



**BALDWIN PUBLIC LIBRARY MINUTES,
REGULAR MEETING
April 18, 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: Two; and three representatives from Merritt Cieslak Design.

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 Mark

2nd Rumble

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 City Manager Tom Markus and City Attorney Mary Kucharek for their input during the March Board meeting on the Open Meetings Act. He said he looked forward to further dialogue within the Board to improve how they operate.

Board comments: None.

Staff Anniversaries: Wheeler recognized the following staff anniversaries from February and March: Elaine Asher (3 years of service), Cameron Crawford (7 years), Carri Fritz-Gvozdich (13 years), Bob Glenn (10 years), Rosemary Isbell (4 years), and George Kasparian (25 years).

Upcoming events of interest: Miller reported upcoming events at the Library, full details of which can be found on pages 78-79 of the April Board packet.

3. Board Committee Reports

Finance Committee:

Rumple reported that the Finance Committee met on April 11 in the Delos Board Room. Present were Pisano, Rumple, Suhay, Craft, Miller, Bookkeeper Paul Gillin, and Jim Cummins from Raymond James. Full minutes from this meeting can be found on page 16 of the April Board packet.

The next meeting of the Finance Committee will take place on Monday, May 9, 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.

Policy Committee:

Wheeler reported that the Policy Committee last met on Tuesday, March 22 in the Delos Board Room. Present were Rock, Wheeler, and Craft. The Committee reviewed and edited the Gift and Donation Policy. The Policy Committee recommended that the Board approve updates to this policy.

Motion to adopt changes to the Gift and Donation Policy, as found on pages 33 to 34 of the April 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.

The next meeting of the Policy Committee will be scheduled at a future date to review the Purchasing Policy.

Strategic Planning Committee:

Rock reported that the Strategic Planning Committee last met on Wednesday, February 9 in the Delos Board Room. Present were Rock, Suhay, Craft, and Miller. The Committee reviewed and made final edits to the Strategic Plan and Action Plan for 2022-2025.

Craft presented slides and reviewed details of changes to these plans, which can be found on pages 39-43 of the April Board packet. Goal champions from Library staff will be assigned for the six goals outlined in the Action Plan, and quarterly progress reports for each of these areas will be made to the Board. The Strategic Planning Committee recommended that the Board approve the new strategic plan.

Motion to approve the Library's Strategic Plan for 2022-2025.

1st Rock

2nd Wheeler

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

Nays: None.

Absent and excused: Suhay.

The motion was approved unanimously.

The Strategic Planning Committee has completed its work and will be disbanded until Fall 2024 when planning for the next strategic plan commences.

Trust Investment Policy

Craft recommended that the Board approve changes to the Trust Investment Policy, as reviewed by the Finance Committee on April 11.

Motion to adopt changes to the Trust Investment Policy, as found on pages 25 to 29 of the April 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.

4. Library Report:

Craft and Miller presented highlights from the Library Report, which can be found on pages 45-55 of the April Board packet.

Craft reviewed the Statistical Dashboard and quarterly Strategic Plan Status Report. Details can be found on page 47 of the Board packet. A discussion was held about the degree of emphasis needed to be assigned to the Library's social media accounts. Student Representative Clark recommended exploring TikTok as an option to increase social media engagement, especially in engaging with the #booktok hashtag.

There have been five positive staff COVID cases in the week prior to this Board meeting. There was evidently no spread within the departments of these individuals. There have been no changes to current Library practices.

Craft will present the FY2022-2023 Library Budget at the City Commission Budget Hearing on Saturday, May 7.

The Library contract for Innovative's ILS software Polaris has been renewed for 3 more years, after consultation on terms with City Attorney Mary Kucharek.

The IDEA Task Force, with additional input from staff, updated the BPL Employment Application. This updated application has been uploaded to the Employment page on the BPL website.

