



**BALDWIN PUBLIC LIBRARY MINUTES,
REGULAR MEETING
November 15, 2021**

Call to Order and Roll Call:

The meeting was called to order by President Melissa Mark at 7:32 p.m.

Library Board present: Melissa Mark, Frank Pisano, Karen Rock, Danielle Rumble, 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: Three.

Rumble 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, Rumble, Suhay, Wheeler.

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

2. Election of Officers for 2021-2022

Mark called for nominations for the election of officers for 2021-2022.

Motion to elect Frank Pisano as President:

1st Mark

2nd Suhay

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

Motion to elect Jennifer Wheeler as Vice President:

1st Pisano

2nd Rock

Yeas: Mark, Pisano, Rock, Rumble, Suhay, and Wheeler.
Nays: None.
Absent and excused: None.
The motion was approved unanimously.

Motion to elect Karen Rock as Secretary:

1st Wheeler
2nd Rumble
Yeas: Mark, Pisano, Rock, Rumble, Suhay, and Wheeler.
Nays: None.
Absent and excused: None.
The motion was approved unanimously.

3. Board Reports and Special Announcements:

President's report: Pisano welcomed Danielle Rumble to the Library Board of Trustees. He noted her recent outreach work with the Birmingham YMCA and thanked her for her commitment to the community.

Pisano gave his sympathy and condolences to the family of Darlene Poprafsky, who passed away on November 1. Poprafsky was employed by the Library from January 1996 through October 2019 as Bookkeeper. Pisano commended her positive influence and broad impact at Baldwin throughout those years.

Board comments: None.

Staff Anniversaries: Wheeler recognized the following staff anniversaries: Lauren Clifford (2 years of service), Susan Dion (16 years), Bart Gioia (14 years), Cheyenne Kennard (2 years), Cailey Kosciuk (2 years), Robert Stratton (2 years), and Phebe Wong (19 years).

Upcoming events of interest: Miller reported upcoming events at the Library, full details of which can be found on pages 56-57 of the November Board packet.

4. Board Committee Reports

Finance Committee:

Mark reported that the Finance Committee met on Monday, November 8 in the Delos Board Room. Present were Mark, Pisano, Suhay, Craft, and Miller. Full minutes from this meeting can be found on page 16 of the November Board packet.

The next meeting of the Finance Committee will take place on Monday, December 13, 2021, at 4:00 p.m. in the Delos Board Room. Plante Moran will be present at the meeting to discuss the Library's FY2020-21 audit. 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, November 3 in the Jeanne Lloyd Room.

Full minutes from the October 13 meeting can be found on pages 19-22 of the November Board packet. On October 27, the Building Committee reviewed three potential floorplans for Phase 3. On November 3, the Building Committee reviewed a revised floorplan with changes proposed by the Committee members. On November 17, Merritt Cieslak Design will present exterior renderings of the building.

Craft reviewed details of the current proposed floorplan, which can be found on page 22 of the November Board packet.

The next Phase 3 Planning Workshop will be held on Wednesday, November 17 at 4:00 p.m.

Personnel Committee:

Wheeler reported that she and Rock are preparing Craft's review and performance appraisal. They are updating the Director Evaluation document and creating a confidential evaluation form so that the Board can receive feedback from staff. The Personnel Committee will request to receive this confidential staff feedback by December 10, which will be reviewed by the Board. The Board's evaluation of the Library Director will be held on January 12, 2022 at 6:00 p.m. A public notice will be posted for this open meeting.

Policy Committee:

Rock reported that the Policy Committee met on Wednesday, November 2 in the Director's Alcove. Present were Rock, Wheeler, Craft, and Miller. Full minutes of this meeting can be found on page 23 of the November Board packet.

The Policy Committee made recommendations for the Board to approve five new policies: the Electronic Device, Network, and Internet Use Policy; the Credit Card Policy, the Unattended Children Policy; the Public Comment Policy; and the Volunteer Policy. Revisions to these policies were made by staff working groups, and were submitted to the Policy Committee who reviewed and edited them.

Rock made five motions for each of these policies to be approved. Pisano asked for public comment after each motion was seconded before taking the Board to a vote.

