



**BALDWIN PUBLIC LIBRARY MINUTES,  
REGULAR MEETING  
August 15, 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: Michelle Hollo.

Contract community representatives present: None.

Members of the public present: None.

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, Suhay, Wheeler.

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

2. Board Reports and Special Announcements:

**President's report:** Pisano looks forward to reopening the Library soon after a recent flooding of the Youth Room and Circulation office space, and wishes everyone well for the upcoming school year.

**Board comments:** Rock shared that she listened to a program sponsored by the American Library Association about policy making and equity, diversity, and inclusivity.

**Staff Anniversaries:** Wheeler recognized the following staff anniversaries: Paul Gillin (9 years of service), Mick Howey (5 years), Tony Lowe (17 years), Kathleen McBroom (5 years), Terry Meyer (10 years), Daniel Patton (5 years), Kristen Tait (21 years), and Nick Tupper (4 years).

**Upcoming events of interest:** Miller reported upcoming events at the Library, full details of which are on pages 96-97 of the August Board packet.

3. Board Committee Reports

### **Finance Committee:**

The Finance Committee cancelled their planned meeting on August 8 due to the Library's flood restoration and closure. Craft presented the August 2022 Financial Committee Update found on page 16 of the August Board packet.

The next meeting of the Finance Committee will take place on Monday, September 12, 2022, at 4:00 p.m. in the Delos Board Room.

### **Building Committee:**

Suhay reported that the Building Committee met on July 14. Present were Mark, Suhay, Craft, Miller, and Kristen Tait, with Steven Schneemann and Diane Schurg from Merritt Cieslak Design (MCD). Full minutes from this meeting are on pages 20-23 of the August Board packet. These notes were summarized during the July Board meeting, but unavailable in full at the time.

The next meeting of the Building Committee will take place in September to review the 50% completion status of the design development process with MCD.

Following a discussion from the July Board meeting about adding a shade structure to the front patio area, Craft met virtually with MCD on August 8 to discuss options. MCD shared a rendering for a 30' x 40' trellis structure concept along with considerations, were this to be pursued, which can be found on pages 24-25 of the August Board packet. Mark preferred keeping the proposed trees instead of this additional structure. Rumble would also rather have trees and disliked that this shade structure would block visibility to the Youth Room. Pisano asked Craft if an alternative shade canopy structure he suggested was discussed. Craft noted that MCD said that particular system would not give more utility than umbrellas, which can be moved. Suhay expressed his desire to move on from this discussion, as it is already late in the development process.

#### 4. Library Report:

Craft and Miller presented highlights from the Library Report. Full details can be found on pages 27-39 of the August Board packet.

Craft reported that lighting was installed in the Legacy Room on August 1 and 2. This room will be temporarily repurposed as a Youth Room materials space while flooding damage is resolved.

On the night of August 4-5, a sink backed up due to heavy rains and flooded large areas of the Youth Room and first floor office space. Belfor began water extraction and dehumidification of the area that same night. Belfor returned on Thursday, August 11 to remove affected carpeting and the bottom three feet of drywall. They will install new drywall and paint over damaged areas next week. The Library closed to the public on August 5 and began curbside service on August 13. Circulation and Youth Services staff are working in the Grand Hall to process ILL, curbside materials, and program materials. Several room rentals were canceled, and some future room rentals must be relocated to alternative rooms to allow staff to move out of the Grand Hall.

Donna Smith, Youth Services Librarian, will retire as of August 17. She worked at Baldwin for 19 years. Youth Services Librarian candidates will begin to be interviewed next week.

Miller noted that a full report on Summer Reading 2022 will be provided to the Board next month.

A glass panel in the Youth Room was broken on July 20 by an unidentified object. The panel was replaced on August 8. The cost of replacing this panel was around \$2,500.

The Friends of the Library earned around \$1,100 from their pop-up sale on July 23, and earned \$1,200 from the lobby sale tables through the month.

Miller attended the annual TLN membership meeting and picnic at Lakeshore Park in Novi on July 22. The meeting covered major announcements and renovation updates from associated lending libraries.

