



**BALDWIN PUBLIC LIBRARY MINUTES,
REGULAR MEETING
October 17, 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: 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 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.

2. Board Reports and Special Announcements:

President's report: None.

Board comments: None.

Staff Anniversaries: Wheeler recognized the following staff anniversaries: Gary Eisele (13 year of service), Lawson Glenn III (1 year), Carolyn Wheeler (8 years), Phoenix Nash (2 years), Nolan Peterson (2 years), Cyndi Summers (2 years), Faith Whitted (2 years), Stephanie Klimmek (11 years), Jamie Richards (7 years), Wren Drisko (2 years), and Sara Jurek (2 years).

Upcoming events of interest: Miller reported upcoming events at the Library, full details of which are on pages 62-63 of the October Board packet.

3. Board Committee Reports

Finance Committee:

Rumple reported that the Finance Committee met on October 10 in the Delos Board Room. Present were Pisano, Rumple, Craft, Miller, and BPL Bookkeeper Paul Gillin. Full minutes from this meeting are on page 16 of the October Board packet.

The next meeting of the Finance Committee will take place on Monday, November 14, 2022, at 4:00 p.m. in the Delos Board Room.

Outreach Committee:

Mark will host a Library tour on Friday, October 21 for All Seasons Birmingham. Outreach Committee members have delivered marketing materials to Lutheran Church of the Redeemer and First Presbyterian Church. Birmingham Bloomfield Chamber of Commerce staff were invited to tour BPL. Rumple reported BPL would host a collection drive in December in collaboration with Lighthouse for food, supplies, and personal hygiene items. Miller reported two staff members would represent BPL at Birmingham Family YMCA's Halloween event on October 21.

Building Committee:

Suhay reported that the Building Committee met on September 22 in the Delos Board Room. Present were Mark, Suhay, Craft, Miller, Kristen Tait (virtually); Steve Schneemann, Diane Schurg from MCD; and two members of the public. Full minutes from this meeting are on page 19 -20 of the October Board packet.

During this meeting, the Committee asked Craft to speak with City Manager Markus about the cost estimates for additional water retention for the new construction in Phase 3 renovation. Rewold Construction estimated the cost at \$80,000. Nowak & Fraus Engineers estimated the cost at \$10-20,000. Pisano asked Craft to inquire with the City to see who would be responsible for covering the cost of the water retention system.

After reviewing two options for the entrance staircase, Suhay and Mark recommended the Board choose Option 2: 5 steps, a landing, then 4 steps, with 11" treads and 7" rise. Their rationale is that a staircase with a landing is more inviting, especially for seniors and young children. The Board agreed with this decision.

Resident David Bloom provided public comment prior to the meeting via email. He stated that drawings of the two options are necessary to formulate an opinion, while agreeing that both meet construction standards.

Motion to create a front entry staircase that has five steps at the base, a landing, and then four steps at the top of the staircase.

1st Mark

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.

Following input during the previous Board and Building Committee meetings, Merritt Cieslak Design (MCD) created new renderings and a floorplan for the proposed café space. Craft's memorandum, floorplan, and renderings can be found on pages 21-24 of the October Board packet. The Board agreed that the floorplan provided all items requested during the previous Board and Building Committee meetings.

Pisano requested of Craft to have MCD provide an alternative design to curved, contemporary architecture of the overhang over the vending nook and bathroom area. He agreed with Bloom's previous comment during the Building Committee meeting that the café design is being rushed, and more thought should be given to

aesthetic elements. Wheeler considered how the curved overhang would look if the ramp wall was also curved, instead of formed with a right angle. Wheeler also requested additional renderings with a view from Shain Park to see how the bathroom interacts with the view. Rumble expressed concern that items would be thrown onto the overhang from the ramp.

Resident David Bloom provided public comment via email, which Craft read. Bloom liked the updated rendering, but questions the single occupant bathroom, and thinks the ramp wall should be rounded off to compliment the curved overhang. Bloom suggested using the exterior-facing bathroom wall to showcase art through the fixed Nanawall glass pane

Suhay suggested scheduling a special Board meeting prior to the regular meeting in November to review alternative renderings for the vending area and bathroom design. Craft will confirm a date with MCD for a special meeting to discuss this additional rendering, which must be arranged regardless to discuss Construction Manager bids received.

