



**BALDWIN PUBLIC LIBRARY MINUTES,
REGULAR MEETING
March 21, 2022**

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, Frank Pisano, Karen Rock, Danielle Rumble, Jennifer Wheeler, and Student Representative Olivia Clark.

Absent and excused: Jim Suhay.

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: One.

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 Rock

2nd Mark

A roll call vote was taken.

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

Nays: None.

Absent and excused: Suhay.

The motion was approved unanimously.

2. Board Reports and Special Announcements:

President's report: Pisano thanked new Student Representative Olivia Clark for contributing her time and experience to the Library Board.

Board comments: None.

New Student Representative Introduction: Oliva Clark is a Junior at Bishop Foley High School and serves on her school's Drama and Music Department boards as secretary and as a member of their National Honor Society chapter. She also sings for Bishop Foley's choir and works as a student ambassador.

Staff Anniversaries: Wheeler recognized the following staff anniversaries from February and March: Julie Beckwell (3 years of service), Lisa Christie (16 years), Syntha Green (6 years), Theresa Hart (26 years), Dennis Kabel (9 years), Wesleyann Johnson (5 years), Sue Kalisky (6 years), Elisabeth Phou (17 years), Angela Shinozaki (6 years), and David Stewart (4 years).

Upcoming events of interest: Miller reported upcoming events at the Library, full details of which can be found on pages 94-95 of the March Board packet.

3. Board Committee Reports

Finance Committee:

Rumple reported that the Finance Committee met on March 14 in the Delos Board Room. Present were Pisano, Rumple, Suhay, Craft, and Miller. Full minutes from this meeting can be found on page 18 of the March 2022 Board packet.

The next meeting of the Finance Committee will take place on Monday, April 11, 2022, at 4:00 p.m. in the Delos Board Room. A Zoom link will be included in the public notice for those who wish to participate virtually.

Building Committee:

Mark reported that the Building Committee met on January 28 in the Delos Board Room. Present were Mark, Pisano, Suhay, Craft, and Miller. Full minutes from this meeting can be found on pages 21 of the March 2022 Board packet.

Mark added that a mandatory pre-bid meeting was held on March 15 to review the RFP for design development and construction drawings with prospective firms. Four firms attended the pre-bid meeting. Bids are due on March 31 and will be reviewed thereafter.

Policy Committee:

Wheeler reported that the Policy Committee last met on Thursday, January 27 in the Delos Board Room. Present were Rock, Wheeler, Craft, and Miller. The Committee reviewed and edited the ADA Compliance Policy, the Idea Lab User Agreement and Waiver, the Financial Policy, and the Naming Rights Policy. The Policy Committee made recommendations to approve updates to these policies.

Motion to adopt changes to the Americans with Disabilities Act Compliance Policy, as found on pages 28 to 31 of the March 2022 Board packet.

1st Wheeler

2nd Rock

Yeas: Mark, Pisano, Rock, Rumple, and Wheeler.

Nays: None.

Absent and excused: Suhay.

The motion was approved unanimously.

Motion to adopt changes to the Idea Lab User Agreement and Waiver, as found on pages 36-38 of the March 2022 Board packet.

1st Wheeler

2nd Mark

Yeas: Mark, Pisano, Rock, Rumple, and Wheeler.

Nays: None.

Absent and excused: Suhay.

The motion was approved unanimously.

Motion to adopt changes to the Financial Policy, as found on pages 42-44 of the March 2022 Board packet.

1st Wheeler

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

Motion to adopt changes to the Naming Rights Policy, as found on pages 49-52 of the March 2022 Board packet.

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

The next meeting of the Policy Committee will take place on Tuesday, March 22 at 1:00 p.m. in the Delos Board Room.

4. Library Report:

Craft and Miller presented highlights from the Library Report, which can be found on pages 53-67 of the March Board packet.

Melissa Behrens was promoted from Substitute Librarian to Part-Time Youth Services Librarian. Two new Substitute Librarians were hired: Sofia Dabrowski and Jessica Biebuyck. Two new IT Assistants were hired: Andrew Forbes and Tiffany Griffin.