Wheeler asked if there was a timeline for carpet replacement, and if the carpet will look the same. Craft responded that the replacement carpet will be identical, and she will receive a timeline report from the vendor this week.

Craft received a quote for carpet replacement and furniture moving from Library Design Associates and sent Board members a suggested motion prior to this meeting for approval. The quote total is \$56,225, and would be withdrawn from the City's Risk Management Fund, and an insurance claim will be filed.

**Motion to approve a payment of \$56,225 to Library Design Associates for moving and carpet installation fees to repair the Youth Room and staff offices, to be paid out of the City of Birmingham's risk management fund.**

**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.

5.     Liaisons

Friends: There was no report.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

Bingham Farms: There was no report.

6.     New & Miscellaneous Business:

**Janitorial Services**:

The proposed RFP for janitorial services, found on pages 43-67 of the August Board packet, would be sent out on August 16 and due September 14. The Library Board would then decide on a bidder at the September 19 Board meeting. The current service contract with DM Burr expires in eight months, and as they have raised their hourly rates, Craft recommends comparing competitor rates in the area. Depending on the bids received, the Library and Board can decide if it is more cost effective to handle cleaning services internally.

**Motion to approve the issuance of a Request for Proposals (RFP) for janitorial services at the Baldwin Public Library.**

**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.

### **Construction Manager:**

MCD compiled an RFP document for hiring a construction manager, which was emailed to Board members. The RFP has the condition of review by the Building Committee, Library staff, and City Commission for final approval. Craft recommends that the Board make a motion to approve the issuance of this RFP.

Suhay expressed his concern that the current RFP does not cite an exact amount to define the guaranteed maximum price. Craft responded that the guaranteed maximum price is based on a quote from Rewold & Sons with a total cost of \$3.526 million.

Pisano clarified to the Board that once they give their approval for issuance, the City and City attorney would give final review of the RFP and make needed adjustments.

**Motion to approve the issuance of a Request for Proposals (RFP) for the construction manager for the proposed expansion and renovation of the Front Entrance and Circulation Area of the Baldwin Public Library conditioned on review and approval by the City Commission.**

**1st** Suhay

**2nd** Mark

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

### **2023 Calendar:**

The proposed 2023 calendar is found on page 70 of the August Board packet. It is similar to the 2022 calendar, but includes additional closures on Juneteenth (June 19), Veteran's Day (November 11), the day after Thanksgiving (November 24), the day after Christmas (December 26), and New Year's Eve (December 31), based on recommendations from the Board President.

Suhay expressed unease at increasing the number of closure days from 15 to 20. He pointed out that the Library has been the dedicated location for Veteran's Day activities, which connect with the annual commemorative event held in Shain Park. There was general agreeance that the Library should remain open on Veteran's Day to accommodate this event. Pisano suggested remaining open December 26 for those patrons who wish to visit the Library while they are home for the holiday. The Board generally agreed to close for Juneteenth (June 19), the day after Thanksgiving (November 24), and New Year's Eve (December 31).

**Motion to approve the 2023 Library calendar as found on page 70 of the August 2022 Board Packet, including closures on June 19, November 24, and December 31, but will remain open on Veteran's Day and December 26.**

**1st** Mark

**2nd** Rumple

A roll call vote was taken.

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

7. Unfinished Business:

**Baldwin Public Library Logo Redesign:**

Graphic Designer Michelle Hollo presented seven logo redesigns based on feedback from the July Board meeting. This presentation can be found on pages 72-94 of the August Board packet.

The Board decided to gather input from staff and public input on designs 1, 2, and 3 without any further changes.

8. Items Removed from Consent Agenda: None.

9. Information Only: See pages 95-110 of the August 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, Suhay, Wheeler.

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

The motion was approved unanimously. The meeting was adjourned at 9:14 p.m. The next regular meeting is scheduled for Monday, September 19, 2022, at 7:30 p.m. in the Rotary Tribute and Donor Room.

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Karen Rock, Secretary

Date