



**BALDWIN PUBLIC LIBRARY MINUTES,
REGULAR MEETING
June 20, 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, 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: Pam DeWeese.

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 Suhay

2nd Mark

A roll call vote was taken.

Yea: 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 gave condolences to the Dreer family for the passing of Gerald "Jerry" Dreer, a long-time Birmingham resident and Library Board member. He commended Gerald Dreer's contributions to the community.

Pisano noted the departure of Head of Technical Services Joshua Rouan, who worked at the Library for over twenty years in a variety of positions. He has resigned for a position in the private sector. Pisano thanked Rouan for the time he gave to the Library.

Board comments: None.

Staff Anniversaries: Wheeler recognized the following staff anniversaries: Debra Gantz (20 years of service), Jennifer Hassell (1 years), Dan O'Brien (21 years), Donna Smith (19 years), and Sheila Sweeting (1 years).

Upcoming events of interest: Miller reported upcoming events at the Library, full details of which are on pages 106-107 of the June Board packet.

3. Board Committee Reports

Finance Committee:

Rumple reported that the Finance Committee met on June 13 in the Delos Board Room. Present were Pisano, Rumple, Craft, and Miller. Full minutes from this meeting are on page 18 of the June Board packet.

The next meeting of the Finance Committee will take place on Monday, July 11, 2022, at 4:00 p.m. in the Delos Board Room.

Building Committee:

There has not been a Building Committee meeting since the May Board meeting. Suhay noted that the April 27 meeting minutes are available in the June Board packet on page 22-27, and that he summarized them during the May meeting. He read the progress update on page 21 on the work Merritt Cieslak Design (MCD) has accomplished since the April 27 Building Committee meeting. He noted the proposed Phase 3 work plan on page 28.

Mark asked the status on the MCD soil boring RFP. Craft replied MCD sent out the RFP and responses are due June 24.

Pisano, who attended the Historic District Commission meeting on June 15, mentioned that some people there commented on the color of the mullions not matching the Youth Room mullions. The Board deliberated on whether white mullions, bronze mullions, or a mixture of color combinations would look better in the effort to match the Birkert's curve and the Youth Room. Craft stated that MCD believes bronze mullions would better unify the addition with the Birkert's addition. Pisano also voiced concerns about the proposed glass not matching the glass of the Youth Room. Craft stated that MCD plans to use the same glass used in the Youth Room and that if the Library Board chooses to go with bird-safe glass the coating would make the glass slightly different than the Youth Room. Craft noted if changes were made to the design approved by the Board in January, there would be \$3,000-6,000 additional design fees and a delay to the project of 2-4 weeks.

Suhay and Pisano emphasized their desire to delay the process to gather more information. Pisano recommended rescheduling the June 22 Planning Board meeting to take more time to gather information on materials and new renderings from MCD based on the color changes discussed.

Birmingham resident David Bloom gave public comment and explained differing architectural philosophies vis a vis the Phase 3 renovation: to blend the different additions together, or accentuate the differences of the newest building addition. Bloom suggested gathering architect input and community involvement for this decision.

Mark made the following motion:

Motion to accept the bronze coloring on the [entrance], with the same glass as [used in] the Children's Room, with white mullions and dark putty [glass seams] which is the same as the Children's Room -- so we have the bronze from Birkerts reflected, and the same glass and mullions that matches the Children's Room – and the Nanawall is bronze.

1st Mark
2nd Suhay

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

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

Policy Committee:

Rock reported that the Policy Committee last met on May 9 in the Delos Board Room. Present were Rock, Wheeler, Craft, and Miller. Minutes from this meeting are on page 52 of the June Board packet.

The Committee reviewed and edited the Purchasing Guidelines Policy, and recommended that the Board approve the changes as submitted. Suhay noted there was the phrase "Purchasing Agent" found in the Purchasing Guidelines "C. Purchasing Considerations." Language was adjusted to remove the phrase "Purchasing Agent."

The Committee also recommends the Board adopt the City of Birmingham Code of Ethics and Conflict of Interest, instead of the Baldwin Public Library Code of Ethics and Conflict of Interest document as has been used previously.

Motion to adopt changes to the Purchasing Guidelines, as found on pages 60 to 63 of the June 2022 Board packet, with the phrase "purchasing agent" removed from section C. Purchasing Considerations.