Craft recommended the Board approve the floorplan by a motion if only aesthetics are in dispute.

Motion to adopt the proposed floorplan, dated September 30, 2022, for the vending café in Phase 3 renovation, with alternative aesthetic design.

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.

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

Personnel Committee:

Wheeler reported that the Personnel Committee met on September 28 in the Jeanne Lloyd Room. Present were Rock, Wheeler, Craft, and Miller. Full minutes from this meeting are on page 25 of the October Board packet.

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

Policy Committee:

Rock reported that the Policy Committee met on October 13 in the Delos Board Room. Present were Rock, Wheeler, Craft, and Miller. Full minutes from this meeting are on page 26 of the October Board packet.

The Policy Committee reviewed proposed edits and recommend the approval of the following policies: Naming Rights Policy, Code of Conduct, Privacy Policy, Library Displays Policy, Group Study Rooms Policy, and Unattended Children Policy.

Rock noted the Naming Rights Policy was revised to eliminate one use of the word "Library".

Motion to adopt proposed changes to the Naming Rights Policy, as found on pages 27 to 30 of the October 2022 Board packet.

1st Wheeler

2nd Rock

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 explained that the Code of Conduct was revised considerably to make it a more community friendly document, instead of comprising a list of specific rules. Suhay expressed his thoughts that the revised policy does not explain to patrons what bad behavior is, and wants more detail about what patrons should not do in the Library. The Policy Committee will review and revise this policy again with this feedback in mind and bring it back to the November Board meeting.

The Privacy Policy was amended to change each instance of "Library" to "BPL", and changed "BPS school ID#" to "school ID number", as students within Bloomfield Hills Schools may also obtain BPL cards.

Motion to adopt proposed changes to the Privacy Policy, as found on pages 37 to 38 of the October 2022 Board packet.

1st Wheeler
2nd Rock

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

The Library Displays Policy was amended to replace a negative clause with an inclusive one regarding the posting of materials.

Motion to adopt proposed changes to the Library Displays Policy, as found on page 39 of the October 2022 Board packet.

1st Wheeler
2nd Rock

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

The Group Study Rooms Policy was amended to specify that the study room check out limit applies to a group as a whole.

Motion to adopt proposed changes to the Group Study Rooms Policy, as found on page 40 of the October 2022 Board packet.

1st Wheeler
2nd Rock

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

The Unattended Children Policy was revised with minor changes for clarity.

Motion to adopt proposed changes to the Unattended Children Policy, as found on page 41 of the October 2022 Board packet.

1st Wheeler

2nd Rock

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

The Policy Committee discussed the Public Comment Policy's two-minute time limit and recommended the Board discuss revising the time allowed for public comment at Board meetings. The Committee determined Birmingham City Commission allows two to three minutes per public comment during well attended public hearings; several surrounding libraries have a three-minute limit. Mark suggested public comment should increase to three minutes per person, and should occur earlier in the meeting. Pisano said there should be a motion made to move public comment to the beginning of the meeting agenda. Suhay supported increasing public comment time to three minutes, with the option for the Board President to relax that rule if needed, and would like public comment moved to the beginning of the meeting. Rock and Pisano clarified that public comment would occur after the Consent Agenda if voted upon.

Resident David Bloom provided comment prior to the meeting via email. Bloom requests that public comment at Library meetings be made more inclusive than the OMA requirements for public meetings and that public comment be allowed for each agenda item discussed. He also stated that the Public Comment Policy was unclear if this policy applies to committee meetings as well as regular Board meetings, and suggests specifying in the policy how public comment differs in each, if different.

Craft reviewed Bloom's comment with City Manager Tom Markus, and Markus clarified City policy, based on Robert's Rules of Order for parliamentary procedure: the commission deliberates, a motion is made, public comment is requested, and the commission votes. As there are no motions made during Library Board committee meetings, only one public comment period is provided. Pisano suggested the public be allowed to make comment following agenda item discussion during committee meetings. Craft emphasized committee meeting discussions should be reserved to the elected trustees, paid contractors, and library staff who comprise those committees, and that any additional feedback from the public should be made during the general comment period. Rock commented that public comment should not dominate discussion between committee members. Suhay expressed that while committee meetings should be disciplined, structured, and efficient, he believes the public comment policy for committee meetings should mimic Board meeting policy and give the public opportunity to speak after agenda items discussed. Rock posited that a subsection titled "Role of Public Comment at Committee Meetings" may be added to the Public Comment Policy. Wheeler noted that Board members who are not members of the Committees are not allowed to attend Committee meetings, and expressed that it would be unfair for the general public to have more influence on Committee discussion before recommendations are brought to the Board as a whole. Mark and Suhay stated that they have attended Committee meetings in the past that they were not members of.

