



**BALDWIN PUBLIC LIBRARY MINUTES,  
REGULAR MEETING  
December 20, 2021**

Call to Order and Roll Call:

The meeting was called to order by President Frank Pisano at 7:30 p.m.

Library Board present: Melissa Mark (appearing via Zoom from Birmingham, MI due to health reasons), 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: Five.

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** Wheeler

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. Board Reports and Special Announcements:

**President's report:** Pisano commemorated the 94<sup>th</sup> anniversary of the establishment of Baldwin Public Library, which occurred on December 19.

**Board comments:** None.

**Staff Anniversaries:** Wheeler recognized the following staff anniversaries: Mary MacMillan (7 years of service) and Megan Novak (4 years).

**Upcoming events of interest:** Miller reported upcoming events at the Library, full details of which can be found on pages 76-77 of the December Board packet.

3. Board Committee Reports

### **Finance Committee:**

Rumple reported that the Finance Committee met on Monday, December 13 in the Delos Board Room. Present were Mark, Pisano, Suhay, Craft, and Miller, with Tim St. Andrew and Spencer Tawa from Plante Moran, who discussed the audit report for FY 2020-2021. Full minutes from this meeting can be found on page 18 of the December Board packet.

Mark asked why the Library's net pension liability and net OPEB (other post-employment benefits) obligation decreased so markedly. Pisano said this was due to excellent market returns during 2020-2021, so the City and Library had to contribute far less this year due to those gains.

The next meeting of the Finance Committee will take place on Monday, January 10, 2022, 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 December 15 in the Jeanne Lloyd Room, however, the minutes from this workshop are not yet available and will be discussed during the January Board meeting.

Full minutes from the November 3, November 17, and December 1 workshops can be found on pages 21-34 of the December Board packet. Suhay noted the Building Committee received a cost estimate from Frank Rewold & Sons for the current Phase 3 plan. The Committee will begin value engineering the project to bring this renovation phase below or at the initial budget estimate of \$3.256 million. Pisano noted that the rise in inflation has increased the cost of construction since the original budget estimate was established.

Craft reviewed the current building renderings, which can be found on page 129 of the January Board packet.

Pisano encouraged members of the public to reach out to the Building Committee members directly with any comments about the project. In early January, an email update will be sent to those members of the public who have signed up for the Renovation Updates mailing list.

The next Building Committee meeting will be held on Thursday, January 6 at 4:00 p.m. in the Jeanne Lloyd Room. A Zoom link will be provided to the public who wish to attend virtually.

### **Policy Committee:**

Rock reported that the Policy Committee met on Thursday, December 9 in the Delos Board Room. Present were Rock, Wheeler, Craft, and Miller. Full minutes of this meeting can be found on page 35 of the December Board packet.

The Policy Committee reviewed four policies: Collection Development & Maintenance Policy, the Social Media Policy, the Staff Development Policy, and the Meeting Room Policy. The City attorney will review the Collection Development & Maintenance Policy, the Social Media Policy, and the Meeting Room Policy before recommendations to approve them are brought to the Board. Revisions to these policies were made by staff working groups, and were submitted to the Policy Committee who reviewed and edited them.

Rock reviewed the redline versions of the Staff Development Policy, found on pages 36-40 of the December Board packet.

**Motion to adopt the Staff Development Policy, as found on page 41 of the December 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 Thursday, January 27 at 9:30 a.m. in the Delos Board Room.

#### **Strategic Planning Committee:**

Rock reported that the Policy Committee met on Wednesday, November 17 and December 10 in the Delos Board Room. Present were Rock, Suhay, Craft, and Miller. Full minutes of these meeting can be found on pages 45-47 of the December Board packet.

The Committee made tentative updates to the Mission, Vision, and Core Values statements, and performed a SWOT analysis of key strategic goals using input gathered from community participants and staff. The results of this SWOT analysis can be found on pages 52-61 of the December Board packet.

The next Strategic Planning Committee meeting will be held on Wednesday, January 5 at 9:30 a.m. in the Delos Board Room.

#### **Personnel Committee:**

Wheeler reported that she and Rock are planning Craft's performance appraisal. Feedback has been received via evaluation forms from the management staff, administration staff, Idea Lab staff, Board trustees, and Director Craft.

