



**BALDWIN PUBLIC LIBRARY MINUTES,  
REGULAR MEETING  
November 21, 2022**

Call to Order and Roll Call:

The meeting was called to order by Vice President Jennifer Wheeler at 7:30 p.m.

Library Board present: Melissa Mark, Karen Rock, Danielle Rumble, Jim Suhay, Jennifer Wheeler, and Student Representative Olivia Clark.

Absent and excused: Frank Pisano

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: one via Zoom

Rumble read aloud the Library's Mission Statement.

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

1. General Public Comment Period: None.

2. Consent Agenda:

**Motion to approve the consent agenda.**

1st           Suhay  
2nd           Rumble

A roll call vote was taken.

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

Nays: None.

Absent and excused: Pisano.

The motion was approved unanimously.

3. Election of Officers for 2022-2023:

Wheeler called for nominations for the election of officers for 2022-2023.

**Motion to elect Jennifer Wheeler as President:**

1st       Mark  
2nd       Suhay

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

Nays: None.

Absent and excused: Pisano.

The motion was approved unanimously.

**Motion to elect Karen Rock as Vice President:**

1st       Wheeler

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

**Motion to elect Danielle Rumble as Secretary:**

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

4. Board Reports and Special Announcements:

**President's report:** Wheeler thanked the Board and staff for participating with Construction Manager interviews. She noted the unveiling of a collaborative artwork display of Bloomfield Hills and Birmingham Public Schools students at the main stage of Wintermarkt on Saturday, December 3 at 10:30 a.m. Craft, Wheeler, and representatives from the schools will be there.

**Board comments:** None.

**Staff Anniversaries:** Rock recognized the following staff anniversaries: Lauren Clifford (3 year of service), Susan Dion (17 years), Bart Gioia (15 years), Courtney Holland (1 year), Cheyenne Kennard (3 years), Morgan Kosciuk (3 years), and Robert Stratton (3 years).

**Upcoming events of interest:** Miller reported upcoming events at the Library, full details of which are on pages 42-43 of the November Board packet.

5. Board Committee Reports

**Finance Committee:**

Rumble reported that the Finance Committee met on November 14. Present were Pisano, Rumble, Craft, and Miller. Full minutes from this meeting are on page 22 of the November Board packet.

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

**Building Committee:**

Suhay reported that the Building Committee met on November 3 and November 10. Most of the discussion during these meetings concerned café restroom options, which were deliberated on and voted on during a special Board meeting held on November 14. Full minutes from these meetings are on page 25 - 27 of the November Board packet.

The next meeting of the Building Committee will take place on Thursday, December 1, 2022 at 10:00 a.m. in the Delos Board Room.

### **Outreach Committee:**

Mark reported that the Outreach Committee met on November 9. Mark provided updates about community partnerships. Full minutes from this meeting are on page 28 of the November Board packet. The next meeting of the Outreach Committee will take place in January.

### **Personnel Committee:**

Rock reported that the Personnel Committee met on November 16 and discussed plans for the Library Director's performance review and salary evaluation. The Personnel Committee is updating evaluation forms, which will be emailed to staff and trustees for their input.

A special Board meeting is scheduled for January 9, 2023 at 5:30 p.m. in the Delos Board Room for the Library Director's review.

### 6. Library Report:

Craft and Miller presented highlights from the Library Report. Full details are on pages 29-39 of the November Board packet.

Staff who submitted their bivalent COVID-19 booster updates to the City by November 15 received an additional 16 hours of sick time. The response rate was around 40%. Staff are no longer required to wear masks in the building. Three staff members have tested positive for COVID-19 in the week prior to this meeting.

The Idea Lab's Jeff Jimison hosted a staff group from Northville District Library and fielded questions about their own plans for establishing a maker space. Craft has provided behind the scenes Library tours for patrons and will be hosting a private tour for a staff person from Senator Gary Peter's office.

A new backup server has been installed and will be setup completely in the next two months.

Craft has reached out to consultant Stephen Jackson, head of DEI at Oak Park Public Library in Chicagoland area, for outside input in BPL's DEI goals and planning. Jackson's consulting firm Global Community Associates compiled a proposal, which is found on page 65 – 71 of the November Board packet. This proposal is for an 18-month long project, working with the IDEA Taskforce and staff, and survey the community. Craft requested feedback from the trustees on the possibility of hiring a consulting firm for DEI. Suhay asked if Craft had procured alternative bids. Craft noted the difficulty in finding firms who have library experience, but she will request other proposals. Rock asked if Jackson has worked in Michigan libraries, and Mark asked if MLA had any firms they can recommend. Craft responded that MLA is using him as a conference speaker in the next year.