During public comment regarding the first motion to adopt the updated Electronic Device, Network, and Internet Use Policy, resident David Bloom provided public comment. Bloom expressed that he found the Public Comment Policy to be restrictive, as it reduced public comment from five to two minutes for each individual. Pisano responded that this change was made to bring Library policy in line with City of Birmingham open meeting policy. Pisano noted that the policy includes a clause for the Board President to allow individuals to speak for a longer duration during these comment periods.

Motion to adopt the Electronic Device, Network, and Internet Use Policy, as found on page 27 of the November 2021 Board packet.

1st Rock

2nd Mark

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

Motion to adopt the Credit Card Policy, as found on page 32 of the November 2021 Board packet.

1st Rock

2nd Rumble

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

Motion to adopt the Unattended Children Policy, as found on page 35 of the November 2021 Board packet.

1st Rock

2nd Mark

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

Motion to adopt the Volunteer Policy, as found on page 39 of the November 2021 Board packet.

1st Rock

2nd Rumble

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

Motion to adopt the Public Comment Policy, as found on page 42 of the November 2021 Board packet.

1st Rock

2nd Suhay

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

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

5. Library Report:

Craft and Miller presented highlights from the Library Report, which can be found on pages 43-52 of the November Board packet.

Craft reported there were 3 staff COVID-19 breakthrough cases in November. No staff members were infected by coworkers during this time. Staff will be required to wear masks within the Library unless in a private office. The City requires all employees to be vaccinated under OSHA requirements. Two Library employees have not returned vaccination records, and are being tested with a COVID-19 rapid test twice weekly by Director Craft, per City requirement.

Teen programs are now being held in person within the Library. Youth outdoor Story Time programs are being held in Barnum Park. Some Youth Story Time programs will be held in person in the Rotary Room with social distancing and a capped attendance, the first of which was held on Wednesday, November 10.

Two meetings of the Strategic Plan Focus Group have been held since the last Board meeting, which includes interested members of the public. The Strategic Planning Committee will meet on November 17 to discuss the results of those meetings.

Courtney Holland has been hired as Technology Assistant for the Idea Lab. Ethan Cronkite has been promoted from substitute Librarian to full-time Adult Services Librarian.

Newly elected Bloomfield Hills Council Commissioner Lauren Fisher will be interviewing Craft about Library services for the Bloomfield Hills Newsletter. The Chamber of Commerce member coffee meet-up will be hosted at the Library on November 17 in coordination with the Birmingham Rotary Club.

Photos of the Zip US! Up art installation in the Youth Room are available on the Lawrence Street Gallery website. On Friday, November 19, a drone photographer will take footage of the project. Craft and David Bloom will host a panel presentation of the project in the spring of 2022. Bloom has asked a potential local donor to assist in a proposal to retrofit Library lighting to illuminate the Zip US! Up project. Resident David Bloom gave the Board a brief update on the project and noted that it is the first project of its kind in the United States. Pisano and Mark lauded Bloom for his work on bringing this project to fruition.

Miller reported the IDEA Taskforce continues to implement a monthly thematic calendar. November highlights Native American Heritage Month and December recognizes Human Rights Day. Miller thanked graphic designer Michelle Hollo for her continued work on the monthly Learn.Connect.Discover. thematic covers. The staff book club discussed *The Firekeeper's Daughter* by Angeline Boulley. The staff book club will meet on February 2, 2022 to discuss *Born a Crime* by Trevor Noah.

Battle of the Books materials will be distributed to schools for the start date of December 6. The Battle of the Books competition will be held online on Saturday, March 5. On November 4, Head of Youth Services Stephanie Klimmek presented Library services and resources to the Birmingham Community Schools PTA. She will present to the Greenfield Elementary's PTA on November 16.

The Delos Board Room and staff workroom have had new displays installed, which are interactive and intended for presentations. New computers have been acquired and installed to replace defective machines at some staff workstations. A new wall box for AV connections will be installed in the Rotary Tribute & Donor Rooms. A City-wide voicemail upgrade was implemented on November 8. Three printers were replaced at the Adult Services reference desk and Bookkeeper workstation. The freight elevator was repaired in November and faulty chains were replaced.

