



**BALDWIN PUBLIC LIBRARY MINUTES,  
REGULAR MEETING  
December 19, 2022**

Call to Order and Roll Call:

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

Library Board present: Frank Pisano, Karen Rock, Danielle Rumble, Jim Suhay, and Jennifer Wheeler.

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: One via Zoom. Philip Femminineo and Timothy St. Andrew from Plante Moran were present.

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** Pisano

**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.

3. Review of FY2021-2022 Audit by Plante Moran, with Timothy St. Andrew and Philip Femminineo:

Timothy St. Andrew and Philip Femminineo presented a review of the Plante Moran audit report to the Board. A copy of their presentation can be found on pages 21-28 of the December Board packet.

4. Board Reports and Special Announcements:

**President's report:** Wheeler reported that she and Rock are preparing for Director Craft's annual performance evaluation on January 9. Wheeler praised Craft for her involvement in the library community, being a member of the Friends of Michigan Libraries Board and Finance Committee, and a member of the MLA Annual Conference 2023 Planning Committee. Wheeler recognized the Birmingham and Bloomfield Hills schools students and project committee members who participated in the Our Natural World art exhibit, showcased at Baldwin. An

opening celebration for the project was held on December 3 during Birmingham Shopping District's Winter Markt.

**Board comments:** None.

**Staff Anniversaries:** Rock recognized the following staff anniversaries: Mary MacMillan (8 years of service) and Megan Novak (5 years of service).

**Upcoming events of interest:** Miller reported upcoming events at the Library, full details of which are on pages 52-53 of the December Board packet.

## 5. Board Committee Reports

### **Finance Committee:**

Rumple reported that the Finance Committee met on December 12. Present were Pisano, Rumple, Craft, Miller, and Jim Cummins from Raymond James & Associates. Full minutes from this meeting are on page 18 of the December Board packet. Plante Moran gave BPL a clean report in the FY 2021-2022 audit.

Jim Cummins from Raymond James & Associates recommended selling three existing funds in the Trust's portfolio and transferring this money to funds he recommends, as specified in the Finance Committee minutes. A suggested motion to approve this transfer of money will be brought to the December Trust Meeting for a decision.

The next meeting of the Finance Committee will take place on Wednesday, January 11, 2023, at 4:00 p.m. in the Delos Board Room.

### **Building Committee:**

Suhay reported that the Building Committee met on December 1. Present were Mark, Suhay, Craft, Steve Schneemann and Dianne Schurg from MCD, and one member of the public. Full minutes from this meeting are found on page 29 of the December Board packet.

The Board discussed possible deduct alternate items, including the proposed skylight. Suhay commented that deduct alternates were important because of the possibility of inflation impacts on the next round of costing. Removing the skylight as proposed in the last approved drawings will save the greatest expense, if needed. Craft noted that with the requested 3 deduct alternates for the skylight, it may be more difficult for PCI Dailey to collect bids for the work. Rock asked if anything else could be cut for similar savings, if necessary. Suhay said the study rooms could possibly be cut as a major expense. No Board members want to cut the study rooms, but are amenable to changes to the skylight. Craft suggests the project can be value engineered once the bids for the skylight alternatives arrive.

Suhay asked Craft if MCD was communicating with PCI Dailey since chosen for Phase 3 construction manager last month. Craft met with both parties last week to go over logistics. MCD's construction drawings are 85% complete, and PCI Dailey will review the completed drawings in January to identify errors, suggest cost-saving measures, and develop the scope of work for the bidding process. PCI Dailey will solicit bids from January to February, and the Board should have access to the final estimate and actual project cost at the end of February.

Craft noted the Fire Chief and Fire Marshal will work with Library staff on creating an egress plan for Phase 3 construction. Head of Access Services Kristen Tait will contact the company that manufactured Baldwin's automatic sorter for a quote on moving, reconfiguring, and reassembling it in a new space.

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

### **Outreach Committee:**

Craft reported that the Outreach Committee is currently working with Lighthouse of Oakland County in support of the organization's supply drive. Donations are being collected in the lobby of the Library through January 15. The next meeting of the Outreach committee will be held on January 11 at 9:00 a.m. in the Delos Board Room.

### **Personnel Committee:**

Rock reported that the Personnel Committee met on December 15 and discussed the Library Director evaluations received from Board members and staff, including Craft's own self-evaluation. The Personnel Committee will meet again to summarize these evaluations for Board review. Director Craft's evaluation will be held on Monday, January 9 at 5:30 p.m. in the Delos Board Room in a special meeting of the Board.

### **Policy Committee:**

Rock reported that the Policy Committee took input from staff and Board members to further revise the Code of Conduct, which was discussed during last month's Board meeting. The IDEA Task Force reviewed this policy, streamlined it, and incorporated a list of specific behaviors not allowed in the Library. The updated Code of Conduct can be found on pages 36 – 37 of the December Board packet.

Rock requested that the word "especially" in the first sentence of the Code of Conduct to be changed to "including".

#### **Motion to adopt proposed changes to the Code of Conduct, as found on pages 36 to 37 of the December 2022 Board packet, with the additional change of "especially" to "including."**

1st Rock

2nd Rumble

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

Nays: None.

Absent and excused: Mark.

The motion was approved unanimously.

### 6. Library Report:

Craft and Miller presented highlights from the Library Report. Full details are on pages 39-48 of the December Board packet.

The City of Birmingham has changed the period of return from a COVID-19 diagnosis from 7 days to 6 days, with a mask required for five days following a return to work. In the past month, 4 staff members have tested positive for COVID-19.

The IDEA Taskforce has worked on updating the Code of Conduct, and put together a proposal for DEI consultants. Quotes received will be reviewed with the Board in January or February. Quotes from three consultancy firms are expected.

Resident David Bloom hired a drone photographer to capture the Our Natural World exhibit around the outside perimeter of the Youth Room.

Library of Michigan State Aid and DSLRT surveys were submitted on December 8 and December 15, respectively. BPL will receive State Aid funds in the summer of 2023.

BPL's Winter Reading Challenge and Battle of the Books kicked off in December. Beanstack will again be utilized to run the Winter Reading Challenge. Battle books are now available, and bookmarks went out to area schools for distribution. Battle of the Books 2023 will be held at Groves High School on Saturday, March 18.

