



**BALDWIN PUBLIC LIBRARY MINUTES,
REGULAR MEETING
May 16, 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, Jim Suhay, Jennifer Wheeler, and Student Representative Olivia Clark.

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.

Rumble read aloud the Library's Mission Statement.

All present recited the Pledge of Allegiance following establishment of quorum.

1. Consent Agenda:

Rock asked to remove the April 18, 2022 Board Meeting minutes from the consent agenda approval.

Motion to approve the consent agenda, with A. Approval of April 18, 2022 Board Meeting Minutes removed.

1st Rumble

2nd Suhay

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

Rock asked to revise the April 18, 2022 Board Meeting minutes with a separate heading for the "Motion to adopt changes to the revised Trust Investment Policy.." to differentiate it from the Strategic Planning Committee section in these minutes.

Motion to approve the April 18, 2022 Board Meeting minutes with a revision: add the heading "Trust Investment Policy" above the "Motion to adopt changes to the revised Trust Investment Policy...", found on page 3 of the April 18, 2022 Board Meeting minutes.

1st Rock

2nd Rumble

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 thanked all who participated in the Birmingham Parade on May 15.

Board comments: None.

Staff Anniversaries: Wheeler recognized the following staff anniversaries: Erin Springer (3 years of service), Maggie Weddell (3 years), Melissa Behrens (5 years), Nadia Bertala (5 years), H Jennings (5 years), Jody Jennings (3 years), Emily Malek (1 year), Grace Noble (1 year), Briana Ratchford (3 years), and Robbie Terman (4 years).

Upcoming events of interest: Miller reported upcoming events at the Library, full details of which can be found on pages 50-51 of the May Board packet.

3. Board Committee Reports

Finance Committee:

Rumple reported that the Finance Committee met on May 9 in the Delos Board Room. Present were Pisano, Rumple, Suhay, Craft, and Miller. Full minutes from this meeting can be found on page 16 of the May Board packet.

The next meeting of the Finance Committee will take place on Monday, June 13, 2022, at 4:00 p.m. in the Delos Board Room.

Building Committee:

Suhay reported that the Building Committee met with Merritt Cieslak Design (MCD) on April 27, the first meeting in the design development portion of Phase 3. Present were Mark, Pisano, Suhay, Craft, Miller, Kristen Tait, and Steve Schneemann, Ron Cieslak, and Diane Schurg from MCD. Minutes from this meeting will be published in the June Board packet. Discussed during this meeting were the pros and cons of the NanaWall and hanger door options, whether to use a full or partial snowmelt system in the plaza, and the best location for a temporary entrance during construction. MCD will meet with staff to review millwork and furniture selections, and with Frank Rewold & Sons to review the Library budget and ensure their pricing estimates are current.

Suhay then reviewed minutes from the Building Committee meeting on May 6, 2022. Present were Mark, Pisano, Suhay, Craft, and Miller. The full minutes of this meeting can be found on page 19 of the May Board packet.

The next meeting of the Building Committee will be scheduled at a later date.

4. Library Report:

Craft and Miller presented highlights from the Library Report. Full details can be found on pages 21-31 of the May Board packet.

Three staff members have tested positive for COVID since the last Board meeting. The employees will quarantine for at least 7 days and return once they feel better.

Baldwin's home delivery service has delivered 637 items to patrons within its contract communities to date in the current fiscal year.

The Children's Garden on the north side of the Library has been installed. This area will be open to the public in June once the sod sets. The installation of this area was made possible by a donation from the Van Dragt Trust. Aboveground floodlights that were installed will be replaced with lights that are flush to the ground to prevent a trip hazard.

Online webinars have been made available to staff through the Library Intranet as a part of staff training, with a focus on customer service, technology, and situation response.

The passenger elevator remains out of order due to delays in arrival of a new control panel. Ceiling tiles in the staff workroom and the Associate Director's office have mostly been replaced, with a few remaining which will require the assistance of an electrician and plumbing expert. The building's hot water heater was replaced due to an unreparable leak in the old unit. Concrete repairs are needed at the stairs near the front entrance which will be resolved by the Birmingham Engineering and Building Facilities departments.

New tables for the Jeanne Lloyd Room have arrived and will be put together this week.

5. Liaisons

Friends: Ryndee Carney reported that the May book sale brought in over \$2,000. She noted this is still far below pre-COVID revenue, though the book sale tables in the lobby have brought in steady revenue.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

Bingham Farms: There was no report.

6. New & Miscellaneous Business:

Selection of NanaWall or Hangar Door for Proposed Phase 3 Renovation:

Craft reviewed the memorandum on pages 34-36 of the May Board packet, including the pro and con lists. The NanaWall would be \$15,000 more than a hangar door. The NanaWall has a taller opening of 12', whereas the hangar door would provide an 8' tall opening. The NanaWall provides 4 panels which can be opened in sections; the hangar door would need to be fully open or fully closed. Insects and other wildlife will be an issue with either opening. The NanaWall has an ADA-accessible floor track a quarter-inch higher than the flooring which would prevent water seepage into the café area.

A hangar door would disallow shades to be added to this east-facing opening, while the NanaWall would allow for shades. Mark inquired if shades were included in the higher cost NanaWall. Craft responded that shades are included on the south wall of the café and that she would inquire with Schneemann to see if they are included in the east wall of the cafe.

Rumple asked what floor material the NanaWall track would be built into; Craft noted MCD will propose this during the current design phase. Mark asked if there was a covered edge to the NanaWall glass; Craft noted the picture on page 37 of the Board packet which shows a brown metal frame and stated that she would inquire with Schneemann to see the material components. Since the NanaWall allows for a partial opening, Rumple inquired when the east opening would be only partially opened, prompting discussion about different

circumstances this would be beneficial – to let in a mild breeze, to act as an access door during events in Shain Park. The entire hangar door would need to open at once, whereas the NanaWall would allow for some flexibility. Pisano suggested to trust the architect’s suggestion of the NanaWall being the more ideal solution.