Pisano suggested motions be made to increase public comment to three minutes, to move public comment to follow the Consent Agenda, and allow public comment after agenda item discussion in Board and Committee Meetings. Craft said she will need to consult with City Attorney Mary Kucharak regarding allowing comment on each agenda item.

Motion to move public comment to the beginning of Board meetings, immediately following the Consent Agenda.

1st Rumble

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.

Motion to increase the public comment time limit to three minutes, instead of two.

1st Mark
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.

The next meeting of the Personnel Committee will take place in January 2023.

4. Library Report:

Craft and Miller presented highlights from the Library Report. Full details can be found on pages 43-57 of the October Board packet.

Craft reviewed key metrics from the first quarter of FY 2022-2023, found on page 45 of the October Board packet, and Strategic Plan Action Items updates, found on page 46.

Study rooms are now open, and a charging station and additional outlets have been added in the Birkerts wing. The Idea Lab's 16mm film transfer system is now available for use, and is one of the only units of its type in Michigan.

Youth Services Librarians Stephanie Klimmek, Rosemary Isbell, and Syntha Green attended the annual ALSC conference in Kansas City, MO. BPL held a Staff Development Day on September 23, and reviewed ALICE Active Shooter Training with BPD officers and teen behavior management with Dr. Julie Braciszewski of Monarch Behavioral Health, alongside team building exercises.

Sarah Dalmer has been hired as Idea Lab Technology Assistant. Former BPL substitute Librarian Alyssa Gudenburr has been hired as a full-time Youth Services Librarian. Mick Howey, Ethan Cronkite, Elisabeth Phou, Syntha Green, and Rosemary Isbell have been promoted to Librarian II positions, which were established to create a management training pipeline. Longtime Technical Services Assistant Phebe Wong retired in September. Faith Whitted was promoted to Teen Services Library Assistant and will work alongside Phou. Morgan Kosciuk, Hailey May, and Patricia Hendricks have been given additional roles as Reference Assistants.

Craft has applied for a grant from Women's National Farm & Garden Association – Bloomfield Hills Chapter for flowers and bulbs, and a grant from Birmingham Area Cable Board for \$10,000 in AV improvements to the Jeanne Lloyd Room.

Access Services Department Head Kristen Tait attended the Back in Circulation Conference in Madison, WI in October.

Miller reported that the IDEA Committee continues to meet and plan DEI themed programming and materials. BPL collaborated with Beverly Hills to host "Read in the Park" with authors Ed Sarkis Balian and Amy Young on

September 10. Craft and Miller attended the Birmingham Bloomfield Chamber of Commerce breakfast event on October 13 and presented Library services. Miller presented Library services to the Birmingham Rotary Club on September 19, and presented upcoming new books to the Birmingham chapter of PEO on September 28.

5. Liaisons

Friends: Ryndee Carney announced a Halloween weekend book sale from October 29 through October 31. October 28 will be reserved for Friends members to shop. The FOL Board voted to continue partnership with an online bookseller to bring in additional revenue.

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:

Janitorial Services:

Miller reported the Library is currently operating month-to-month with DM BURR, and recommends offering the 5-year contract to DM BURR. DM BURR presented the lowest bid of the RFP process. The contract allows BPL to cancel the contract if staff is displeased with the service.

Pisano inquired if DM BURR's service has become more reliable. Miller said service has become more consistent, flexible, and responsive in the last several months since the company has offered their employees a higher hourly rate.

Motion for Baldwin Public Library to offer the 5 year janitorial services contract to DM BURR.

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.

8. Items Removed from Consent Agenda: None.

9. Information Only: See pages 61-72 of the October 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 9:39 p.m. The next regular meeting is scheduled for Monday, November 21, 2022, at 7:30 p.m. in the Rotary Tribute and Donor Room.

Karen Rock, Secretary

Date