



**BALDWIN PUBLIC LIBRARY MINUTES,
REGULAR MEETING
May 15, 2023**

Call to Order and Roll Call:

The meeting was called to order by President Jennifer Wheeler at 7:33 p.m.

Library Board present: Melissa Mark, Frank Pisano, Karen Rock, Danielle Rumples, 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: None.

Members of the public present: Two; and Steve Schneeman from Merritt Cieslak Design.

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

Rumples read aloud the Library's Mission Statement.

1. General Public Comment Period: None.

2. Consent Agenda:

Suhay requested the minutes of the April 17, 2023 Board meeting be removed from the general order of business and be considered as the last item of New Business.

Motion to approve the consent agenda, keeping out the minutes from the April 17, 2023 meeting.

1st Rock

2nd Mark

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

3. Board Reports and Special Announcements:

President's report: Wheeler thanked the Friends of the Library for their purchase of a book bike, which arrived last week. She thanked Jaclyn and Rebekah for putting it together. She also thanked Moosejaw Birmingham for assisting with assembly.

Board comments: Suhay confirmed the BPL logo would be put on the book bike. Rumples voiced appreciation for Miller's outreach efforts.

Staff Anniversaries: Rock recognized the following staff anniversaries: Melissa Behrens (4 years of service), Nadia Bertala (6 years), H Jennings (6 years), Jody Jennings (4 years), Denise Konchel (21 years), Emily Malek (2 years), Grace Noble (2 years), and Robbie Terman (5 years).

Upcoming events of interest: Miller reported upcoming events at the Library, full details of which are on pages 80-81 of the May Board packet.

4. Board Committee Reports

Finance Committee:

Rumple reported that the Finance Committee met on May 8. Present were Pisano, Rumple, Craft, and Miller. Full minutes from this meeting are on page 16 of the May Board packet. The Finance Committee recommends the Trust Board approve a disbursement of \$59,703.96. The next meeting of the Finance Committee will take place on Monday, June 12, 2023, at 4:00 p.m. in the Delos Board Room.

Building Committee:

Suhay reported the Building Committee has not met since the April Board meeting. Craft will provide an update on Phase 3 renovations.

Policy Committee:

Rock reported that the Policy Committee met on May 3. Present were Rock, Wheeler, Craft, and Miller. The Policy Committee recommends the Board approve 9 proposed policy changes: Library Card Policy; Fines and Fees Policy; Electronic Device, Network, and Internet Use Policy; Collection Development Policy; Fund Balance Policy; Credit Card Policy; Financial Policy; Trust Investment Policy; and Staff Development Policy. Suhay noted there were two "Asset Allocation" sections in the Trust Investment Policy, and recommended the second mention to be removed.

Motion to adopt the proposed changes to the Library Card Policy; Fines and Fees Policy; Electronic Device, Network, and Internet Use Policy; Collection Development Policy; Fund Balance Policy; Credit Card Policy; Financial Policy; Trust Investment Policy; and Staff Development Policy; with the change in the Trust Investment Policy to take out the Asset Allocation paragraph the second time it's mentioned.

1st Rock
2nd Pisano

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

The next meeting of the Policy Committee will take place in October.

5. Library Report:

Craft and Miller presented highlights from the Library Report. Full details are on pages 47-61 of the May Board packet.

Damaged posts at the Storybook Trail of Beverly Park were repaired and May's book has been installed. BPL has supplied Next with materials for their current programming. Historical library tours for BPS second graders are ongoing through the month of May. Librarians Stephanie Klimmek and Elisabeth Phou hosted a professional development session for BPS school librarians. Librarian Vicki Sower attended the Birmingham Youth Assistance "Celebration of Youth in Service", where Teen Library Assistant Faith Whitted was honored.

The BPL All-Staff Meeting on May 17 will focus on reviewing the Privacy Policy. Librarian Sara Jurek and IT Assistant Andrew Forbes have resigned from their positions. BPL will host interviews this month to fill both positions.