Suhay made a motion, with Mark seconding, to direct MCD to use a NanaWall in the design. Pisano asked for public comment. David Boom, a Birmingham resident, suggested this decision should be taken to the Planning Board. He asked if heating or cooling leakage costs have been factored in with either option, and if maintenance costs associated with either option have been considered.

Motion to direct Merritt Cieslak Design to use a NanaWall in the Design Development and Construction Documents for the Phase 3 Front Entrance and Circulation Expansion and Renovation.

1st Suhay
2nd Mark

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

Selection of Staffed Café or Self-Serve for Proposed Phase 3 Renovation:

Craft reviewed the memorandum on pages 39-42 of the May Board Packet, including the pro and con lists.

In the public survey for Phase 3 Renovations, 37% would like a café in the Library, whereas 70% did not think it is important to them. 57% would not be interested in eating or drinking in the Library. Few libraries in the area of Southeast Michigan have had success with a café space, with the exception of Novi Public Library which has a high school located in an adjacent parking lot. If a contracted business is used to staff this space, it is likely the first staff patrons see upon entering the building would not be Library staff, which can present problems with cross-inquiries. The requirements of a staffed café with food and beverage preparation may pose issues with the Michigan Department of Health and Human Services.

Rumble noted the amount of equipment needed for a staffed café to serve food and drink, and the amenities which could be added to a self-serve area. The Board generally discussed what equipment could be added to a self-serve space, including a fridge, microwave, sink, and counter space.

Rock posited the scenario of a large and rowdy crowd waiting impatiently in line at a staffed café and the disruption that could cause.

Mark asked Student Representative Olivia Clark her thoughts. Clark said self-serve was a better option, as most teens will go to Starbucks regardless, and that the self-serve approach preserves a “library setting”. Mark commented that hiring and maintaining staff will likely be an issue.

Craft proposed occasionally inviting local vendors or businesses to hold “pop-up sales” within the café space to sell snacks and beverages during certain times or while local events are taking place.

Rumble brought up café cleaning responsibilities; Craft said it would need special attention from Baldwin’s Operation Assistants. As this space will become Library patron’s first impression, Suhay noted the space must be kept clean and orderly.

Mark asked if there would be a change in insurance costs for either option. Craft responded with self-serve there would likely be no change, as there are already vending machines in the building. If staffed, the business staffing it may be responsible for any insurance overages.

Pisano asked for public comment. David Bloom suggested putting out an RFP for a theoretical staffed café and then the Board can see which businesses would be interested and what they could provide. Bloom said a self-serve approach would be best for the Library, and would maintain the space to be used for events.

Pisano remarked that a staffed café would be a burden on Library staff and may anger local businesses, and that a self-service café space would be the best choice for Baldwin.

Motion to direct Merritt Cieslak Design to use a self-serve café in the Design Development and Construction Documents for the Phase 3 Front Entrance and Circulation Expansion and Renovation.

1st Rumple

2nd Rock

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

Selection of Construction Manager or General Contractor for Proposed Phase 3 Renovation:

Craft reviewed the memorandum on pages 43-47 of the May Board Packet, including the pro and con lists. While a construction manager takes a fixed percentage fee from the total project budget, general contractors' incentive comes from building the project under the quoted cost and reserving the remainder as profit.

The Birmingham Ice Area used a construction manager for their renovation and DPS had positive feedback about the process. MCD has worked with construction managers for all library projects and recommends using one. City Manager Tom Markus has said he will support either choice.

Mark and Craft clarified that the construction manager's fee would be included, and not in addition to, the established budget. Suhay expressed concern about a construction manager benefitting from the project cost increasing due to inflation and rising construction costs. Craft noted that it is standard to include a "guaranteed maximum price" clause in the construction contract, and so the construction manager would agree to meet or go under the projected budget. Suhay remarked he would be satisfied with this addition to the contract. Rumple noted her own personal experience with a construction manager for home renovation and had a positive experience.

Motion to direct Merritt Cieslak Design to use a construction manager for the construction of the Phase 3 Front Entrance and Circulation Expansion and Renovation.

1st Mark

2nd Wheeler

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

7. Unfinished Business:

Continued Discussion of Board Committees, following March 21 comments by City Attorney Mary Kucharek and City Manager Tom Markus:

Pisano thanked the Board members for their input and discussion regarding Board subcommittees. Frequency and membership of each committee has been established, with no more than two Board members sitting on a standing committee. Pisano asked if there was further comment from the Board.

Rumple suggested staggering committee membership by term expiration, so that there would always be an experienced Board member in that committee. Pisano agreed.

Mark would like to see more frequent Outreach Committee meetings to establish regular goals, and to respond to local events and gatherings. Suhay would like to see regularly scheduled Building committee meetings to review Phase 3 project status.

8. Items Removed from Consent Agenda: Resolved immediately in Consent Agenda section.
9. Information Only: See pages 50-76 of the May 2022 Board packet.
10. General Public Comment Period: David Bloom, Birmingham resident, will be sending a proposal to Craft for an art project to replace the Zip US! Up art installation. Bloom asked the Board to consider funding the project, which will be coordinated between Bloom and members of Bloomfield Hills and Birmingham Public Schools.
11. Adjournment:

Motion to adjourn the meeting.

1st Mark

2nd Suhay

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

The motion was approved unanimously. The meeting was adjourned at 9:41 p.m. The next regular meeting is scheduled for Monday, June 20, 2022, at 7:30 p.m. in the Rotary Tribute and Donor Room.

Karen Rock, Secretary

Date