Suhay inquired about the logo redesigns on page 36 of the November Board packet. On November 14, the City's Wayfinding and Signage Committee requested to see the latest Board-approved logo redesigned using the City of Birmingham logo's typeface standard. Craft will meet with the Wayfinding and Signage Committee again on December 12 and present Board and staff's interest in keeping the logo the same as approved by the Library Board.

Five new Pages are being hired, with the possibility of being promoted to Circulation Assistants in the near-term. BPL is currently accepting applications for an IT Assistant, and is looking for additional substitute Librarians.

Craft attended the Birmingham Area Cable Board's meeting on November 16, where a \$10,000 grant request for technology upgrades was approved to improve the Jeanne Lloyd Room's AV capabilities. The Library of Michigan granted Continuing Education stipends for four BPL staff members totaling \$5,400.

7. Liaisons

Friends: Ryndee Carney reported the Halloween weekend book sale brought in around \$3,400 in book and media sales and an additional \$300+ in new memberships. Media sale tables in the Library lobby continue to bring in around \$1000 monthly, along with around \$600+ from online sales. The next major book sale will take place in Spring of 2023. The Friends currently have 210 members, with a goal of 300 total for this year. 220 follow-up membership renewal letters have been sent this month.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

Bingham Farms: There was no report.

8. New & Miscellaneous Business:

**Selection of a Construction Manager Firm for the Phase 3 Expansion and Renovation Project:**

In October, three bids for construction manager services were received following the issuance of an RFP. On November 14 and November 21, the Board interviewed those three firms. Each firm was given 60 minutes for questions and answers. Craft noted that each firm is well-known, upstanding, and high caliber.

Suhay agreed that all candidates were "outstanding" and that it would be a difficult decision. Mark and Suhay discussed how the Board came to weigh each bid, given the variations in base calculations between them. Mark said it was important to categorize each factor – timeline, scope, cost, etc. – in the same way to reach a decision. Rumble asked Craft about staff experience with PCI Dailey during Phase 2 renovation, and with Frank Rewold & Sons during renovation of the Rotary & Tribute Room. Craft noted the good experience staff had working with PCI Dailey during Phase 3, and didn't hear anything negative about working with Frank Rewold & Sons. Mark commented that PCI Dailey worked through Phase 2's COVID-19 interruptions with professionalism. Suhay made a comment on the benefits of choosing a larger firm with a "deep bench" of subcontractor contacts and resources. Wheeler said she was impressed with PCI Dailey's interview and the depth they went into about challenges with the proposed skylight, and noting they are already familiar with the building's structure. Craft thought Frank Rewold & Sons provided the most straightforward answer regarding providing "as-built" drawings. Rock and Suhay discussed the benefits of working with a larger firm. Mark noted the importance of the superintendents chosen, as they are a key person to communicate daily matters with. Mark asked Miller about her experience working with Dailey, and Miller responded they have been responsive and easy to work with. Mark said all three firms were outstanding, and that it was "hard to not let each of them win."

**Motion to approve the hiring of PCI Dailey for construction management services for the Front Entrance and Circulation Area of the Baldwin Public Library, to be paid out of account 977.0000 (Capital Outlays – Building Improvements). Payment will be based on the bid submittal from October 19, 2022, with a construction management fee of 2.5% of the Guaranteed Maximum Price, to be determined once all subcontract bids are received.**

1st Mark

2nd Rock

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

Nays: None.

Absent and excused: Pisano.

The motion was approved unanimously.

Craft will present the choice to hire PCI Dailey as construction manager on Monday, December 5, 2022, after the preliminary signing of a contract with PCI Dailey.

9. Unfinished Business:

**Student Representative Project:**

Olivia Clark has worked with Teen Librarian Elisabeth Phou and Teen Library Assistant Faith Whitted in creating a Library TikTok account. This will be used to promote general and teen events and new books in the Teen Scene. The first video will be posted from the Teen Exam Cram with Therapy Dogs event.

10. Items Removed from Consent Agenda: None.

11. Information Only: See pages 44-71 of the November 2022 Board packet.

12. Adjournment:

**Motion to adjourn the meeting.**

**1st** Mark

**2nd** Rock

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

Nays: None.

Absent and excused: Pisano.

The motion was approved unanimously.

The motion was approved unanimously. The meeting was adjourned at 8:42 p.m. The next regular meeting is scheduled for Monday, December 19, 2022, at 7:30 p.m. in the Rotary Tribute and Donor Room.

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Danielle Rumble, Secretary

Date