



**BALDWIN PUBLIC LIBRARY MINUTES,  
REGULAR MEETING  
September 19, 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: Frank Pisano, Karen Rock, Danielle Rumble, Jim Suhay, Jennifer Wheeler, and Student Representative Olivia Clark.

Absent and excused: Melissa Mark.

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: 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** Rock

**2nd** Suhay

A roll call vote was taken.

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

Nays: None.

Absent and excused: Mark.

The motion was approved unanimously.

2. Board Reports and Special Announcements:

**President's report:** Pisano thanked staff for their expertise, organization, and efficiency in reopening the Youth Room following significant water damage in August. Pisano and Craft attended the AIA Awards at Eastern Market on September 15, where Luckenbach Ziegelman Gardner Architects were presented with the Historic Rehabilitation/Adaptive Reuse Honor Award for Baldwin's Youth Room renovation.

**Board comments:** None.

**Staff Anniversaries:** Wheeler recognized the following staff anniversaries: Diana Ancog (1 year of service), Beverly Banks (1 year), Brandon Bolek-Toubeaux (21 years), Ethan Cronkite (1 year), David Dapkus (5 years), Sinjin Green (1 year), Patricia Henricks (5 years), Jessica Hoeck (5 years), Jeff Jimison (5 years), Diane Marrich-Simon (1 year), Haylie May (1 year), Vicki Sower (15 years), Lynn Szttykiel (3 years), and Liz Volpe (17 years).

**Upcoming events of interest:** Miller reported upcoming events at the Library, full details of which are on pages 74-75 of the September Board packet.

### 3. Board Committee Reports

#### **Finance Committee:**

Rumple reported that the Finance Committee met on September 12 in the Delos Board Room. Present were Pisano, Rumple, Craft, and Miller. Full minutes from this meeting are on page 19 of the September Board packet.

The next meeting of the Finance Committee will take place on Monday, October 10, 2022, at 4:00 p.m. in the Delos Board Room.

#### **Outreach Committee:**

Rumple reported that the Outreach Committee met on August 25 in the Delos Board Room. Present were Mark, Rumple, Craft, and Miller. Full minutes from this meeting are on page 23 of the September Board packet.

The next meeting of the Outreach Committee will be held on a date to be determined.

### 4. Library Report:

Miller presented highlights from the Library Report. Full details can be found on pages 25-41 of the September Board packet.

The final Summer Reading 2022 report can be found on pages 27-30 of the September Board packet. Beanstack was used to assist participants in tracking their progress. There was an increase in participation over last year.

Brainfuse and Washington Post have been renewed for the next year. Teen Librarian Elisabeth Phou created a board game cart for use by bored teens, which can be found in the Teen Scene.

The Legacy Room now houses the Large Print collection, and is open to the public. This room was temporarily repurposed as a youth area during the Youth Room restoration from water damage in August.

Storage and work furniture for the Ileana Thal Reference Desk, Idea Lab, and second floor copy room has arrived after some delay. Two broken windows have been replaced in the Youth Room and Study Room 3.

Miller, Mark, and Rumple attended Bingham Farms Family Fest. A thank you letter from Village Administrator Ken Marten can be found on page 79 of the September Board packet.

### 5. Liaisons

Friends: Ryndee Carney reported the Friends will hold a surprise pop-up sale in the Friends' sorting room on September 24 from 10:00 a.m. to 4:00 p.m. The Fall Sale will occur on Halloween weekend – October 29 through October 31 – culminating with a Monday Bag Sale.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

Bingham Farms: There was no report.

### 6. New & Miscellaneous Business: None.

7. Unfinished Business:

**Baldwin Public Library Logo Redesign:**

The public and staff were surveyed on the three logo designs chosen as Board favorites from the August Board Meeting. The City's Wayfinding & Signage Committee informed Craft of the color palette to be used in revisions of these logos, which graphic designer Michelle Hollo incorporated in the revision. 130 survey respondents provided a variety of feedback, which is detailed on pages 51-64 of the September Board packet. The Board reached consensus on approving Logo 1, with an updated two-color palette.

