policy and the Library Displays Policy, as found on pages 26 and 27 of the October 2021 Board packet.

1st Rock

2nd Suhay

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

Motion to adopt edits to the Library Board's bylaws, as found on page 28 of the October Board packet.

1st Rock

2nd Mark

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

The next meeting of the Policy Committee will take place on Wednesday, November 3 at 9:30 p.m.

4. Library Report:

Craft and Miller presented highlights from the Library Report, which can be found on pages 31-45 of the September Board packet.

Craft reviewed the Strategic Plan Status Report for first quarter FY 2021-2022. Explanation of key metrics for this dataset can be found on page 33-34 of the October Board packet.

A Strategic Planning Survey was issued to the public via email blast and available in the Library for patrons to complete. 601 responses were gathered, with 140 of those surveyed interested in being contacted to take part in a Strategic Planning focus group. The Strategic Planning Committee will review the results of these surveys when they meet on Wednesday, November 17. Baldwin's customer service and staff received notably positive remarks in many survey responses. Common calls for improvement included updates to the website, more convenient parking access, and upgrades to the front entrance.

There have been staffing changes in multiple Library departments. Catherine Galligan has been hired as Technology Assistant in the Idea Lab. Idea Lab Technology Assistant Nick Tupper has accepted a full time position as a flight instructor with a local school, but will return to assist the Idea Lab during winter and summer breaks. The Idea Lab is in the process of hiring one or two additional Technology Assistants. Lawson Glenn III has been hired as Operations Assistant. Circulation Assistant II Linda Beyer will retire on November 19. Julie Beckwell has been promoted to fulfill this role. Sinjin Green and Diane Marrich-Simon have been hired as Pages. Adult Services Librarian Sarah Bowman has resigned effective October 15. A job posting for full-time Adult Services Librarian garnered 18 applications, and candidates from this pool will be selected for the interview process.

Craft completed the Library of Michigan New Director Workshop in September, which is one of the requirements for Baldwin's State Aid application. The State Aid Survey will be submitted to the Library of Michigan in November.

Craft attended the City of Bloomfield Hills City Commission on October 12 and provided an update on Library programs and services. The Library will coordinate with Bloomfield Hills City Manager Dave Hendrickson to include Library services in their forthcoming print newsletter. Craft will meet with The Community House CEO Bill Seklar on October 21 to discuss future cooperation and support between the Library and The Community House.

Because of the most recent Polaris upgrade, reciprocal holds for non-residents are active. Baldwin Public Library cardholders will maintain priority for holds, but non-resident users may now request holds on BPL titles.

The Idea Lab is once again open to the public, with individual workstations for embroidery, vinyl plotting, transfers, among other services. This new set-up allows visitors to maintain adequate social distancing.

The second floor renovation is ongoing. A flat screen display will be installed on the wall in the Delos Board Room on October 26 in lieu of a projector screen. A flat screen display for the staff workroom is currently backordered. Eight tables for the Jeanne Lloyd Room are backordered until April 2022 due to production disruptions in Malaysia.

The *Zip Us! Up* open house took place on October 1. *Zip Us! Up* is a thematic art installation, coordinated by resident David Bloom, along the ceiling perimeter of the east and south windows of the Youth Room.

Miller reported the IDEA Taskforce is continuing implementation of a monthly thematic calendar. Dyslexia Awareness Month is highlighted for October and Native American Heritage Month will be highlighted in November. The next staff discussion group will meet on November 3 to discuss *The Firekeeper's Daughter* by Angeline Boulley. The Youth Services department continues working through Project READY: Reimagining Equity and Access for Diverse Youth training programs.

The Kids Library Society held a "Why I Love the Library" contest in September. Young patrons submitted 85 responses, some of which are featured on page 35 of the October Board packet. Goodie bags were awarded to everyone who submitted answers and gift baskets were awarded to three randomly chosen participants.

Youth Services is creating Skill Builders educational literacy kits for kindergarten to third grade students. Youth Services Librarians Rosemary Isbell and Syntha Green developed these kits in response to the Read by Grade Three Law to target the core competencies of literacy, with kits for each grade level. Skill Builders kits will be circulated for parents and children to work on together, and will be promoted on social media and through direct marketing to Birmingham Public Schools PTA by Stephanie Klimmek.

Graphic designer Michelle Hollo continues developing posters, marketing materials, and monthly editions of *Learn.Connect.Discover*.

Youth Services Librarian Rosemary Isbell attended a reading rally at Birmingham Covington Schools on October 7 to speak with parents and students about Library resources. Miller will be reading 'spooky stories' at the upcoming YMCA Halloween event on October 21. Miller and other staff members will represent the Library at the Village of Beverly Hills Halloween Hoot on October 22.

Custodial service company DM Burr has experienced staffing shortages, and staff has been assisting in regular cleaning activities. The Library contract with DM Burr ends in February 2022. The City and the Library are exploring solutions and may either hire multiple full-time cleaners to be shared across City buildings or may issue a joint RFP for cleaning services of all City buildings in January 2022.

5. Liaisons

Friends: Friends President Ryndee Carney reported the Friends will hold their November Book Sale on the first weekend of November in the Rotary Tribute & Donor Room, lower level hallway, and Friends Sorter Room. On Saturday, November 6, the sale will be open for members only from 10:00 a.m. to noon, and open to the public from noon to 4:00 p.m.; on Sunday, November 7 from 12:00 p.m. to 4:00 p.m.; and on Monday, November 8, they will hold a bag sale from 10:00 a.m. to 12:00 p.m. The Friends have resumed book donations on Tuesdays, from 10:00 a.m. to 12:00 p.m., on Thursdays, from 6:00 p.m. to 8:30 p.m., and Saturday, October 23 from 10:00 a.m. to 4:00 p.m. Carney noted there is a need for children's book donations.

The Friend's annual membership drive is ongoing. 397 membership solicitation letters have been mailed and 148 memberships have been received. This is down from 243 memberships received last year.

National Friends of the Libraries Week runs through the week of October 17. Carney gave her appreciation for the support of the community and Library staff.

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 47-72 of the October Board packet.

10. General Public Comment Period: Danielle Rumble, Library Board of Trustees candidate, gave comment on outreach efforts with the Birmingham YMCA. Rumble and Mark met with Executive Director Dan Marsh to discuss future collaboration between the YMCA and the Library. She volunteered her time in September assisting Marsh in restocking and reorganizing their bookshelves, and will return in November to increase the number of children's titles available there.

11. Adjournment:

Motion to adjourn the meeting.

1st Wheeler

2nd Suhay

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

The motion was approved unanimously. The meeting was adjourned at 8:41 p.m. The next regular meeting is scheduled for Monday, November 15, 2021, at 7:30 p.m. in the Rotary Tribute and Donor Room.

Jennifer Wheeler, Secretary

Date