1st Rock

2nd Suhay

A roll call vote was taken.

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

Nay: None.

Absent and excused: None.

The motion was approved unanimously.

Motion to replace the Code of Ethics and Conflict of Interest Policy (July 21, 2003) with the City of Birmingham: Code of Ethics, as found on pages 68 to 74 of the June 2022 Board packet.

1st Rock

2nd Mark

A roll call vote was taken.

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

Nay: None.

Absent and excused: None.

The motion was approved unanimously.

4. **Library Report:**

Craft and Miller presented highlights from the Library Report. Full details can be found on pages 75-87 of the June Board packet.

Two new hotspots are available for circulation for use with patron mobile devices. The Library also offers 8 Internet-to-Go Kits, which includes a chromebook and hotspot.

Two staff members have tested positive for COVID since the last Board meeting. The City of Birmingham has ceased the requirement for non-vaccinated staff to be tested on a weekly basis. Public computers are now open

for use by both residents and non-resident patrons for up to two-hours at a time. Usage was limited to resident patrons due to COVID concerns.

With the departure of Head of Technical Services Josh Rouan, Technical Services and Circulation departments will be combined into Access Services, headed by Kristen Tait. Current Technical Services and Circulation staff will be generally cross-trained. An Assistant Head of Access Services will be chosen from an internal candidate pool.

Craft has been appointed as Chair of the MetroNet Directors Committee for FY2022-2023 and appointed to the 2023 MLA Conference Planning Committee. Mark congratulated Craft on receiving these highly regarded positions.

A \$96,000 investment loss will be booked by the Library, as the City has an unrealized market loss of around \$3.2 million. This will mean that the Library will contribute less to its fund balance at the end of this fiscal year. The City expects to book gains for the same funds in the future.

Pisano asked when the study rooms will be reopened. Craft anticipates early July, as they have been used as social distanced staff office space throughout the COVID pandemic.

5. Liaisons

Friends: DeWeese reported Friends annual meeting took place on May 24. They welcomed Michelle Hollo as a new Friends Board member. The Friends will hold a pop-up book sale in late July, and their fall book sale the last weekend of October. The Friends made a donation to the Library in memory of Gerald Dreer.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

Bingham Farms: There was no report.

6. New & Miscellaneous Business:

Collaborative Art Program with Birmingham Public Schools and Bloomfield Hills Schools:

A memorandum from Craft and explanation of this project from David Bloom are on pages 90-93 of the June Board packet. This is a proposed replacement for the Zip US! Up art project, using the same space along the ceiling perimeter of the Youth Room.

Rock confirmed with Bloom that the proposed art project will be placed in the same area as Zip US! Up, with visibility dependent upon the direction of the sun. Mark asked if there was a theme for the project; Bloom stated there was no theme planned. Rock asked if Bloom confirmed with BPS, who is running a large deficit this fiscal year, that they would be funding the project. Bloom replied he has not appealed to the district board for this approval, but was told by BPS staff that it could be funded in part by BPS. Bloom suggested the Library Trust could play a role in subsidizing costs from this project.

Motion to approve the collaborative art project, facilitated by David Bloom, with Bloomfield Hills Schools and Birmingham Public Schools, according to the details listed in his June 12, 2022 report, with the Library Trust to subsidize liability insurance not to exceed \$500.

1st Suhay

2nd Mark

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

Purchase of 20 laptops for staff use:

Craft reviewed the memorandum on pages 94-96 of the June Board packet requesting the Board to approve the purchase of 20 laptops for staff use. Since March 2020, staff have been using their own computers, mobile devices, and equipment when at home. The total for this purchase will be \$15,789.60.

Motion to approve the purchase of 20 laptops for staff work from home use from Dell, in the amount of \$15,789.60, using the Machinery & Equipment Fund (971.0100).

1st Wheeler

2nd Rumple

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

7. Unfinished Business: None.

8. Items Removed from Consent Agenda: None.

9. Information Only: See pages 105-135 of the June 2022 Board packet.

10. General Public Comment Period: None.

11. Adjournment:

Motion to adjourn the meeting.

1st Wheeler

2nd Rock

Yea: 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 9:31 p.m. The next regular meeting is scheduled for Monday, July 18, 2022, at 7:30 p.m. in the Rotary Tribute and Donor Room.