The passenger elevator remains out of order due to delays in arrival of a new control panel. There is currently no timeline for arrival of the replacement part.

5. Liaisons

Friends: Ryndee Carney reports the next Friends book sale will be held Friday, May 13 through Monday, May 16. They are once again offering advanced access tickets for Friday, May 13, which can be purchased through the Library website calendar. Saturday will be full-price; Sunday will be half-price; and Monday will be a \$5 bag sale.

The Friends of the Library's Annual Meeting will be held virtually on May 24.

An online sales partnership with a private seller has proved fruitful in its first month with \$208.72 profit from 30 books. This seller evaluates donated books for resale at market value, and lists them on Amazon. The seller and Amazon each take a portion of the total sales, with the remainder of profit returned to the Friends.

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:

Approval of Bid:

Craft has received bids from Merritt Cieslak Design (MCD) and Luckenbach Ziegelman Gardner Architects (LZG) following the issuance of an RFP *For the Expansion and Renovation of Front Entrance and Circulation Area of Baldwin Pubic Library*.

Since submitting the bids, LZG clarified that they would be responsible for taking meeting minutes, although their bid specifies that staff are to be responsible for this. MCD agreed to the request to make a statement that the architect will be responsible for any changes necessary for the plans to be approved by the client, and that the architect must receive budgetary approval before performing and billing for additional outside of the project scope.

Craft has compared the bids, and the comparison can be found on pages 60-64 of the April 2022 Board packet. Craft recommended hiring Merritt Cieslak Design for the next phase of design, specified in the Memorandum found on page 58 of the Board packet.

Mark asked MCD why their design development costs were \$50,000 higher than LZG, and their construction administration costs were \$30,000 less. Steve Schneemann answered that they are spending more time solving technical details in the design phase, rather than later on in the construction phase; so, they have shifted expected costs towards the front-end design phase. Schneemann attributes this shift to the adoption of available technology and software to the planning process, streamlining decision making and communication with project actors.

Mark asked Schneemann about MCD's confidence in completing the project by March 2024. Schneemann replied that this timeline is achievable if construction began at the time specified in the bid, based on their conversations with their contractor partner Frank Rewold & Sons.

Mark also relayed her concerns about possible material supply disruptions based on current events. Schneemann responded that MCD would remain sensitive to supply issues throughout the design process to anticipate possible disruptions. Rock noted that supply delays are industry-wide and that they would likely be an issue for any construction company during the project.

Rumple asked if MCD had any foreseeable area of concern once internal structures are revealed. Schneemann noted that while they are starting with good construction drawings for what exists, there are always surprises during renovation. He anticipates installing the glass ceiling to be the most sensitive area, as they will be utilizing the existing ceiling structure.

Pisano read aloud a statement from Birmingham residents John and Sheila Brice, indicating that both have followed the Phase 3 process closely and approve of the choice to hire MCD.

Motion to approve a payment of up to \$264,000 to Merritt Cieslak Design for design development, construction drawings, bidding assistance, and construction administration for the expansion and renovation of the Front Entrance and Circulation Area of the Baldwin Public Library, to be paid out of account 901.06000 (Architectural Services).

1st Wheeler

2nd Rock

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

Nays: None.

Absent and excused: Suhay.

The motion was approved unanimously.

Zip Us! Up Extension:

Pisano noted that Birmingham resident David Bloom has asked for an extension for the Zip US! Up artwork installation in the Youth Room. The Board had consensus that Bloom should abide to the original takedown date of June 1.

8. Items Removed from Consent Agenda: None.

9. Information Only: See pages 77-92 of the April 2022 Board packet.

10. General Public Comment Period: None.

11. Adjournment:

Motion to adjourn the meeting.

1st Rumble

2nd Mark

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 8:52 p.m. The next regular meeting is scheduled for Monday, May 16, 2022, at 7:30 p.m. in the Rotary Tribute and Donor Room.

Karen Rock, Secretary

Date