

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 Rumple, 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 guorum.

Rumple read aloud the Library's Mission Statement.

1. <u>General Public Comment Period:</u> None.

2. Consent Agenda:

Motion to approve the consent agenda.

1st Rumple 2nd Mark

A roll call vote was taken.

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

Nays: None.

The motion was approved unanimously.

3. <u>Board Reports and Special Announcements:</u>

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 Rumple 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.

4. <u>Board Committee Reports</u>

Finance Committee:

Rumple reported that the Finance Committee met on February 13. Present were Pisano, Rumple, Craft, and Miller. Full minutes from this meeting are on page 14 of the February Board packet. The next meeting of the Finance Committee will take place on Monday, March 13, 2023, at 4:00 p.m. in the Delos Board Room.

Building Committee:

Suhay reported that the Building Committee met on February 6. Present were Mark, Suhay, Craft, Miller, Steve Schneemann (Merritt Cieslak Design [MCD]), Dianne Schurg (MCD), Mary Kay Lancaster (MCD), Scott Wheeler (PCI Dailey), Bruce Johnson (City of Birmingham), Jeff Zielke (City of Birmingham), and two members of the public. Full minutes from this meeting are on page 17 of the February Board packet. The next meeting of the Building Committee will take place on a later date.

MCD sent final drawings to PCI Dailey on February 13. MCD and PCI Dailey are in discussion about how to conduct subcontractor interviews. Bids should be received by mid-April.

Craft shared a new rendering from MCD of the vending machine conceal. A rectangular version was used in previous renderings as a placeholder. The new version is curved to allow additional maneuverability around the vending area. The Board discussed the new rendering and decided that costing of this option is needed before a final decision can be made. The Board decided to table the issue until more information is received from MCD.

Outreach Committee:

Mark reported that the Outreach Committee met on February 7. Present were Mark, Rumple, Craft, and Miller. Full minutes from this meeting are on page 19 of the February Board packet. The next meeting of the Outreach Committee will take place on a later date.

Policy Committee:

Rock reported that the Policy Committee met on January 25. Present were Rock, Wheeler, Craft, and Miller. Full minutes from this meeting are on page 20 of the February Board packet. The Policy Committee recommended the Board approve changes to the following policies: Bylaws of the Board of Directors, Idea Lab User Agreement and Waiver, and Purchasing Guidelines. Changes to the Bylaws and Purchasing Guidelines would make these documents consistent with those of the City of Birmingham. The changes to the Idea Lab User Agreement clarified the use of media conversion services and general use of materials and tools by the public.

Motion to adopt proposed changes to the Bylaws of the Board of Directors, as found on pages 21 to 23 of the February 2023 Board packet, with the inclusion of "Outreach Committee" in Article 4, Section 1.

1st Rock **2nd** Pisano

A roll call vote was taken.

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

Nays: None.

The motion was approved unanimously.

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, Rumple, 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 Rumple

A roll call vote was taken.

Yeas: Mark, Pisano, Rock, Rumple, 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, Rumple, 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.

Chairs in the Birkerts addition continue to break, and the manufacturer has stopped honoring its 10-year warranty. The chairs were purchased in 2017. Miller will meet with Library Design Associates to discuss this issue.

Two staff members are out of work with COVID. Craft is expecting the City's next COVID Preparedness & Response Plan to follow upcoming CDC guidelines, which are loosening in May. BPL continues to distribute COVID-19 rapid tests in the lobby when supplies are available.

Birbery books were announced to Birmingham Public Schools and made available for checkout on February 6.

Grace Nobel and Rose Hansen have been promoted to Library Assistant I from Page.

Craft met with the City Manager and Finance Director on February 9 to review BPL's preliminary 2023-2024 budget. The pubic budget hearing for FY 2023-2024 will take place at the March Board Meeting.

6. Liaisons

<u>Friends</u>: Ryndee Carney thanked everyone who worked the book sale, which brought in \$1500 over six hours. FOL received just under \$600 in online sales and \$1500 from book sale tables in the month of January. Carney will be attending a Friends of Michigan Libraries "Talk About Friends" event at the Novi Public Library on March 3. The Friends Board has created a Volunteer Code of Conduct which reflects BPL's. The FOL Board Bylaws are under revision, and a vote to approve these changes will take place during the FOL Annual Meeting on May 16.

Beverly Hills: Mike White introduced himself as the new representative from Beverly Hills.

Bloomfield Hills: There was no report.

Bingham Farms: Kathy Mechigian lauded the BPL community and Friends.

7. New & Miscellaneous Business: Craft received three quotes from DEI consultants, which were reviewed by the IDEA Taskforce, who recommend the Board approve hiring Global Community Associates for staff DEI training over a ten-month period. Global Community Associates outlined a plan for BPL which can be found on pages 98-99 of the February Board packet. The City Attorney is currently reviewing the policy. The quoted cost for this training is \$24,870.

The Board requested Craft talk with Global Community Associates about lower cost options. Craft will bring this topic back to the Board in April, when the Phase 3 construction cost estimates will be available.

- 8. <u>Unfinished Business</u>: None.
- 9. <u>Items Removed from Consent Agenda</u>: None.
- 10. <u>Information Only</u>: See pages 103-158 of the February 2023 Board packet.
- 11. Adjournment:

Motion to adjourn the meeting.

1st Suhay **2nd** Mark

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

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.

Danielle Rumple, Secretary

Date