**Motion to accept Logo 1 with two [blue] colors.**

**1st** Rock

**2nd** Suhay

A roll call vote was taken.

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

Nays: None.

Absent and excused: Mark.

The motion was approved unanimously.

Craft will send the accepted version of Logo 1 to the Wayfinding & Signage Committee for final approval.

**Janitorial Services:**

An RFP for janitorial services was issued in August, with 6 bids received in response. Although there was a disparate range of price between these bids, each was higher than the current budgeted amount for cleaning services. Craft recommended the Board take a month of study on this matter, and evaluate whether accepting a bid or hiring cleaning staff internally would be more beneficial as it relates to cost savings and efficiency. The Board reached consensus on taking a month of study to determine the best path forward.

**Phase 3 Update and Design Decisions:**

**Café:**

Craft and Miller met with Merritt Cieslak Design (MCD) in August to discuss café space design. In MCD's latest renderings, they relocated a built-in counter in an alcove located on the east side of this space, included proposals for furniture layout, and asked the Board for their vision for what the café space should include.

Wheeler wants to incorporate food vending, and suggested a half-food/half-beverage vending machine she had seen. Suhay referred to the original Long Range Planning Committee submission to Tom Markus in January, which proposed "high quality coffee, drinks, and snacks" to be included in the café space, and would like to offer these. Rock liked the vending suggestion Wheeler proposed, but is not interested in serving fresh or refrigerated snacks, which would necessitate State health inspections. Rumble also approved of the mixed vending suggestion. Pisano was underwhelmed by the latest MCD revision and wanted the counter to be centered in the room. Craft will suggest to MCD to keep the alcove location, plan for a half-height mixed food and beverage vending machine, add counter space for a second coffee machine if needed, and an island-style moveable countertop.

**Staircase:**

MCD's new plan for the entrance staircase will save the Library around \$10,000 by moving the location forward just a few feet and utilizing the existing foundation. Two options are proposed: 1) 10 stairs without a landing, or 2) 9 stairs with a landing. Rumble preferred the 10 step version because it allowed for longer steps. Suhay thought option 2 would be more acceptable for seniors, and is in favor of it. Rock thought having a landing

would be safer. Pisano suggested receiving more clarification from MCD about the two options. Craft noted that both options are up to code and are seen in other buildings.

**Cost Savings:**

MCD discovered that the Birkerts wing is held up by a lattice system of structural support. Because of this, they were able to move the elevator 8" closer to the vestibule, which will produce a cost savings of \$20-30,000. MCD adjusted the design to keep an existing column support in place, where the sorter room is now, which will save around \$10,000.

**Water Retention Storage:**

Nowak and Fraus, civil engineers, created a site plan for Phase 3 which included the coefficient of storm water runoff for the proposed roof area. City Engineering informed MCD that an underground water storage basin would be needed to accommodate the additional roof runoff, which MCD estimates would cost around \$80,000. MCD is researching options, including increasing the size of the drain tile that directs water to the storm sewer. MCD would be able to include an underground basin by shifting the tree placement in the current design.

Pisano stated he was comfortable with following the City guidelines. Suhay suggested MCD, Board, and Staff commit to more research on alternative solutions to the underground basin, exploring sharing this cost with the City, or proposing an increase in millage to cover the \$80,000 proposed additional cost. Rock suggested it is more cost-efficient to put in the water basin than to deal with catastrophic flooding later on.

These matters will be further discussed in the upcoming Building Committee meeting on September 22.

- 8. Items Removed from Consent Agenda: None.
- 9. Information Only: See pages 73-99 of the September 2022 Board packet.
- 10. General Public Comment Period: None.
- 11. Adjournment:

**Motion to adjourn the meeting.**

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

The motion was approved unanimously. The meeting was adjourned at 9:07 p.m. The next regular meeting is scheduled for Monday, October 17, 2022, at 7:30 p.m. in the Rotary Tribute and Donor Room.