The Board's evaluation of the Library Director will be held during a Special Board meeting on January 12, 2022 at 6:00 p.m. A public notice will be posted for this open meeting.

#### **Outreach Committee:**

Rumble reported that the Outreach Committee met on Monday, December 13 in the Director's Alcove. Present were Mark, Rumble, Craft, and Miller. Full minutes of this meeting can be found on page 63 of the December Board packet.

The next Outreach Committee meeting will be held on January 6 at 10:45 a.m.

#### **4. Library Report:**

Craft and Miller presented highlights from the Library Report, which can be found on pages 65-73 of the December Board packet.

The DSLRT and Library of Michigan State Aid Surveys were submitted in December. The Library of Michigan will send library state aid in two checks in the Spring and Summer 2022. The sum received in recent years has been around \$29,000.

A staff member tested positive for COVID-19 in December. Craft continues to administer rapid COVID-19 tests to two employees who have not received vaccinations, per City guidelines.

Circulation Assistant I Petra Campbell's last day was December 15. Campbell plans to return to this position in Summer 2022. Page Haylie May has been promoted to Circulation Assistant I to fill this vacancy. Youth Services and Adult Services departments are seeking applications for substitute librarians. Youth Librarian Ruth Ann Czech submitted her resignation, effective December 31.

Craft facilitated the Library's part in City Commissioner Andrew Haig's Commissioner's Academy training. A Library Overview was supplied to Haig, which can be found on pages 86-96 of the December Board packet. Craft will be scheduling similar meetings with the other newly elected City Commissioners, Katie Schafer and Elaine McClain.

The Library donated a 2020 World Book Encyclopedia set to the Sheridan, which will replace their 1971 set. Trustee Mark has been updating the Sheridan's library for residents.

A Meeting Owl Pro set was purchased for Library meetings. This enables remote participants to receive a 360-degree view of the physical meeting space.

Miller reports the IDEA Task Force continues to implement a monthly thematic Library calendar. January will highlight Poverty in America Awareness. The IDEA Task Force is coordinating with Royal Oak Public Library, Berkley Public Library, and Huntington Woods Library to raise donations toward the Woodward Dream Drive which benefits the Oakland County Children's Village. Donation bins will be placed at Baldwin and the three Woodward corridor libraries from January 3 through January 28.

Head of Youth Services Stephanie Klimmek presented Library resources and services to the Greenfield and Birmingham Community Schools PTA. Youth Services Librarian Rosemary Isbell gave First Grade First Card presentations to five classes at West Maple Elementary.

A press release and application for Library Board Student Representative for 2022-2023 was sent out in December. High school juniors in the contract community area are invited to apply. Applications are due on January 11, 2022.

## 5. Liaisons

Friends: Friends President Ryndee Carney reported the Friends raised \$625 from November book sale tables and \$3,500 from the November Book Sale. The Friends currently have 228 paid members, eight more than at the end of the previous fiscal year.

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 75-118 of the December Board packet.
10. General Public Comment Period: Bob Ziegelman of Luckenbach Ziegelman Architects asked to present his recommended changes to the current Phase 3 plan. He proposed that their recommended changes would reduce the overall project costs. He dispensed print-outs of these changes to the Trustees.

John Gardner of Luckenbach Ziegelman Architects inquired about scheduling time to speak with Building Committee members.

Russell Dixon, a Birmingham resident and former architect with Gunnar Birkerts and Associates, commented that he would like to see Phase 3 renovations made consistent with Gunnar Birkert's original vision.

David Bloom, a Birmingham resident, commented that he disagreed with the decision to close Phase 3 planning workshops to the public. An open meeting of the Building Committee will be held on January 6, 2022 to allow the public to comment on the plan.

11. Adjournment:

**Motion to adjourn the meeting.**

**1st** Rock

**2nd** Rumble

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

The motion was approved unanimously. The meeting was adjourned at 8:51 p.m. The next regular meeting is scheduled for Wednesday, January 19, 2022, at 7:30 p.m. in the Rotary Tribute and Donor Room.

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Karen Rock, Secretary

Date