



**BALDWIN PUBLIC LIBRARY MINUTES,  
REGULAR MEETING  
February 20, 2023**

Call to Order and Roll Call:

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

Library Board present: Melissa Mark, Frank Pisano, Karen Rock, Danielle Rumble, Jim Suhay, Jennifer Wheeler, and Student Representative Titus Smith III

Absent and excused: None

Library Staff present: Rebekah Craft, Director; Jaclyn Miller, Associate Director; Robert Stratton, Office Administrator.

Friends of the Library liaison present: Ryndee Carney

Contract community representatives present: Kathy Mechigian, Bingham Farms; Mike White, Beverly Hills.

Members of the public present: Two.

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

Rumple read aloud the Library's Mission Statement.

1. General Public Comment Period: None.

2. Consent Agenda:

**Motion to approve the consent agenda.**

**1st** Rumple

**2nd** Mark

A roll call vote was taken.

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

Nays: None.

The motion was approved unanimously.

3. Board Reports and Special Announcements:

**President's report:** Wheeler thanked the Friends of the Library for holding a Surprise Overstock Sale on Saturday, February 18 and for their support of the Library. She thanked Olivia Clark, Student Representative for 2022-2023, for her contributions to the Library Board over the last year. Wheeler wished Danielle Rumble a happy birthday.

**Board comments:** Pisano thanked the Friends of the Library and their continued funding of Library programs.

**Staff Anniversaries:** Rock recognized the following staff anniversaries: Sofia Dabrowski (1 years of service), Carlton Elam (3 years), Theresa Hart (27 years), Dennis Kabel (10 years), Syntha Green (7 years), Angela Shinozaki (7 years), David Stewart (5 years), and Wesleyann Johnson (6 years).

**Upcoming events of interest:** Miller reported upcoming events at the Library, full details of which are on pages 104-105 of the February Board packet.



**Motion to adopt proposed changes to the Idea Lab User Agreement and Waiver, as found on pages 24 to 27 of the February 2023 Board Packet, with the inclusion under Rules of Use "K. A limited amount of 3D printing filament is offered per household, per month."**

**1st** Rock

**2nd** Suhay

A roll call vote was taken.

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

Nays: None.

The motion was approved unanimously.

**Motion to adopt proposed changes to the Purchasing Guidelines, as found on pages 28 to 31 of the February 2023 Board packet.**

**1st** Rock

**2nd** Rumble

A roll call vote was taken.

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

Nays: None.

The motion was approved unanimously.

#### **Personnel Committee:**

Rock reported that the Personnel Committee reviewed edits to the Employee Handbook after review by the BPL management team and the City's labor attorney, Michael Gibbons. The Employee Handbook was last updated in 2019. Full minutes regarding the updates to the Employee Handbook are on page 32 of the February Board packet.

Craft submitted a change to Appendix A, which correctly prorate the Yearly Personal Leave column.

**Motion to adopt proposed changes to the Employee Handbook, as found on pages 33 to 70 of the February 2023 Board packet, with the inclusion of the Yearly Personal Leave column update.**

**1st** Rock

**2nd** Suhay

A roll call vote was taken.

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

Nays: None.

The motion was approved unanimously.

#### 5. **Library Report:**

Craft and Miller presented highlights from the Library Report. Full details are on pages 71-81 of the February Board packet.

IT is upgrading the online catalog software, and the system will be shut down on the morning of February 22. This should help with slowdowns on weekends.

The Idea Lab will be closed this week, and should reopen Saturday.



Nays: None.

The motion was approved unanimously.

The motion was approved unanimously. The meeting was adjourned at 9:28 p.m. The next regular meeting is scheduled for Monday, March 20, 2023, at 7:30 p.m. in the Rotary Tribute and Donor Room.

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Danielle Rumble, Secretary

Date

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