Craft presented the FY2023-2024 Budget to City Commission on April 29.

6. Liaisons

Friends: Ryndee Carney reported that lobby sale tables are bringing in approximately \$1,200 monthly. The May book sale brought in \$3,400. The Friends are now using Venmo to take payment. The Friends Annual Meeting will be held on May 16 in the Jeanne Lloyd Room at BPL.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

Bingham Farms: There was no report.

7. Phase 3: Renovation Update:

Full details of this report can be found on pages 63-77 of the May Board packet. Renovation is expected to begin July 5, 2023 and finish in March 2024. Craft will sign the contract with ArtPack to move and store the Marshall Fredericks *Siberian Ram* sculpture.

Craft recommended the Board make a decision regarding two deduct alternates: keeping or removing the covered ceiling in the new Study Room corridor, and the type of vending machine enclosure in the Bookend Café. If the Board decides to save money with either decision, they intend on lowering the Guaranteed Maximum Price (GMP) with PCI Dailey. There is approximately \$11,750 in savings if the ceiling cove is removed, and \$5,650 if the orthogonal vending enclosure design is chosen instead of elliptical.

The ceiling cove provides form over function. It can be replaced with less expensive can lighting following the pattern of lighting elsewhere in this area. Can lighting would provide sufficient illumination to the area.

Motion to remove the cove lighting in the Circulation area and replace it with can lighting.

1st Pisano
2nd Wheeler

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

An orthogonal vending enclosure would be \$5,650 less expensive than an elliptical shaped enclosure and functionally similar. An orthogonal shape would reduce mobility and visibility around the area, especially for those with strollers, etc. An elliptical shape would improve motion and visibility around the vending area. The enclosures for either choice would be made out of solid surface material. The edges of an orthogonal design may be more prone to wear and increase upkeep costs. The corners may be more dangerous for patrons (children) running in from the plaza. An orthogonal design may obscure the view of the vending area pathways.

Motion to approve the rectangle café design, with the rounded little edges, for the café.

1st Pisano
2nd Wheeler

A roll call vote was taken.
Yeas: Pisano, Suhay, Wheeler.
Nays: Rock, Rumble, Mark.
Absent and excused: None.
The motion did not pass.

The orthogonal design creates a visible barrier to the café area and reduces the project cost. The elliptical design is softer and more conducive to movement within the vending area. \$5,650 may not be a significant cost in the context of the \$3.6 million construction budget. A member of the public recommended following the architect's recommendation for the elliptical design and encouraged the Board consider the project's overall value to the public, rather than taking more items away incrementally to cut cost.

Motion to accept the orthogonal design for the café and save the money for other things that might arise in the project.

1st Pisano
2nd Wheeler

A roll call vote was taken.
Yeas: Pisano.
Nays: Mark, Rock, Rumble, Suhay, Wheeler.
Absent and excused: None.
The motion did not pass.

Motion to select the elliptical vending machine enclosure.

1st Rumble
2nd Mark

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

8. New & Miscellaneous Business: None.

9. Unfinished Business: None.

10. Items Removed from Consent Agenda:

Suhay recommended a wording changed in the April 17, 2023 Board Meeting minutes. Under the Building Committee section, first paragraph, the fourth sentence should be changed from "...and decided to remove the skylight and light cove..." to "...and decided to recommend to the Board the removal of the skylight and light cove..."

Motion to insert the words "...and decided to recommend to the Board removal of the skylight and light cove..." [instead of "...and decided to remove the skylight and light cove..." in the April 17, 2023 Board Meeting minutes].

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

11. Information Only: See pages 79-98 of the May 2023 Board packet.

12. Adjournment:

Motion to adjourn the meeting.

1st Wheeler

2nd Rumble

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 9:53 p.m. The next regular meeting is scheduled for Wednesday, June 21, 2023, at 7:30 p.m. in the Rotary Tribute and Donor Room.

Danielle Rumble, Secretary

Date

APPROVED