Regarding the Key Metrics Dashboard, Suhay asked for clarification about decreases in statistics for technology usage and program attendance. Craft noted downloadable content throughout the fiscal year has decreased by around 4000 units and attributes this to the Library being open to the public and having physical materials fully accessible, whereas the Library was closed to the public for some portion of the prior fiscal year. Computer usage decreased after limiting computer use to residents-only. Decreases in wireless sessions can be attributed to inaccuracies of the wireless counter. Program attendance numbers vary by department, and in-person programs maintain caps on attendance to allow for social distancing, which result in decreased attendance numbers. Programs prior to the COVID-19 pandemic allowed for a greater number of attendance with the former lack of social distancing guidelines. Online video views decreased with the ending of the Friday Five at Five online program and pre-recorded virtual Story Time programs.

6. Liaisons

Friends: Friends President Ryndee Carney reported the Friends held their first biennial book sale November 13 through November 15. \$3,500 was raised during the sale, and 110 volunteer hours were logged. The Friends gained 8 new members and accepted 16 membership renewals at the member preview, bringing the current total of paid memberships to 197. 200 appeal letters were sent out to those who have not renewed memberships yet.

The Friends held their Board meeting on November 9. The Friends Board approved an \$18,480 donation to support Library programming, supplies, and equipment that the Library requested via a wish list.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

Bingham Farms: There was no report.

7. Unfinished Business: None.

8. New & Miscellaneous Business: The Board considered whether to hold a motion to allow public attendance at working sessions where paid consultants are involved, or to wait until the December Board meeting to hold this motion and allow time for further discussion.

Pisano noted the Library is bringing its policies in line with City guidelines. In Birmingham City departments where paid consultants are involved, meetings are not held as open meetings, but as planning workshops. Being so, the Library Board will decide to follow City guidelines in this matter. Pisano notes a member of the public requested this item be added to this meeting's agenda.

The Board held discussion. Mark, Rock, and Suhay noted the focus and attention required when interacting and planning with paid consultants. Mark noted that any Board member could be contacted by the public with any questions or concerns at their listed phone numbers and emails. All Trustees were in general agreement that whereas the individual Committee workshops gather and consolidate information to present to the Board, and whereas both the Board and Public can raise discussion regarding this information at the regular Board meeting, that the motion can carry through to hold these meetings as closed workshops. All members agreed with bringing Library policy in line with City guidelines in this matter. There was a consensus that all of the necessary information was available to hold a motion.

Motion to hold meetings between Baldwin Public Library staff and paid consultants as planning workshops, as opposed to open meetings.

1st Mark

2nd Rock

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

Nays: None.

Absent and excused: None.

Pisano asked if there was any public comment. Resident David Bloom voiced his disagreement with the Board's decision to carry this motion and advocated for public attendance at planning workshops. Bloom alluded to his participation, and the participation of Bob Ziegelman and John Gardner, in prior meetings with the Building Committee and Merritt Cieslak Design. Bloom commented that this motion makes their engagement more difficult.

Bob Ziegelman, on behalf of Luckenbach Ziegelman Architects, offered their consultation and advice to assist in the Phase 3 project.

Birmingham resident John Gardner gave comment as a member of the public and asked for the Committees to keep the public informed of what is occurring during the planning workshops.

9. Items Removed from Consent Agenda: None.

10. Information Only: See pages 56-87 of the November Board packet.
11. General Public Comment Period: Birmingham resident David Bloom provided suggestions for the in-progress Phase 3 floorplan: that the Teen Scene should not be moved to the Claudia Ireland Room due to the noise which could be generated within the Grand Hall; that the stairs from the first to lower level should be remodeled to recover space; that study rooms should have one-use keypad codes for independent access; and recommended that the café be modeled around self-service.

Pisano thanked Bloom for his feedback and noted a different solution for the Teen Scene had been noted earlier in the meeting and that the future of the Café is still in the planning process.

12. Adjournment:

Motion to adjourn the meeting.

1st Mark

2nd Wheeler

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

The motion was approved unanimously. The meeting was adjourned at 9:27 p.m. The next regular meeting is scheduled for Monday, December 20, 2021, at 7:30 p.m. in the Rotary Tribute and Donor Room.

Karen Rock, Secretary

Date