Craft will be appointed to the board of the Friends of Michigan Libraries on April 7.

A Library Open House event will be held on May 22 from 2:00 p.m. to 4:00 p.m. to commemorate former Director Doug Koschik's retirement, Martha Baldwin's induction into the Michigan Women's Hall of Fame, and to celebrate the completion of Phase 2 Youth Room renovations, the installation of the Michigan Spring sculpture, and the Van Dragt Trust renovations. This open house event had been rescheduled from prior planned dates due to COVID pandemic concerns.

The Woodward Dream Drive, in part coordinated with Baldwin's IDEA Task Force, raised \$615, 13 new hoodies, and 8 pairs of new shoes for Oakland County Children's Village.

Battle of the Books 2022 took place on March 5. A total of 369 students on 70 teams competed virtually. Miller thanked the Friends of the Library and Book Beat in Oak Park for supplying gift cards for the winning teams.

The Library's annual fire inspection occurred on March 16 with only minor issues to be resolved. The Library will be inspected again on March 31.

Access to Consumer Reports and Creative Bug have been renewed.

5. Liaisons

Friends: Ryndee Carney reported the Friends held a book sale in February and raised more than \$1,850 from sales. The next Friends book sale will be held May 13 through May 16. Friends will trial a partnership with an online bookseller to help increase revenue and inventory control. There are currently 261 paid memberships with an average contribution of around \$75, for a combined total of over \$20,000 in memberships and gifts.

Friends Board Member Jerry Dreer has resigned due to health concerns. Carney notes this brings the Board to seven members, the minimum required by their bylaws, and so Friends are looking to recruit new Board members.

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:

Advisement from City Attorney Mark Kucharek and City Manager Tom Markus on Open Meetings Act and Library Board Committee Meetings:

Markus and Kucharek emphasized following due process in the Board's adherence to the Open Meetings Act toward the goal of maximizing transparency and engagement with the community. They instructed the Board to restrain from any decision making during Committee meetings and instead bring all decision-making items to the Board in full. They emphasized that a Committee's purpose is to gather and disseminate information for the Board, and that it would be best generally to utilize Library staff for gathering and sharing information.

Public Budget Hearing for fiscal years 2022-23, 2023-24, & 2024-25:

Craft presented the Proposed Budgets for Fiscal Years 2022-23, 2023-24 & 2024-25 as found on pages 71 to 90 of the March 2022 Board packet. On May 7, Craft will present the Proposed Budget 2022-23 to City Commission.

Birmingham resident David Bloom provided comment: that community contracts with Beverly Hills, Bingham Farms, and Bloomfield Township should be renegotiated in terms of population, and commented that a one-time bonus could be given to employees in lieu of a 5% cost-of-living adjustment to their wages.

Motion to approve the FY 2022-23 budget as stated in the budget resolution on page 91 of the March 2022 Board packet.

1st Rumple

2nd Mark

Yeas: Mark, Pisano, Rock, Rumple, and Wheeler.

Nays: None.

Absent and excused: Suhay.

The motion was approved unanimously.

Email from Russell Dixon:

Dixon had sent an email appeal to all Library Board members asking to arrange a workshop with Merritt Cieslak Design to review Dixon's suggestions for the planned Phase 3 design. The Board agreed that it was too late in the process, as the Library Board had approved the schematic design created by Merritt Cieslak Design, the terms of the contract with Merritt Cieslak Design had been fulfilled, and an RFP for design development and

construction drawings for architectural services had already been issued.

8. Items Removed from Consent Agenda: None.
9. Information Only: See pages 94-116 of the March Board packet.
10. General Public Comment Period: Birmingham resident David Bloom commented that while he understands the RFP for design development and construction drawings prohibits changes to the planned design, the Board should defer to Dixon's request to propose changes.
11. Adjournment:

Motion to adjourn the meeting.

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

The motion was approved unanimously. The meeting was adjourned at 10:04 p.m. The next regular meeting is scheduled for Monday, April 18, 2022, at 7:30 p.m. in the Rotary Tribute and Donor Room.

Karen Rock, Secretary

Date